



# Leadership Academy of Arizona

**2027-2028 Family Handbook**

## **The Warrior Way**

**Lead with Courage. Learn with Purpose. Serve with Honor.**

Board Review Draft | Board Adoption Date: TBD  
info@LeadershipAZ.org | <https://leadershipaz.org/>



# Part I

School Identity, Governance, and Enrollment

## Board Review Draft Status

### Document status

This Family Handbook is a board-review draft for the 2027-2028 school year. Board Adoption Date: TBD. Final publication should occur only after Board approval and legal review. The handbook summarizes family-facing expectations. Board of Directors policies are maintained on the school website and control if a conflict exists with this handbook, law, or the charter contract.

### Quick Reference

Topic	Family-facing information
Legal school name	Leadership Academy of Arizona
Handbook title	Leadership Academy of Arizona 2027-2028 Family Handbook
School website	<a href="https://leadershipaz.org/">https://leadershipaz.org/</a>
General email	<a href="mailto:info@leadershipaz.org">info@leadershipaz.org</a>
Phone	TBD
Campus address	TBD
Mascot	The Warriors
Theme	The Warrior Way
Tagline	Lead with Courage. Learn with Purpose. Serve with Honor.
Student Information System	PowerSchool
Family communication platform	SchoolMessenger
Payment platform	LINQ Connect with LINQ's K-12 Point of Service system
Applications	Online only through <a href="https://leadershipaz.org/">https://leadershipaz.org/</a>
Board policies and notices	Posted on the school website
Core purpose	To form students into leaders of character who learn with purpose, lead with courage, and serve with honor.
Niche	A tuition-free K-8 leadership and character academy for Greater Tucson families, combining rigorous academics, daily leadership development, enrichment, and strong family partnership.
Core values	Lead with Courage. Learn with Purpose. Serve with Honor.



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## 1. Welcome to Leadership Academy of Arizona

Welcome to Leadership Academy of Arizona. This handbook is designed to help families understand the school mission, daily expectations, student supports, safety procedures, academic systems, and family partnership practices for the 2027-2028 school year.

Leadership Academy of Arizona is a tuition-free K-8 leadership and character academy for Greater Tucson families. The Academy combines rigorous academics, daily leadership development, enrichment, and strong family partnership within a school model organized around three pillars: Academic Excellence, Youth Leadership Development, and Enriched Education.

### Family partnership

Families are essential partners in student success. The Academy expects respectful communication, consistent attendance, timely completion of required forms, support for school expectations, and active participation in conferences and school events whenever possible.



## 2. Mission, Core Purpose, and Three Pillars

The mission of Leadership Academy of Arizona is to ensure that students, staff, and families are happy, safe, healthy, supported, engaged, and challenged within a wholesome culture that fosters growth, resilience, and lifelong learning.

### Core Purpose, Niche, and Core Values

The following identity statements provide a concise family-facing summary of why Leadership Academy of Arizona exists, who it serves, and the values students are expected to practice through The Warrior Way.

<b>Core Purpose</b>	To form students into leaders of character who learn with purpose, lead with courage, and serve with honor.
<b>Niche</b>	A tuition-free K-8 leadership and character academy for Greater Tucson families, combining rigorous academics, daily leadership development, enrichment, and strong family partnership.
<b>Core Values</b>	<b>Lead with Courage</b> <b>Learn with Purpose</b> <b>Serve with Honor</b>

These values are not separate from the Academy's mission. They are the daily commitments behind The Warrior Way: students learn with discipline, lead with integrity, serve with humility, persevere with courage, and build a better community.

<b>Pillar</b>	<b>Family-facing meaning</b>
Academic Excellence	Students master Arizona academic standards, build strong literacy and mathematics foundations, think critically, communicate clearly, and develop habits of scholarship.
Youth Leadership Development	Students practice leadership through daily instruction, reflection, goal setting, classroom leadership roles, service-learning, mentoring, portfolios, and student-led conferences.
Enriched Education	Students participate in arts, music, physical education, technology, Spanish, project-based learning, service, athletics, clubs, and leadership experiences that build curiosity, creativity, wellness, and real-world readiness.

## 3. The Warrior Way and Mascot Identity

The official mascot of Leadership Academy of Arizona is The Warriors. The official theme is The Warrior Way. The official tagline is: Lead with Courage. Learn with Purpose. Serve with Honor.

The Academy's Core Values - Lead with Courage, Learn with Purpose, and Serve with Honor - give practical expression to The Warrior Way in classrooms, service, enrichment, family partnership, and student recognition.

Youth Leadership Development Guidebook. The Academy may provide a Youth Leadership Development Guidebook or parent guide to help families understand daily leadership lessons, Warrior Way language, student reflection, leadership portfolios, service-learning, student-led conferences, and Grade 8 Portfolio Defense. The guidebook is an implementation companion. If it conflicts with law, the charter contract, Board policy, or this Board-approved Family Handbook, the controlling source governs.



### Mascot narrative

At Leadership Academy of Arizona, we are Warriors of Wisdom, Character, and Discovery. We work hard, think deeply, treat others with respect, and rise to challenges with courage. We know that true strength is shown through self-control, humility, honesty, perseverance, and the willingness to help others. As Warriors, we pursue academic excellence, practice leadership every day, and use our talents to make meaningful contributions to our families, school, community, and world.

Pillar	Warrior identity
Academic Excellence: Warriors of Wisdom	The Warrior represents disciplined learning, careful thinking, clear communication, and intellectual strength.
Youth Leadership Development: Warriors of Character	The Warrior represents courage, integrity, responsibility, humility, leadership, and service.
Enriched Education: Warriors of Discovery	The Warrior represents curiosity, creativity, wellness, cultural understanding, and real-world readiness.

### The 12 Warrior Virtues

Charter trait	Warrior language
Energy / Zest	Warriors bring effort, enthusiasm, and a positive spirit.
Curiosity	Warriors ask questions and seek understanding.
Creativity	Warriors solve problems in new and useful ways.
Grit	Warriors keep going when work is difficult.
Focus / Self-Control	Warriors manage their choices, words, and actions.
Courage	Warriors do what is right, even when it is hard.
Humility	Warriors learn from feedback and honor others.
Initiative	Warriors take action without waiting to be pushed.
Integrity	Warriors tell the truth and do the right thing.
Leadership	Warriors serve, guide, and lift others.
Optimism	Warriors believe growth is possible.
Social Intelligence	Warriors understand, include, and respect others.

### Warrior Pledge

#### Warrior Pledge

I am a Warrior of Leadership Academy of Arizona.  
 I come ready to learn, lead, serve, and grow.  
 I show courage when challenges are hard.  
 I show integrity when choices matter.  
 I show humility by learning from others.  
 I use my mind, my words, and my actions to strengthen my school, my family, and my community.  
 Today, I will lead the Warrior Way.



## School Chant

### School Chant

Leader: Who are we?

Students: Warriors!

Leader: What do we do?

Students: Lead!

Leader: How do we lead?

Students: With courage, character, and excellence!

All: Warriors lead the way!

## 4. Public Charter School Status and Equal Access

Leadership Academy of Arizona is a tuition-free public charter school. The Academy is open to eligible students and will not discriminate on the basis of race, color, national origin, sex, disability, English language proficiency, religion, income level, homelessness, foster care status, military status, or any other status protected by law.

Enrollment is not based on academic performance, test scores, interviews, essays, auditions, student ability, family donations, volunteer hours, or attendance at orientation events. Meet the Teacher, Back to School Night, Curriculum Night, conferences, and other family events are encouraged but are not conditions of admission or enrollment.

## 5. Governance, Board Policies, and Public Notices

The Board of Directors is responsible for governance, policy, budget approval, compliance oversight, and evaluation of the President/top administrator. The President/top administrator is responsible for implementing Board policy and may serve as Principal/School Leader during start-up or delegate daily campus operations to a Principal/School Leader once positions are staffed. Board member names are not listed in this handbook.

Board of Directors policies, Board meeting notices, agendas, public comment information, enrollment forms, tour information, required notices, and contact information are available on the school website: <https://leadershipaz.org/>.

The Board may update policies during the school year when required by law, operational need, safety considerations, authorizer guidance, or Board action. Families will be notified of material updates as appropriate.

### Family policy and forms quicklinks

The school website is the family-facing policy and forms hub. Families should use <https://leadershipaz.org/> to find current Board policies, required annual notices, enrollment materials, tour information, annual forms, technology and payment instructions, and program updates. If a family cannot locate a policy or form, the family may contact the Front Office for help.

### Policy control statement

If a handbook provision conflicts with applicable law, the charter contract, or a Board-adopted policy, the applicable law, charter contract, or Board-adopted policy controls.

## 6. Role-Based Contacts

Leadership Academy of Arizona lists staff contacts by position only. Families may begin with the Front Office unless the matter is urgent. General inquiries may be sent to [info@leadershipaz.org](mailto:info@leadershipaz.org).



## Civil rights and student-support contacts at a glance

The Academy lists contacts by position rather than staff name. Families may report a concern to any trusted staff member, and the concern will be routed to the proper administrator or coordinator.

Concern or need	Primary role contact
Sex discrimination or sexual harassment	Title IX Coordinator
Disability discrimination, Section 504, or access concern	Section 504 Coordinator
Special education, Child Find, IEPs, or related services	ESS Coordinator
English Learner services, AZELLA, or language access	EL / SEI Coordinator
Housing instability, homelessness, or McKinney-Vento support	Social Worker / Family Engagement Coordinator
Bullying, harassment, threats, intimidation, or retaliation	Principal or Assistant Principal
General grievance or unresolved concern	Principal, then Board of Directors as final internal appeal. If the concern involves the President/Principal, route directly to the Board Appeal Designee or Board-designated contact.
Family need	Contact position
Schoolwide concerns, unresolved issues, urgent matters	Principal
Culture, behavior, discipline, arrival/dismissal, lunch/recess, specials, Beyond the Bell	Assistant Principal
Enrollment, registration, records, PowerSchool, withdrawal, attendance documentation	Office Manager / Registrar
Daily front office questions, attendance calls, visitor check-in, document intake	Office Receptionist
Curriculum, instruction, assessment, state testing, academic data	Curriculum & Assessment Coordinator
Special education, Child Find, IEPs, evaluations, related services	ESS Coordinator
Disability accommodations and 504 review requests	Section 504 Coordinator
English Learner services, Home Language Survey, AZELLA, SEI	EL / SEI Coordinator
Housing instability and McKinney-Vento support	Social Worker / McKinney-Vento Liaison
Title IX and sex discrimination/sexual harassment	Title IX Coordinator
Attendance barriers, family support, service learning, family engagement	Social Worker / Family Engagement Coordinator
Illness, medication forms, health plans, allergies, asthma, diabetes, seizures	Health Assistant / Health Office
Beyond the Bell registration, schedules, fees, late pick-up	Beyond the Bell Contact / Assistant Principal
Breakfast/lunch accounts, LINQ Connect, meal balances, meal benefits	Food Service / Meal Account Contact
Public records requests	Public Records Contact / Office Manager
Formal grievances	Principal, then Board of Directors as final internal appeal. If a grievance or complaint involves the President/Principal, it should be routed directly to the



Concern or need	Primary role contact
	Board Appeal Designee or Board-designated contact and not screened or decided by the President/Principal.

## 7. Enrollment, Lottery, Waitlist, and Registration

Applications are accepted online only through <https://leadershipaz.org/>. The annual Enrollment & Lottery Calendar, application link, enrollment forms, tour information, required notices, and school contact information are posted on the school website.

Enrollment item	2027-2028 draft calendar
Application opens	January 4, 2027
Application deadline for timely consideration	March 31, 2027
Lottery, if applications exceed capacity	Virtual lottery on or about April 7, 2027
Initial seat offers	On or about April 12, 2027
Seat acceptance deadline	April 22, 2027, or 10 calendar days from the offer date if a later offer is issued
Registration document deadline	June 15, 2027, unless a later seat offer states a different deadline
Enrollment office contact	info@leadershipaz.org

Leadership Academy of Arizona will apply required enrollment preferences and Board-adopted lawful optional preferences. For the 2027-2028 opening year, the Board-adopted optional preferences include children in foster care, unaccompanied youth under McKinney-Vento, children/grandchildren/legal wards of Academy or charter-holder employees, children/grandchildren/legal wards of Board of Directors members, children of active-duty military members, and children of military members killed in the line of duty, to the extent permitted by law.

If applications exceed available seats after lawful preferences are applied, the Academy will conduct an equitable virtual lottery. Families may be asked to provide documentation to verify a claimed preference. Preference information does not guarantee admission if the number of qualified applicants exceeds available seats.

### Seat offers, waitlist, and seat release

Seat offers will be issued by school-approved communication methods. Families must accept by the stated deadline. If the Academy does not receive a response by the deadline after reasonable contact attempts, the offer may be treated as declined and the seat may be offered to the next eligible student on the waitlist.

Waitlists are maintained by grade level and school year. If a seat becomes available, the Academy contacts families in the applicable waitlist order, subject to lawful preferences. Families are responsible for keeping contact information current.

### Registration checklist

- Online seat acceptance
- Student registration information
- Parent/guardian contact information



- Emergency contacts
- Authorized pick-up information
- Arizona residency documentation
- Proof of age and identity
- Immunization record or valid exemption
- Health history form
- Home Language Survey
- Military Student Identifier question
- Prior school information
- Student records request authorization, if applicable
- Official Notice of Pupil Withdrawal, if applicable
- Handbook Acknowledgement
- Student Code of Conduct Acknowledgement
- Technology Acceptable-Use Agreement
- Parent Compact / Family Partnership Agreement

Registration documents are uploaded through the secure online registration process linked on the school website. Families should upload clear photos, scans, or PDFs. The Academy may request a corrected upload if a document is blurry, incomplete, expired, or not acceptable for the requirement. Families who need help may contact [info@leadershipaz.org](mailto:info@leadershipaz.org).

Families who need translation or interpretation support should visit the school website or contact the Academy. Key enrollment information will be available in English and Spanish, and additional language assistance will be provided as required by law and school procedure.



## Part II

Daily Operations, Attendance, Health, Meals, and Safety

### 8. School Calendar, Office Hours, and Daily Schedule

Calendar item	Final handbook language
First day of school	July 15, 2027
Last day of school	May 22, 2028
Instructional days	180
Office hours	7:30 a.m. - 4:30 p.m.
Student day	8:00 a.m. - 3:30 p.m. on Monday, Tuesday, Thursday, and Friday
Wednesday early dismissal	8:00 a.m. - 1:00 p.m. every Wednesday
Beyond the Bell morning care	6:30 a.m. - 7:30 a.m.
Earliest student drop-off	7:30 a.m. unless enrolled in Beyond the Bell
Supervision begins	7:30 a.m. unless enrolled in Beyond the Bell
Tardy bell	8:00 a.m.
Dismissal	3:30 p.m. Monday, Tuesday, Thursday, Friday; 1:00 p.m. Wednesday
Late pick-up grace period	20 minutes after dismissal begins

Families should plan for prompt drop-off and pick-up. Repeated late pick-up may result in a parent conference and encouragement to enroll in Beyond the Bell. Early checkout during the final portion of the school day is strongly discouraged and will be accommodated only under conditions that are not recurring and do not disrupt dismissal.

#### Key dates and breaks

Date(s)	Event
July 15, 2027	First Day of School
September 6, 2027	No School - Labor Day
October 4-15, 2027	No School - Fall Break
November 11, 2027	No School - Veterans Day
November 25-26, 2027	No School - Thanksgiving Break
December 18, 2027 - January 8, 2028	No School - Christmas/Winter Break
January 17, 2028	No School - Civil Rights Day
February 24-25, 2028	No School - Rodeo Days
March 13-27, 2028	No School - Spring Break
May 22, 2028	Last Day of School



## 9. Arrival, Dismissal, Walking, Biking, and Campus Procedures

Final campus maps, parking maps, carline maps, playground areas, cafeteria/commons procedures, gym/multipurpose procedures, bike/scooter storage, late pick-up locations, and weather-specific arrival/dismissal adjustments will be published after the final campus is secured and approved.

Students may walk or ride a bicycle to and from school only when documented parent/guardian permission is on file. Campus-specific walking, biking, bike storage, scooter storage, pedestrian routes, and safety procedures will be published after the final campus is finalized.

Rain, heat, air-quality, or severe-weather arrival/dismissal procedures may be adjusted to protect student safety. The Academy will communicate changes to families through school-approved communication platforms as soon as practicable.

## 10. Attendance and Punctuality

Families report absences by phone line or email portal. Absence reports are due by 8:10 a.m. and are received by school administration. Families do not need to report each day of a previously reported multi-day absence unless the dates or circumstances change.

Attendance topic	Policy
Tardy	A student is tardy when not present and ready for school at the 8:00 a.m. tardy bell.
Early pick-up	An early pick-up occurs when a student leaves before dismissal.
Excessive tardies	Excessive tardies may trigger attendance intervention.
Make-up work	Due one school day after an absence. For multiple days missed, students receive one school day for each day absent unless the teacher or administrator approves another timeline.
Unexcused absences	Students remain responsible for make-up work.
Suspension	Students may complete schoolwork during suspensions as directed.
Attendance contracts	The Academy may use attendance contracts when concerns persist.

Excused absences may include illness, medical needs, bereavement, family emergency, religious observance, court or legal appointment, custody-related requirements, military family transition, or other circumstances approved by school administration. Documentation may be requested when absences are frequent, extended, patterned, or when required for a support plan.

Family travel or vacations during school days are strongly discouraged. Families should schedule travel during school breaks whenever possible. Travel-related absences may be excused or unexcused at the discretion of school administration based on circumstances and documentation.

Leadership Academy of Arizona does not operate a separate attendance-recovery or seat-time-recovery program. Students remain responsible for completing make-up work, attending assigned tutoring or intervention, participating in support plans, and demonstrating mastery of required learning.

### Attendance and mastery

Attendance concerns may be considered in academic support and promotion decisions when absences interfere with a student's ability to access instruction or demonstrate mastery. Attendance alone will not automatically determine promotion or retention; the school will review whether the student has demonstrated required mastery through the body of academic evidence.



# 11. Transportation

Leadership Academy of Arizona does not provide daily student transportation. Families are responsible for arranging transportation to and from school each day, including regular school days, Wednesday early-release days, Beyond the Bell, tutoring, clubs, athletics, performances, family events, and other school activities.

Family-organized carpools are private arrangements between families. Leadership Academy of Arizona does not organize, supervise, manage, verify, or assume responsibility for private family carpools.

Field trip transportation is provided by the Academy only. Field trip transportation may be provided by school-approved bus, charter bus, or Academy-approved van. Parents/guardians may not drive students to or from field trips, and approved chaperones must use Academy-provided transportation.

Transportation-related support will be provided when required by law or an approved student plan.

# 12. Health Office, Medication, and Illness Procedures

The Academy has a health office and a health assistant or designated staff member to support student health needs. The health assistant may not be a licensed nurse. The role includes receiving and maintaining student health forms, managing medication check-in and storage, maintaining medication logs, providing routine health-office support within role and training, contacting families for illness or injury, coordinating emergency response, maintaining confidential health records, supporting field trip and Beyond the Bell health needs, and tracking immunization records under administrator supervision.

## Medication safety: six rights

When medication is administered or supported by the Health Office, staff will use the medication authorization form and medication log to check the right student, right medication, right dose, right time, right route, and right documentation. Families must provide medication in the original labeled container and must update the school when a medication order changes.

Health topic	Policy summary
Medication authorization	Medication may be administered only with a completed authorization form and required parent/guardian and provider documentation. Medication must be in the original container and labeled.
Prescription medication	Requires written authorization, current pharmacy label, dosage, route, timing, and parent/guardian signature. Provider orders may be required.
Over-the-counter medication	Requires parent/guardian authorization and must be in the original container. The school may require provider authorization for repeated or non-label use.
Self-carry medication	Requires parent/guardian authorization, provider statement when required, and administrative approval.
Inhalers	Students may self-carry and self-administer prescribed inhalers when required documentation is on file. The Academy will not maintain stock inhalers.
Epinephrine	Students with approved plans may self-carry epinephrine. The Academy will maintain stock epinephrine consistent with law and Board policy.
Diabetes, seizure, allergy, asthma plans	Families must provide updated care plans when applicable. Plans are reviewed by the health office and shared with staff who need the information.
Water bottles	Students may bring water bottles throughout the school day.
Sunscreen	Families may send sunscreen. Students may self-apply when appropriate. Staff assistance requires parent permission.



## Illness and return to school

Symptom or concern	General procedure
Fever	Students with fever of 100.4 F or higher may be sent home. Return when fever-free for 24 hours without fever-reducing medication.
Vomiting or diarrhea	Students may be sent home. Return when free from vomiting or diarrhea for 24 hours without medication and able to participate in school.
Rash, injury, breathing difficulty, uncontrolled pain, or concerning symptoms	Health office or administration will contact the family and may require pick-up, medical evaluation, or emergency response.
Head lice	The Academy will handle concerns confidentially, notify families as appropriate, and follow public health best practices.
Communicable disease	The Academy may notify families of exposure as appropriate while protecting privacy and may report diseases to health authorities when required.

Students who feel ill must report to a teacher, health office, or front office. Families will be contacted through the health office or front office. Students should not use personal devices to call or text parents during the school day. With permission, students may use the dedicated school phone at the front office.

Emergency medical response may include calling 911, contacting parents/guardians and emergency contacts, using emergency care plans, administering emergency medication when authorized or permitted, and documenting the incident. Student injury notifications will be made based on severity, need for follow-up, and school procedure.

### Concussion and head injury

If a student is suspected of sustaining a concussion or head injury during PE, recess, athletics, field trips, Beyond the Bell, or another school activity, the student will be removed from physical activity for the remainder of the day or until cleared by appropriate medical guidance. The Academy will notify the parent/guardian, document the incident, and follow return-to-learn and return-to-activity procedures. A student with a suspected concussion may not return to athletic or vigorous physical activity the same day. Medical clearance may be required before returning to activity when symptoms, injury severity, athletic participation, or school procedure require it.

Immunization records or valid exemption documentation are required for attendance as applicable. Families should submit records during registration and update records when new immunizations are received. Students experiencing homelessness will receive immediate enrollment support consistent with McKinney-Vento requirements while records are obtained.

## 13. Meals, Snacks, Food Allergies, and Celebrations

Breakfast and lunch will be offered. The food-service vendor will not be named in this handbook. Menus will be published through newsletters and the school website. Meal payments, meal account balances, low-balance alerts, and other school fees will be managed through LINQ Connect with LINQ's K-12 Point of Service system.

Meal topic	Policy
Breakfast price	Student breakfast price will be published annually and aligned to the applicable federal reimbursement-rate benchmark.
Lunch price	Student lunch price will be published annually and aligned to the applicable federal reimbursement-rate benchmark.
Adult meal price	\$5.00
Free/reduced-price meals	Families may apply online through the school website or the linked meal-benefit application. Applications may be submitted at any time during the year.
Meal accounts	Families may add funds, review balances, and set alerts through LINQ Connect.



Meal topic	Policy
Low balance	Families will receive reminders through LINQ Connect or school communication.
Unpaid balance	Students will not be publicly identified or shamed because of a meal balance. The Academy will contact families privately and may offer hardship support or payment plans.
Forgotten lunch	The Academy will feed the child and seek reimbursement from the parent/guardian.
Outside food	Students may bring food from home. Parents may deliver food to their own child through the front office.
Third-party food delivery	Prohibited unless preauthorized by Academy administration.
Parent lunch visits	Parents may eat lunch with students after checking in. Visitors will sit in a separate section of the cafeteria.
Food sharing	Strongly discouraged.

### Snacks, parties, and allergies

Snack times are determined by teachers. Snacks are provided by parents/guardians unless otherwise communicated. Classroom parties and birthday celebrations must be approved by administration, may not interrupt instruction, and must follow allergy and wellness procedures.

Leadership Academy of Arizona is not an allergy-free school and does not maintain a schoolwide ban on nuts or other allergens. When a student has a food allergy or disability-related dietary need, administration will meet with the family to review documentation, consider reasonable accommodations, coordinate with the health office and food service, and develop an Allergy Action Plan or meal modification process when appropriate.



### Food allergy responsibilities

Party	Responsibility
Family	Notify the Academy of allergies or dietary needs, provide updated action plans, provide prescribed emergency medication, update emergency contacts, and communicate changes promptly.
Academy	Review the plan with appropriate staff, consider reasonable accommodations, coordinate health-office and food-service procedures, train or inform staff with a legitimate need to know, and respond to emergencies.
Student	Avoid unknown foods, do not share food, follow the action plan, and tell an adult immediately if symptoms or exposure occur.

Food rewards are allowed when approved by staff and consistent with the Academy wellness policy. Non-food rewards are encouraged whenever practical.

The Academy will maintain a local wellness policy addressing nutrition education, physical activity, school meals, Smart Snacks, food and beverages provided during the school day, marketing, and public involvement. The wellness policy will be available on the school website.

### Wellness committee and periodic review

The Academy will maintain a wellness committee or stakeholder process to support the Local Wellness Policy. The process may include school administration, staff, families, students when appropriate, food-service personnel, health or wellness partners, and community representatives. The Academy will review wellness goals, nutrition standards, food provided during the school day, physical activity, student wellness, food rewards, celebrations, and required public updates according to law and Board policy.

### Food sales, fundraisers, and wellness

Any food or beverage sold, distributed, or provided through school-sponsored fundraisers, student activities, vending, classroom events, celebrations, clubs, athletics, Beyond the Bell, or other school programs during the school day must follow applicable nutrition standards, the Academy's Local Wellness Policy, allergy-aware procedures, and administrative approval requirements.

Food-related fundraisers during the school day require prior written approval from administration. Approval may depend on instructional impact, allergy considerations, nutrition standards, food safety, cash-handling procedures, timing, supervision, and whether the fundraiser supports an approved school purpose.

Parents may deliver food for their own child through the Front Office consistent with the meals section. Third-party food delivery services are prohibited unless preauthorized by Academy administration. Food may not be shared with other students unless the school has approved the activity and allergy-aware procedures have been followed.

## 14. Safety, Emergency Operations, Visitors, and Volunteers

Leadership Academy of Arizona maintains a site-specific Emergency Operations Plan (EOP) to guide prevention, preparedness, response, and recovery. The EOP is used by school leadership, staff, and emergency responders. The full EOP is not published because it contains security-sensitive information.

Safety term	Family-facing meaning
Fire drill	Students and staff practice safe evacuation. Fire drills occur monthly. Students are released to families after a drill is complete unless administration directs otherwise.



Safety term	Family-facing meaning
Lockdown	Used when there may be a threat inside or near the building. Staff and students follow trained procedures. Public details are limited for safety.
Secure campus	Used when activity outside the building requires the campus to secure exterior access while learning may continue inside.
Shelter-in-place	Used when students and staff remain indoors or in designated areas because of weather, environmental, medical, or safety conditions.
Evacuation	Used when students and staff leave a building or area and move to a safer location.
Reunification	A controlled process for releasing students to authorized adults after an emergency. Photo ID is required.

Emergency notifications will be sent as soon as it is safe and practical to do so. Families should not come to campus during an emergency unless directed, because unscheduled arrival may interfere with emergency response. Emergency contacts must be kept current.

### Visitor management and Raptor

All visitors and volunteers must enter through the Front Office during school hours, present photo ID, sign in, and wear a visitor badge produced through Raptor. IDs will be scanned. Visitors may not go directly to classrooms. Classroom observations must be preapproved and arranged by administration. Teachers may schedule classroom helpers; the Principal approves all other visitors with specific permissions.

Visitor access may be limited or revoked if a visitor refuses to follow procedures, does not present required identification, does not complete Raptor screening, goes to an unapproved area, disrupts instruction, violates confidentiality, creates a safety concern, or fails to follow staff directions. Visitor access is permission to be in the approved area for the approved purpose; it is not permission to move freely around campus.

Tours are scheduled through the Registrar. Food deliveries, flowers, or gifts must be coordinated through the Front Office and may not disrupt instruction. Emergency contacts and anyone picking up a student during the school day must show photo ID.

Custody documents must be on file before the Academy can restrict a parent or guardian from accessing a student, unless law enforcement or court direction requires immediate action. Without current court documentation, the Academy generally communicates with and releases students to parents/guardians according to Arizona law and school records.

### Facility use and community groups

Use of Leadership Academy of Arizona facilities by outside groups, community partners, parent groups, vendors, or other organizations requires advance approval by administration and must follow Board policy and campus safety procedures. Facility use may require a written facility-use agreement, proof of insurance, supervision plan, background checks, fees, custodial arrangements, security procedures, and compliance with all visitor and emergency procedures.

Facility use may not interfere with instruction, school operations, student programs, staff work, safety, the Academy's mission, or the school calendar. Approval may be limited, conditioned, denied, suspended, or revoked at any time for safety, operational, legal, financial, facility, insurance, or school-related reasons.

### Parent organizations and school-affiliated groups

If Leadership Academy of Arizona approves a formal parent organization, booster group, parent committee, or school-affiliated support group, the organization must support the Academy's mission and the Warrior Way, maintain nondiscriminatory participation practices, follow school confidentiality and visitor procedures, maintain appropriate financial controls, and receive school approval before using the school name, logo, mascot, communications, facilities, fundraising structures, or public-facing materials.



**Leadership Academy of Arizona | 2027-2028 Family Handbook | Board Review Draft**

Parent organizations and school-affiliated groups may not speak for the Academy, bind the Academy to contracts, represent the Board, use student information, conduct fundraising, or communicate on behalf of the school unless authorized by administration or Board policy.



# Part III

Academics, Student Supports, and The Warrior Way

## 15. Academics, Curriculum, Grading, and Reporting

Leadership Academy of Arizona provides a rigorous K-8 instructional program organized around Academic Excellence, Youth Leadership Development, and Enriched Education. Current curriculum names, grade-band overviews, and parent curriculum guides will be posted on the school website:

<https://leadershipaz.org/>. Curriculum information may also be shared at Curriculum Night, Back to School Night, conferences, and student-led conferences.

The handbook provides a family-friendly summary rather than a full list of curriculum program names. Families may request to review instructional materials through the Principal. No explanation is required. The Principal or designee may schedule a meeting or review opportunity while protecting student privacy, copyright rules, classroom instruction, and school operations.

### Instructional materials review

The Principal or designee may review supplemental, donated, online, or teacher-selected instructional materials for standards alignment, age appropriateness, cultural respect, student needs, copyright limitations, and connection to the Academy program. Families may request to review instructional materials through the Principal. The review process is intended to support transparency while protecting student privacy and instructional time.

Academic topic	Policy
Grading periods	Quarters
Report cards	Quarterly
Progress notices	The Academy may send email reminders for families to check grades through PowerSchool.
Conferences	Parent-teacher conferences are scheduled by semester and on the school calendar. Off-cycle conferences may be arranged by teachers.
Grading scale	Mastery-based proficiency scale translated to report-card grades. See table below.
K-2 reporting	Family-facing proficiency/narrative reports may be used consistent with the Academy mastery system.
Middle grades	May use letter grades translated from proficiency evidence.

Report card grade	Proficiency scale	Meaning
A	3.5-4.0	Exceeds standards
B	3.0-3.49	Proficient / meets grade-level standards
C	2.5-2.99	Approaching proficiency
D	2.0-2.49	Minimally proficient
F	Below 2.0	Not proficient



## 16. Homework, Make-Up Work, Promotion, and MTSS

Homework is intended for reinforcement and practice, not for teaching new concepts. With the exception of long-term projects, families should expect no more than one hour per day of total homework. Teachers will help students with the majority of homework in class when possible.

Topic	Policy
Late work	Partial credit may be awarded based on circumstances determined by the Principal or designee.
Reassessment/redo	Teacher discretion, consistent with mastery expectations and academic integrity.
Academic integrity	Students must submit their own work, cite sources when required, avoid plagiarism, avoid unauthorized help, and follow teacher directions for collaboration and AI.
AI use	AI may be used for research topics only when allowed by the teacher. Students may not submit AI-generated work as their own.
Promotion	Promotion is based on documented mastery of grade-level standards and the required body of evidence, not seat time alone.
MTSS review	Students receiving Tier 2 or Tier 3 support are reviewed approximately every 4-6 weeks.
Summer/intersession support	May be offered and communicated to families.
Tutoring	Required for students below benchmark when assigned. All teachers offer two 30-minute tutoring sessions per week: one before school and one after school. Tutoring is free.

Students who are below benchmark or off track for promotion readiness will receive family communication and may receive an Academic Improvement Plan, Individual Reading Improvement Plan, intervention schedule, required tutoring, or other support plan. Families receive updates at grading periods and more frequently when required by the student support plan.

Students in grade 8 must complete a Leadership Portfolio Defense as a local promotion requirement in addition to academic and statutory requirements. Grade 8 students who document at least 80 hours of approved community service in the Leadership Portfolio may receive the LA of AZ Community Service Endorsement Seal and recognition cord.

## 17. Special Populations, MTSS, ESS, 504, EL, Gifted, and McKinney-Vento

Leadership Academy of Arizona provides access to the general education curriculum for students with disabilities, English Learners, students experiencing homelessness, gifted or advanced learners, and students needing academic or behavioral intervention. Contacts are listed by title only.

Area	Contact title and process
Special education / Child Find	ESS Coordinator. Families may request evaluation in writing or through a meeting with the teacher, ESS Coordinator, or Principal. The Academy will review existing data, interventions, parent input, and legal requirements.
Section 504	Section 504 Coordinator. Families may request a 504 review when a student may need disability-related accommodations.
English Learners	EL / SEI Coordinator. Families complete the Home Language Survey at enrollment. Students identified through the survey may be assessed with AZELLA and families receive required notices.
Translation/interpretation	Families may request support through the Front Office or the school website.
Gifted/advanced learner referral	A teacher or parent/guardian may request review for advanced learning needs. The Academy may use classroom evidence, assessment data, work samples, and teacher input.



Area	Contact title and process
McKinney-Vento	Social Worker / McKinney-Vento Liaison. Students experiencing housing instability receive immediate enrollment support and help obtaining records.

Full special education procedural safeguards, Section 504 rights, EL information, McKinney-Vento information, and translation/interpretation resources will be posted on the school website under student supports and rights.

### Transfer students with IEPs or 504 Plans

For students who transfer with an IEP or Section 504 Plan, the Academy will request records promptly, review existing plans, provide comparable services when required, meet with the family as needed, and convene the appropriate team to determine next steps. Families are encouraged to upload or provide current IEP, evaluation, 504, health, or accommodation documents during registration.

### Academic Improvement Plan and Reading Plan process

When data show a student is off track, the Academy may create an Academic Improvement Plan that identifies the concern area, baseline data, interventions, tutoring or MTSS supports, family responsibilities, review date, and success criteria. For students in grades K-3 identified with reading concerns, an Individual Reading Improvement Plan will identify reading needs, interventions, parent strategies, progress monitoring, and updates consistent with Move On When Reading requirements.

## 18. The Warrior Way in Daily Practice

Leadership is taught, practiced, reflected on, recognized, and demonstrated throughout the K-8 experience. The Academy uses opening week routines, Leadership Launch Week, daily morning huddles, a daily Leadership Development block, leadership journals, digital badges, leadership walls, a digital leadership gallery, student leadership roles, student-led conferences, mentoring, service learning, and Capstone Week.

Culture element	Family-facing purpose
Opening week routines	Teach expectations, safety, belonging, and the Warrior Way.
Leadership Launch Week	Introduce mission, virtues, routines, and leadership expectations.
Daily morning huddles	Build belonging, gratitude, goal-setting, and shared leadership language.
Daily Leadership Development block	Provide explicit daily leadership instruction and reflection.
Student leadership roles	Give students authentic responsibility and service opportunities.
Leadership journals	Help students reflect, set goals, and track growth.
Digital badges	Recognize demonstrated leadership behaviors.
Leadership Walls and Digital Leadership Gallery	Make leadership visible through student work, service projects, portfolio evidence, and recognitions, subject to media permissions.
Student Advisory Council	Provide structured upper-grade student voice.
K-8 Buddy/Mentor Program	Build belonging, service, literacy practice, and cross-grade leadership.
Parent Leadership Academy	Launch in the fall to help families reinforce leadership at home.
Monthly PBIS leadership events	Reinforce positive behavior and Warrior Virtues.
May Leadership Awards Ceremony	Student Government hosts the ceremony to celebrate growth in the Warrior Virtues.
Capstone Week	Students exhibit academic and leadership growth through portfolios, presentations, exhibitions, and student-led conferences.

Student names may appear on awards. Recognitions may be posted on official school social media unless a family has submitted an applicable media opt-out form.



NEHS and NJHS are planned to launch in Year 1. AGLOA / Academic Games may launch in Year 1 or later depending on staffing, student interest, and readiness.

## 19. Beyond the Bell, Clubs, Tutoring, Athletics, Field Trips, and Service Learning

### Beyond the Bell

Beyond the Bell is the Academy's before- and after-school care program for enrolled students. The Beyond the Bell Contact is the Assistant Principal or designee. Registration and payments will be managed through LINQ Connect with LINQ's K-12 Point of Service system.

Program item	Draft procedure
Morning hours	6:30 a.m. - 7:30 a.m.
Afternoon hours	3:30 p.m. - 6:00 p.m.
Begins	First day of school
Sign-in/sign-out location	Front Office
Staff ratio	Target 15:1 with at least two staff members on site when practicable.
Snacks	Provided during after-school care.
Homework help and tutoring	Homework help and tutoring may be provided.
Wednesday supervision	Registered Wednesday early-release supervision is offered after dismissal until 3:30 p.m. at no charge. Beyond the Bell aftercare after 3:30 p.m. is separate.
Medication	Medication procedures during Beyond the Bell follow Academy medication procedures.

### Beyond the Bell draft fee schedule

Fee item	Draft amount / rule
Annual registration fee	\$70 per child per school year
Morning care	\$8 per day or \$40 per week
Afternoon care	\$16 per day
Wednesday care after 3:30 p.m.	Regular afternoon care rate applies if the student remains in Beyond the Bell after free supervision ends.
Drop-in / unscheduled care	\$25 drop-in fee plus applicable daily rate, subject to space and staffing
Late payment fee	\$25 per child after published deadline
Late pick-up after 6:00 p.m.	\$5 per minute per child beginning at 6:01 p.m.
Scholarships / accommodations	Available. Families should contact administration for confidential review.
Payment due date	Invoices or scheduled charges are due by the published deadline, generally before the week of care.
Nonpayment	Services may be interrupted after notice. Families may request hardship support or payment plan review.

Beyond the Bell will operate according to Academy policies and any applicable Arizona child-care standards or exemption requirements. The Academy will confirm and complete any required licensing, exemption, inspections, or postings before services begin.



## Clubs, tutoring, and extended learning

Clubs are separate from Beyond the Bell. Students enrolled in Beyond the Bell may also participate in clubs, sports, and extracurricular opportunities. Club offerings, sponsors, and fees will be announced annually. Club fees, if any, are at cost to cover club expenses only and may be paid through LINQ Connect.

All teachers offer two 30-minute tutoring sessions per week, one before school and one after school. Before-school tutoring is generally 7:30-8:00 a.m.; after-school tutoring is generally 3:30-4:00 p.m. Tutoring is free.

## Field trips and off-campus activities

Field trips must be approved by Academy administration. Permission slips are required. Field trip transportation is Academy-provided only; parents may not drive students to or from field trips, and approved chaperones must use Academy-provided transportation. No field trip fees will be collected. Students who do not attend will receive an alternative assignment or supervised school activity.

### Field trip supervision ratios

The Academy will set supervision ratios based on grade level, destination, student needs, activity risk, transportation, and venue requirements. As a general planning guideline, off-campus trips should target at least one approved adult for every eight students unless administration approves a different ratio for the specific trip. At least one Academy employee will attend each field trip.

Chaperones must be recorded family members, must be approved by administration, must pass the Academy background process, must follow confidentiality rules, may not bring younger siblings, may not transport students, and must follow staff directions. Parents may not pick up a student from a field trip site unless administration provides written approval for a specific emergency.

Medication procedures during field trips follow Academy medication procedures. The health office will coordinate required medications and action plans before the trip.

### Field trip transportation conduct

During Academy-provided field trip transportation, students must follow all driver, staff, and chaperone directions; remain seated unless directed; use respectful language and voice levels; keep aisles clear; keep hands, feet, and belongings to themselves; protect vehicle property; and represent the Academy with honor.

Unsafe conduct during field trip transportation may result in assigned seating, parent notification, loss of privilege, removal from future optional activities, discipline under the Student Code of Conduct, or other action deemed appropriate by administration. Prohibited conduct includes standing or moving unsafely, throwing objects, damaging the vehicle, distracting the driver, bullying or harassment, possessing prohibited items, opening windows or doors without permission, or refusing to follow safety directions.

Food, drinks, personal devices, videos, games, music, or other items may be limited or prohibited during field trip transportation unless approved by staff for the specific trip.

## Service learning and community service

Service-learning projects must be approved by the Social Worker / Family Engagement Coordinator or designee. Community service hours are documented through the Academy service log and may be included in leadership portfolios. Grade 8 students seeking the LA of AZ Community Service Endorsement Seal must verify service hours through the Social Worker or designee.

## Athletics

Athletic offerings for Year 1 are TBD. CAA membership or participation status will be announced when finalized. The Athletic Director contact will be listed by title only. Students must meet academic, behavior, attendance, health, and sports physical requirements to participate. Sports physical requirements will follow the applicable league or association rules.

Athletic eligibility includes maintaining at least a 3.0 GPA. A student may lose participation in at least one practice/game, or for the season, because of disciplinary referrals or safety concerns as determined by



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Academy administration. Athletic fees, if any, will be published before the season and may be paid through LINQ Connect. Hardship requests may be submitted to administration.



# Part IV

Conduct, Technology, Family Partnership, and Fees

## 20. Code of Conduct, PBIS, Discipline, and Due Process

The Academy expects students to practice The Warrior Way by learning with discipline, leading with integrity, serving with humility, persevering with courage, and building a better community. Behavior expectations apply on campus, during arrival and dismissal, field trips, Beyond the Bell, clubs, athletics, service-learning, online school activity, and any school-sponsored event.

Warrior expectation	Student behavior
Be safe	Use hands, feet, words, materials, and technology safely. Follow directions the first time. Report unsafe situations.
Be respectful	Use kind and appropriate words. Include others. Listen when others speak. Respect differences, property, and learning time.
Be responsible	Arrive on time, prepared, and ready to learn. Complete work honestly. Own choices and repair harm.
Be a leader	Show courage, integrity, humility, initiative, optimism, and service. Lift others and strengthen the community.

### Behavior levels and discipline matrix

Level	Examples	Possible responses
Level 1: Classroom-managed	Minor disruption, off-task behavior, minor disrespect, dress-code correction, first technology misuse, incomplete work.	Reteach expectation, redirection, seat change, reflection, teacher-student conference, parent contact, classroom consequence.
Level 2: Repeated or moderate behavior	Repeated Level 1 behavior, defiance, dishonesty, inappropriate language, repeated technology misuse, low-level peer conflict.	Office referral, parent notification, restorative reflection, loss of privilege, behavior goal, lunch/recess intervention, detention if adopted, support plan.
Level 3: Serious behavior	Fighting without serious injury, bullying/harassment, threats, significant disruption, unsafe conduct, vandalism, academic dishonesty pattern, serious technology violation.	Administrator investigation, parent conference, restitution/repair, behavior contract, in-school suspension, short-term suspension, safety plan, law-enforcement notification when required.
Level 4: Severe or dangerous behavior	Weapon or dangerous item, credible threat of death or serious injury, serious assault, serious harassment, sexual misconduct, drugs/alcohol, major property damage, repeated serious misconduct.	Immediate administrative action, removal from activity, emergency response, law-enforcement notification when required, long-term suspension or expulsion recommendation, Board process.

The Academy uses PBIS, restorative practices, reflection forms, parent communication, behavior contracts, re-entry meetings, and progressive discipline. Consequences may affect participation in optional activities when behavior creates safety, supervision, or school-culture concerns.

### Behavior response ladder

The Academy uses a progressive response ladder whenever appropriate. Serious safety concerns may move directly to higher-level responses.



Step	Possible school response
1	Reteach expectations, redirect, and restore the learning environment.
2	Student reflection connected to the Warrior Way.
3	Parent/guardian contact and teacher or administrator conference.
4	Restorative conference, apology, restitution, or repair action when safe and appropriate.
5	Loss of privilege, activity restriction, lunch/recess intervention, or in-school intervention.
6	Behavior contract, MTSS support, safety plan, or support-team review.
7	Suspension, long-term suspension, expulsion recommendation, or law-enforcement notification when required or appropriate.

### Behavior language glossary

Academic dishonesty means cheating, plagiarism, copying, unauthorized AI use, or misrepresenting another person or tool's work as the student's own. Disrespect means words, gestures, or actions that interfere with dignity, safety, or learning. Harassment means unwelcome conduct that is severe, persistent, pervasive, intimidating, discriminatory, or substantially disruptive. Hazing means an intentional, knowing, or reckless act connected to membership or participation in a school group that creates risk of physical injury, mental harm, degradation, or humiliation. Threat means words, images, gestures, or conduct that suggest possible harm to a person, group, school, or property.

Students receive due process appropriate to the situation, including notice of the concern, opportunity to respond, parent notification as appropriate, and appeal rights when discipline decisions qualify for appeal under Board policy. The Board of Directors is the final internal appeal for qualifying discipline appeals.

For students in kindergarten through grade 4, out-of-school suspension and expulsion are reserved for conduct that creates a significant safety concern, legally requires removal, or remains severe after appropriate interventions. Counsel review is recommended before final adoption.

### Search, seizure, and law-enforcement contact

School officials may search lockers, desks, school-issued devices, school accounts, backpacks, personal property, and other items under school control when there is reasonable suspicion that a search will reveal evidence of a law or school rule violation. Searches must be reasonable in scope. Personal device searches are referred to administration and limited to the concern when practicable. Illegal, dangerous, or prohibited items may be confiscated.

The Academy may contact law enforcement or emergency services when required by law, when there is suspected criminal conduct, when a serious threat exists, when a student or staff member is injured or endangered, or when administration determines that outside assistance is necessary. Parents/guardians will be notified of serious incidents as soon as practical and safe to do so.

## 21. Bullying, Harassment, Discrimination, Threats, and Title IX

Leadership Academy of Arizona prohibits bullying, harassment, intimidation, discrimination, sexual harassment, threats, retaliation, and false reports made in bad faith. Reports may be made to the Principal, Assistant Principal, Title IX Coordinator, Section 504 Coordinator, ESS Coordinator, Social Worker, teacher, or Front Office. Title IX Coordinator is listed by title only.



## Warrior Anti-Bullying Pledge

As Warriors, we refuse to bully, harass, intimidate, haze, or humiliate others. We include students who are left out, report unsafe or unkind behavior, help classmates seek adult support, use technology responsibly, and serve with honor. We understand that silence can allow harm to continue, so we lead with courage and speak up when someone is unsafe.

Term	Definition
Bullying	Repeated or serious behavior that targets a student and creates fear, harm, humiliation, interference with school, or a hostile environment. Bullying may be physical, verbal, relational, social, written, or electronic.
Harassment	Unwelcome conduct based on a protected status or personal characteristic that is severe, persistent, pervasive, or objectively offensive enough to interfere with a student's access to school or create an intimidating, hostile, or abusive environment.
Cyberbullying	Bullying or harassment using electronic technology, social media, messaging, images, video, school devices, school networks, or off-campus online conduct when it substantially disrupts school or threatens safety.
Discrimination	Different treatment, exclusion, denial of benefit, or harassment based on a protected class or status.
Threat	Words, images, conduct, posts, messages, or behavior that suggest harm to a person, group, campus, event, or property.
Retaliation	Intimidation, threats, coercion, harassment, or adverse action because a person reported, participated in, refused to participate in, or supported a complaint or investigation.

## Reporting and investigation

Reports may be made verbally or in writing. A bullying/harassment/threat report form will be available. Anonymous reports may be submitted through an Academy-approved online or written reporting method; emergencies should be reported to 911 immediately. Anonymous reports will be reviewed and investigated to the extent possible.

Administration will conduct an initial safety review promptly, generally within one school day when school is in session. Bullying, harassment, discrimination, and threat investigations will generally be completed within 10 school days when practicable, unless complexity, law enforcement involvement, witness availability, or safety needs require more time. Parents/guardians of involved students will be notified consistent with law, safety, and student privacy.

### Parent notification documentation

For serious incidents involving bullying, harassment, discrimination, threats, retaliation, hazing, law-enforcement contact, serious injury, or major safety concerns, the Academy will document parent/guardian notification in the student information, health, safety, or incident documentation system. The Academy may limit what can be shared about other students because of student privacy laws.

Corrective action may include student safety plans, counseling/social work support, schedule or seating changes, no-contact expectations, restorative practices, behavior intervention, discipline, loss of privileges, technology restrictions, law-enforcement notification, or other actions designed to stop the conduct, prevent recurrence, and remedy effects.

## Title IX grievance procedure

The Academy will follow the Board-adopted Title IX procedure consistent with the federal Title IX rule in effect at the time of the complaint. A person may report sex discrimination or sexual harassment to the Title IX Coordinator in person, by email, by phone, through the website, or through any school employee. The Academy will offer supportive measures when appropriate, explain how to file a formal complaint, investigate formal complaints, provide written notice and outcome, and offer appeal rights consistent with Board policy and law.



The Title IX process includes trained personnel, impartial investigation and decision-making, equal opportunity to present and review evidence, a presumption that the respondent is not responsible unless a determination is made, written outcome, and equal appeal opportunity for parties. Informal resolution may be used only when allowed by law and with voluntary written consent; it will not be used for allegations that an employee sexually harassed a student.

### Board appeal

A party may submit a written appeal to the Board only when Board policy allows an appeal. Appeals must identify the decision appealed, the date, the grounds for appeal, the remedy requested, and any new evidence. The Board is the final internal appeal body.

## 22. Dress Code, Technology, Phones, Internet, and AI

### Dress code

Leadership Academy of Arizona does not require uniforms. Students must dress in a modest, safe, and school-appropriate manner that supports an elementary and middle school learning environment. Accommodations may be made at the Principal's discretion.

Dress code area	Expectation
Tops and bottoms	Clothing must cover undergarments, torso, and private areas. Shorts, skirts, dresses, and holes in pants must be school-appropriate and allow full participation.
Graphics and messages	No clothing or accessories promoting alcohol, drugs, weapons, violence, hate, profanity, sexual content, discrimination, or disruptive messages.
Shoes	Shoes must be safe for school, recess, stairs, and PE. Closed-toe and secure-back shoes are strongly recommended. No slippers, wheeled shoes, or unsafe footwear.
PE attire	Students should wear clothing and shoes that allow safe movement. Administration may set activity-specific requirements.
Outerwear	Allowed for weather. Hoods may be restricted indoors for safety and identification.
Hats/headwear	Allowed outdoors only unless approved for health, safety, religious, cultural, or school activity reasons.
Field trips	Same as school dress code unless administration gives special instructions.
Performances/ceremonies	Administration will communicate event-specific attire.
Violation response	Parents will be notified, and the student may be provided appropriate clothing for the day. Repeated concerns may lead to a conference.

### Technology and personal devices

Cell phones must be turned off and stored in the student's backpack during school hours. Smartwatches may not be used for cellular calling, texting, messaging, internet access, games, or recording during the school day. Earbuds, headphones, personal laptops, tablets, and other personal devices may be used only with staff or administrative permission. Toys and gaming devices should be left at home.

Students may contact parents/guardians during the school day by using the dedicated school phone in the Front Office. Parents/guardians should contact the Front Office when they need to reach a student during the school day. A device used without permission may be confiscated by administration and returned to a parent/guardian. Exceptions may be approved for documented medical needs, disability-related needs, an IEP, a Section 504 plan, or an approved health plan.

### Digital citizenship instruction

Students will receive age-appropriate instruction on safe and responsible technology use, including personal information, cyberbullying, online communication, copyright, appropriate research, AI limitations, digital



footprints, and how to report unsafe online behavior. Technology expectations apply on campus, during school-sponsored events, field trips, Beyond the Bell, clubs, athletics, and school-related online activity.

Device or use	Policy
Cell phones	Must be off and away in backpacks during school hours. If used during school hours, the device may be confiscated by administration and released to a parent/guardian upon arrival.
Smartwatches	No cellular use. Smartwatches may be restricted if they distract from learning or function like a phone.
Earbuds/headphones	Allowed only with staff permission.
Personal laptops/tablets	Allowed only with administrator permission.
Gaming devices and toys	Must be left at home.
Parent contact during school	Students may contact parents through the dedicated school phone at the Front Office with permission.
Photo/video/audio recording	Students may not record, photograph, or livestream at school without administration permission. Violations may result in confiscation and discipline.
School accounts	Students will not have school-issued email. Google or learning platform accounts may be used for instructional access under school rules.
AI use	AI may be used for research topics only when allowed by the teacher. Students must disclose AI use when required and may not submit AI-generated work as their own.

### Acceptable-use rules

- Use school technology for educational purposes only.
- Do not bypass filters or security settings.
- Do not access, send, create, or share inappropriate, harmful, hateful, violent, sexual, or illegal content.
- Do not share passwords or use another person's account.
- Do not cyberbully, harass, impersonate, threaten, or embarrass others.
- Do not download software, apps, games, or extensions without permission.
- Do not enter confidential student, family, staff, or school information into unapproved tools, including AI tools.
- Report damage, loss, inappropriate content, or safety concerns immediately.

### Technology damage and replacement fee schedule

Item or damage	Draft charge
Ordinary wear and tear	No fee
Lost charger	Actual cost, up to \$25
Lost case or accessory	Actual cost, up to \$20
Keyboard/hinge repair	Actual cost, up to \$50
Screen repair	Actual cost, up to \$100
Liquid damage or major repair	Actual repair cost
Lost, stolen because of negligence, or irreparable device	Actual replacement cost, up to \$350
Intentional damage	Actual repair/replacement cost and possible discipline

Families may request a confidential payment plan, reduction, or waiver review through administration. Inability to pay will not deny required instructional access.



## 23. Family Communication, Partnership, Complaints, and Grievances

Communication item	Policy
Main family communication platform	SchoolMessenger
SIS/ parent portal	PowerSchool
Payments and fees	LINQ Connect with LINQ's K-12 Point of Service system
Teacher communication	Email, phone calls, newsletters, and school-approved messages; no teacher app required.
Teacher classroom updates	Weekly
School newsletter	Monthly
Staff response time	Within 24 hours when school is in session unless the matter is urgent. Urgent matters should go to the Principal or Front Office.
Parent response for urgent issues	Immediately or as soon as safely possible.
Translation/interpretation	Request through the Front Office or school website.
Family surveys	One in the fall and one in the spring.
Parent Leadership Academy	Launches in the fall.
Board meetings / public comment	Information posted at <a href="https://leadershipaz.org/">https://leadershipaz.org/</a> .

### Portal setup

Families will receive SchoolMessenger setup instructions using the email and mobile number on file. Families will receive PowerSchool parent portal access information from the school. Families may register for LINQ Connect online, verify their email, add students, set up payments, enable low-balance alerts, and manage school-related fees. Families should contact the Front Office for help with portal access.

### Media and social media permission

The Academy uses an opt-out model for student recognitions, student work displays, yearbook/publications, official school photos/videos, class photos, and official school social media. Families who do not want their student included must submit the Media / Photo / Video / Social Media / Student Work Opt-Out Form. Opt-outs apply prospectively after they are received and processed.

Families may photograph or video public school events for personal use, unless administration gives a restriction for privacy, safety, copyright, or program reasons. Families should not publicly post other students in a way that is disrespectful, unsafe, or contrary to school directions.

### Concern-resolution and grievance process

Most concerns should be resolved closest to the source when possible. Safety, staff conduct, civil rights, bullying, harassment, Title IX, 504, special education, and emergency concerns may be escalated immediately to the appropriate administrator or coordinator.

President/Principal exception: If a concern, grievance, complaint, appeal, or safety matter involves the President/Principal, the matter should be routed directly to the Board Appeal Designee or Board-designated contact. The President/Principal shall not screen, investigate, decide, or serve as the appeal reviewer for matters involving the President/Principal's own conduct, employment, compensation, evaluation, discipline, reimbursement, grievance, or appeal.

Concern type	Starting point	Next steps / final internal appeal
Classroom or academic concern	Teacher	Grade-level lead, Principal, Board of Directors if formal appeal is allowed
Discipline concern	Teacher or Assistant Principal	Principal, Board of Directors if formal appeal is allowed



Concern type	Starting point	Next steps / final internal appeal
Bullying/harassment concern	Teacher, Principal, or designated coordinator	Principal investigation, written outcome, Board appeal if allowed
Special education concern	Teacher or ESS Coordinator	Principal, Board of Directors for policy-level appeal when applicable
504 concern	Teacher or Section 504 Coordinator	Principal, Board of Directors for policy-level appeal when applicable
EL concern	Teacher or EL / SEI Coordinator	Principal, Board of Directors for policy-level appeal when applicable
Enrollment or records concern	Front Office / Registrar	Principal, Board of Directors if formal appeal is allowed
Staff conduct or safety concern	Principal, unless the concern involves the President/Principal; then Board Appeal Designee	Board of Directors if formal appeal is allowed; President/Principal matters go directly to the Board Appeal Designee or Board-designated contact.
Formal grievance	Written form to Principal or Board Appeal Designee if the matter involves the President/Principal	Board of Directors is the final internal appeal; President/Principal matters are not screened or decided by the President/Principal.

Formal grievances must be in writing. Anonymous complaints may be reviewed when enough information is provided, especially for safety concerns, but anonymous complaints may limit the Academy's ability to investigate or respond. Outside agency contact information is not included in this handbook.

### Written grievance record

A formal grievance should include the student name, parent/guardian contact information, dates, people involved, a clear description of the concern, steps already taken, written records of prior communications or meetings when available, supporting documents or screenshots, and the requested resolution. The Academy may help a family prepare a written grievance when language access, disability, technology access, or another barrier makes written submission difficult.

## 24. Student Records, FERPA, Directory Information, Custody, and Media

Families have rights under FERPA and Arizona law to inspect and review student education records, request amendment of inaccurate or misleading records, consent to certain disclosures, and file complaints when appropriate. Annual FERPA and directory information notices will be provided separately as required.

Records/privacy topic	Procedure
Directory information	The Academy may designate limited directory information such as student name, grade, school activities, awards, photos, and similar information. Address, phone number, and email are not released except as allowed or required by law.
Directory opt-out	Distributed annually and separately from other forms. Families may opt out in writing by the deadline.
Records requests	Parents/guardians or eligible students may request to inspect or obtain copies of education records through the Front Office / Registrar.
Records amendment	Families may request amendment in writing by identifying the record, why it is inaccurate/misleading/privacy-violating, and the requested correction.
Records transfer	The Academy requests records from prior schools and transfers records to receiving schools consistent with law.



Records/privacy topic	Procedure
Custody documents	Current certified court orders, parenting plans, protective orders, or access restrictions should be provided to the Registrar. Staff cannot enforce verbal custody claims.
Divorced/separated parents	Both parents receive communication and access unless a current court order on file says otherwise.
Staff in custody disputes	School staff do not participate in custody disputes unless legally required, such as by subpoena.
Instructional materials review	Parents/guardians may request to review instructional materials through the Principal. No explanation is required.

Emergency contacts, authorized pick-up adults, phone numbers, email addresses, health information, and custody documents must be kept current. The school may send reminders, but updates are the responsibility of the parent/guardian.

## 25. Volunteers, Visitors, and Chaperones

Family volunteers are encouraged but not required. Volunteer opportunities are coordinated by the Family Engagement Coordinator, teachers, or administration. Volunteers must follow school procedures, check in at the Front Office, wear a visitor badge, maintain confidentiality, and follow staff directions.

Volunteer/chaperone topic	Policy
Volunteer application	Submit volunteer application and agreement before volunteering.
Fingerprint clearance	Required for all staff and vendors/service providers. Volunteers may be required to complete additional screening depending on role.
Background check	Required for chaperones and may be required for volunteers. Background information that would prevent obtaining a DPS Fingerprint Clearance Card may disqualify approval.
Minor siblings	Minor siblings are prohibited while volunteering.
One-on-one work with students	Allowed only when approved and supervised according to Academy procedures.
Volunteer transportation	Volunteers may not transport students.
Photos	Volunteers may take photos only when allowed by administration and must follow media/opt-out directions.
Classroom observations	Only when approved by administration. Observers must not disrupt instruction or record students/staff.
Lunch visits	Visitors check in, show ID, wear badge, and sit in the designated cafeteria section.

## 26. Fees, Supplies, Fundraising, Donations, and Payments

Leadership Academy of Arizona is tuition-free. No student will be denied required instruction because of inability to pay a fee, purchase supplies, contribute funds, or participate in fundraising. Optional programs and services may have fees, but hardship support, scholarships, payment plans, or waiver review may be available.

Required instruction, required records transfer, and legal records access will not be denied because of unpaid fees or balances. The Academy may still seek payment, set up a payment plan, restrict optional fee-based services, or pursue other lawful collection steps for lost, damaged, or optional program charges.

Leadership Academy of Arizona will use LINQ Connect with LINQ's K-12 Point of Service system as the primary payment platform for breakfast/lunch, sports, event tickets, aftercare, clubs, technology or book replacement charges, and other school fees. The Academy does not collect field trip fees; any future field-trip-related payment language would apply only if the Board later authorizes a separate optional activity cost.



## Voluntary school supplies

Supply purchases are voluntary. The Academy will provide materials students need to access required instruction. Families may choose to contribute general supplies or classroom donation items.

Grade band	Suggested voluntary supplies
K-2	Backpack, water bottle, pencil box, crayons, washable markers, glue sticks, child scissors, folders, headphones, tissues.
3-5	Backpack, water bottle, pencil pouch, pencils, erasers, colored pencils, markers, glue sticks, scissors, folders, composition books, headphones, highlighters.
6-8	Backpack, water bottle, pencils, blue/black pens, highlighters, colored pencils, loose-leaf paper, folders, binders or notebooks, planner/agenda, headphones.

## Replacement and fee schedules

Fee area	Draft rule
Technology	Actual repair/replacement cost when loss or damage is due to misuse, negligence, or intentional damage; ordinary wear and tear is not charged.
Library/books/textbooks	Actual repair/replacement cost. No fee for ordinary wear and tear. If a lost item is returned before replacement is ordered, the fee may be cancelled.
Field trips	No field trip fees collected.
Clubs	At-cost fees only when applicable. Published before registration.
Athletics	Published before the season if applicable.
Beyond the Bell	Published in the Beyond the Bell section and managed through LINQ Connect.
Meals	Student prices published annually; adult meal price \$5.

## Refunds, hardship, and fundraising

Refund requests should be submitted in writing to the Front Office or administration within 30 calendar days of payment or event unless administration approves an exception. Approved refunds may be issued to the original payment method, credited to the family account, transferred to a sibling account, or issued through another approved method. Third-party processing fees may not be refundable.

Families experiencing hardship may request a confidential fee waiver, scholarship, payment plan, reduced charge, or other accommodation through school administration. The Academy may consider temporary job loss, medical hardship, foster/kinship care, homelessness or housing instability, military transition hardship, family emergency, multiple children enrolled, or other circumstances.

All school-related fundraising must be approved in writing by administration before it begins. Fundraisers must support an approved school purpose, align with the Academy's mission and the Warrior Way, identify the intended use of funds before the fundraiser begins, and follow Academy cash-handling, receipting, deposit, purchasing, and financial-control procedures. Students and families may not be pressured or required to participate in fundraising, and no student will be denied required instruction for not fundraising.

Door-to-door student sales are not permitted. Student sales at school are not permitted unless the activity is part of a school-approved, staff-supervised fundraiser, student government activity, service-learning project, or school-sponsored event. Food-related fundraisers must comply with applicable nutrition standards, the Local Wellness Policy, allergy-aware procedures, and administrative approval requirements.

Use of the Academy name, crest, logo, mascot, Warrior Way language, website, social media, communication systems, or school facilities for fundraising requires prior approval. Fundraising proceeds must be used for the approved purpose or reallocated only through school-approved procedures.



## Donations and Arizona public school tax credit

Leadership Academy of Arizona may accept monetary and non-monetary donations that support the Academy's mission, students, programs, and operations. Donations become school property once accepted.

### Gifts and donation acceptance rules

The Academy may decline any donation that is unsafe, inappropriate, inconsistent with the school's mission or values, restricted in a way the Academy cannot honor, not useful to the school, or likely to create excessive cost, maintenance, storage, supervision, insurance, staffing, technology, security, or administrative burden.

Restricted gifts or donations for a specific purpose must be approved before acceptance. A donation does not give the donor control over admissions, enrollment, employment, curriculum, student placement, discipline, grades, programming, purchasing, communications, or school operations. Donors are responsible for consulting their own tax advisors regarding any tax treatment of donations.

Arizona taxpayers may be eligible to make a public school tax credit contribution to Leadership Academy of Arizona for eligible school activities, programs, or purposes as allowed by Arizona law. The Academy will publish its CTDS number and tax credit instructions once available. Families and community members should consult the Arizona Department of Revenue or a tax advisor for current rules, limits, forms, and eligibility. The Academy does not provide tax advice.

Federal education credits generally apply to higher-education expenses and are not K-8 school donation credits. Voluntary donations may be deductible only if the donation qualifies under IRS rules and the Academy is an eligible recipient. Payments made in exchange for goods, services, meals, aftercare, event tickets, clubs, athletics, or other benefits may not be fully deductible. Donors should consult a tax advisor.

## 27. Required Annual Forms and Handbook Attachments

Leadership Academy of Arizona will provide families with an annual forms packet. Some forms are required for all families. Other forms are completed only when applicable, such as medication, health plans, field trips, Beyond the Bell, volunteering, chaperoning, service learning, bullying/harassment reports, grievances, leadership portfolios, 8th-grade portfolio defense, fundraising approval, donation intake, facility use, or parent organization requests.

Form	Required when
Handbook Acknowledgement	All families
Student Code of Conduct Acknowledgement	All families
Technology Acceptable-Use Agreement	All families
Emergency Contact Form	All families
Authorized Pick-Up Form	All families
Health History Form	All families
Parent Compact / Family Partnership Agreement	All families
Student Leadership Portfolio Acknowledgement	All families; emphasized for middle grades
8th-Grade Portfolio Defense Acknowledgement	Grade 8 families; includes feedback and revision opportunities when appropriate.
Directory Information Opt-Out Form	Optional; distributed separately
Media / Photo / Video / Social Media / Student Work Opt-Out Form	Optional; only for families choosing to opt out
Medication and Health Action Plans	When applicable
Field Trip Permission Form	Each field trip
Volunteer and Chaperone Agreements	When participating
Beyond the Bell Registration	When participating
Service-Learning / Community Service Log	When documenting service



Form	Required when
Bullying / Harassment / Threat Report Form	When reporting concerns
Formal Grievance Form	When submitting a formal grievance
Fundraising Approval Form	Before any school-related fundraiser begins
Gift / Donation Intake and Acceptance Form	When a donation is offered or accepted
Facility Use / Parent Organization Request Form	When requesting facility use or an approved parent organization activity



# Appendices

Annual Forms and Board Review Templates

## Appendix A: Annual Forms Packet and Board Review Templates

The following forms are draft templates for Board and counsel review. Final forms may be completed electronically through PowerSchool, LINQ Connect, or the school website, or on paper as approved by administration. Directory information opt-out should be distributed separately from other forms.



# Form 1: Handbook Acknowledgement

Required annually for all families.

Student name: _____	Grade: _____
Parent/guardian name: _____	Date: _____

I acknowledge that I have received or been provided access to the Leadership Academy of Arizona 2027-2028 Family Handbook. I understand that the handbook summarizes expectations and procedures and that Board policies, law, and the charter contract control if there is a conflict. I understand policies may be updated during the year.

**Parent/guardian signature**

**Student signature (grades 3-8 encouraged)**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 2: Student Code of Conduct Acknowledgement

Required annually for all students/families.

Student name: _____	Grade: _____
Homeroom/teacher: _____	Parent/guardian name: _____

- I understand The Warrior Way expectations.
- I understand behavior expectations apply on campus, online school activity, field trips, Beyond the Bell, clubs, athletics, service learning, and school events.
- I understand behavior choices may affect participation in optional activities.
- I understand that serious or repeated behavior may result in discipline up to suspension or expulsion recommendation.

**Student signature**  
**Parent/guardian signature**  
**Date**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# Form 3: Technology Acceptable-Use Agreement

Required annually for students using Academy technology or accounts.

Student name: _____	Grade: _____
Device asset tag if issued: _____	Parent/guardian name: _____

- Use technology for school purposes only.
- Keep passwords private and use only assigned accounts.
- Do not bypass filters or security settings.
- Do not cyberbully, threaten, harass, impersonate, or embarrass others.
- Do not download apps, games, extensions, or software without permission.
- Do not record, photograph, or livestream without administration permission.
- Use AI tools only for teacher-approved research and disclose use when required.
- Report damage, loss, unsafe content, or security concerns immediately.

**Student signature**

**Parent/guardian signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 4: Directory Information Opt-Out Form

Optional. This form should be distributed separately from other forms.

Student name: _____	Grade: _____
Parent/guardian name: _____	Date: _____

Leadership Academy of Arizona may designate limited directory information such as student name, grade level, participation in activities, awards, honors, photographs, and similar school-related information. Address, telephone number, and email address are not released except as allowed or required by law.

I request that Leadership Academy of Arizona not release the following directory information without prior written consent:

- All directory information
- Student name
- Grade level
- Participation in activities
- Awards/honors
- Photographs/videos for directory-information purposes
- Other: \_\_\_\_\_

**Parent/guardian signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_



# Form 5: Media / Photo / Video / Social Media / Student Work Opt-Out Form

Optional. Use only if the family chooses to opt out.

Student name: _____	Grade: _____
Parent/guardian name: _____	Date: _____

Leadership Academy of Arizona may use student names, photos, videos, student work, awards, recognitions, class photos, event photos, yearbook/publications, website, newsletters, and official social media unless an opt-out form is received and processed. Opt-outs apply prospectively and do not apply to internal records, security footage, instructional use, or required records.

- Do not post my student on official school social media.
- Do not use my student in school marketing or promotional materials.
- Do not include my student in yearbook/publication features.
- Do not publicly display my student's individual work with name.
- Contact me before any public media use.

**Parent/guardian signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_



# Form 6: Emergency Contact Form

Required annually and whenever contact information changes.

Student name: _____	Grade: _____
Date of birth: _____	Primary address: _____
Parent/guardian 1 name: _____	Parent/guardian 1 phone: _____
Parent/guardian 1 email: _____	Parent/guardian 2 name: _____
Parent/guardian 2 phone: _____	Parent/guardian 2 email: _____

Emergency contact 1 name/phone/relationship: _____
Emergency contact 2 name/phone/relationship: _____
Emergency contact 3 name/phone/relationship: _____
Preferred hospital/physician if any: _____

I authorize Leadership Academy of Arizona to contact emergency services when needed and to release my child to authorized emergency contacts according to school procedure.

**Parent/guardian signature** \_\_\_\_\_

**Date** \_\_\_\_\_



# Form 7: Authorized Pick-Up Form

Required annually and whenever pick-up permissions change.

Student name: _____	Grade: _____
Parent/guardian name: _____	Date: _____

Only adults listed below may pick up the student unless the Academy verifies a change according to procedure. Photo ID is required.

Authorized adult name	Relationship	Phone	May pick up from Beyond the Bell?

Custody or access restrictions must be supported by current court documentation on file.

**Parent/guardian signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_



# Form 8: Health History Form

Required annually for all students.

Student name: _____	Grade: _____
Date of birth: _____	Parent/guardian: _____
Primary physician: _____	Physician phone: _____

- Allergies: \_\_\_\_\_
- Asthma or breathing concerns: \_\_\_\_\_
- Diabetes: \_\_\_\_\_
- Seizures: \_\_\_\_\_
- Heart condition: \_\_\_\_\_
- Medication taken at home that may affect school: \_\_\_\_\_
- Dietary needs or restrictions: \_\_\_\_\_
- Vision/hearing concerns: \_\_\_\_\_
- Other health or safety concerns: \_\_\_\_\_

**Parent/guardian signature** \_\_\_\_\_

**Date** \_\_\_\_\_



# Form 9: Medication Authorization Form

Required before the Academy administers medication.

Student name: _____	Grade: _____
Medication name: _____	Condition/diagnosis: _____
Dose: _____	Route: _____
Time/frequency: _____	Start date: _____
End date: _____	Storage requirement: _____

Medication must be supplied in the original container. Prescription medication must have a current pharmacy label. The Academy may require provider orders.

**Parent/guardian authorization**

**Health care provider signature if required**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 10: Over-the-Counter Medication Authorization

Required before over-the-counter medication is administered.

Student name: _____	Grade: _____
Medication: _____	Reason: _____
Dose per label: _____	Maximum frequency: _____
Start/end date: _____	Parent/guardian phone: _____

Over-the-counter medication must be in the original container and used according to label directions unless a provider supplies written instructions.

**Parent/guardian signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_



# Form 11: Self-Carry / Self-Administration Authorization

For inhalers, epinephrine, diabetes supplies, seizure rescue medication, or other approved medications.

Student name: _____	Grade: _____
Medication/device: _____	Condition: _____
Provider name: _____	Provider phone: _____

- Student may carry the medication/device.
- Student may self-administer as directed.
- Student must notify the health office/front office after use.
- Backup medication will be stored at school if provided.

**Parent/guardian signature** \_\_\_\_\_

**Provider signature if required** \_\_\_\_\_

**Administrator/health office approval** \_\_\_\_\_

**Date** \_\_\_\_\_



# Form 12: Allergy Action Plan

Required for significant allergies or anaphylaxis risk.

Student name: _____	Grade: _____
Allergen(s): _____	History of anaphylaxis?: _____
Epinephrine prescribed?: _____	Location of medication: _____

Symptoms to watch for: \_\_\_\_\_

Emergency steps / medication orders: \_\_\_\_\_

Call 911 when: \_\_\_\_\_

**Parent/guardian signature**

**Health care provider signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 13: Asthma Action Plan

Required for students with asthma or inhaler needs.

Student name: _____	Grade: _____
Triggers: _____	Controller medication if any: _____
Rescue inhaler: _____	May self-carry?: _____

Green zone routine care: \_\_\_\_\_

Yellow zone symptoms/actions: \_\_\_\_\_

Red zone / emergency actions: \_\_\_\_\_

**Parent/guardian signature**

**Health care provider signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 14: Diabetes Medical Management Plan

Required for students with diabetes.

Student name: _____	Grade: _____
Type of diabetes: _____	Provider name: _____
Emergency contact: _____	May self-manage?: _____

Blood glucose monitoring instructions: \_\_\_\_\_

Insulin / medication orders: \_\_\_\_\_

Hypoglycemia actions: \_\_\_\_\_

Hyperglycemia actions: \_\_\_\_\_

Meals/snacks/activity instructions: \_\_\_\_\_

**Parent/guardian signature**

**Health care provider signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 15: Seizure Action Plan

Required for students with seizure history or rescue medication needs.

Student name: _____	Grade: _____
Seizure type: _____	Typical duration: _____
Triggers: _____	Rescue medication: _____

Seizure first aid instructions: \_\_\_\_\_

Call 911 when: \_\_\_\_\_

Post-seizure care and parent notification: \_\_\_\_\_

**Parent/guardian signature**

**Health care provider signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Form 16: Immunization Record / Exemption Instructions

Provide records or valid exemption documentation as applicable.

---

Families must provide immunization records or valid exemption documentation as required for attendance under Arizona law. Records should be uploaded during registration and updated whenever new immunizations are received. Families may contact the Front Office for instructions and links to current Arizona immunization requirements and exemption forms.

Students experiencing homelessness will receive immediate enrollment support while records are obtained. The McKinney-Vento Liaison will help obtain immunization and school records when needed.

**Parent/guardian acknowledgement**

\_\_\_\_\_

**Date**

\_\_\_\_\_



# Form 17: Field Trip Permission Form

Required for each field trip or off-campus activity.

Student name: _____	Grade: _____
Trip destination: _____	Trip date: _____
Departure time: _____	Return time: _____
Teacher/sponsor: _____	Lunch arrangements: _____

I give permission for my student to attend this school-approved field trip using Academy-provided transportation. I understand that parents may not drive students to or from field trips, approved chaperones must use Academy-provided transportation, and students must follow all campus, field trip, and transportation conduct expectations.

**Parent/guardian signature**

**Emergency phone**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 18: Field Trip Medical / Emergency Form

Completed when needed for field trips.

Student name: _____	Grade: _____
Allergies: _____	Medical conditions: _____
Medications needed on trip: _____	Emergency contact: _____

Special instructions for field trip staff/health office: \_\_\_\_\_

**Parent/guardian signature**

**Health office review**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 19: Volunteer Agreement and Confidentiality Statement

Required before volunteering.

Volunteer name: _____	Student name/relationship: _____
Phone: _____	Email: _____
Preferred volunteer activity: _____	Availability: _____

- I will sign in at the Front Office, show ID, and wear a badge.
- I will follow staff directions and remain in approved areas.
- I will protect student confidentiality and not share student information.
- I will not discipline students physically or verbally.
- I will not transport students.
- I will not bring minor siblings while volunteering.
- I will follow media/photography directions and opt-out restrictions.

**Volunteer signature**

**Date**

**Administrator approval**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 20: Chaperone Agreement, Background Authorization, and Transportation Acknowledgement

Required before serving as a chaperone.

Chaperone name: _____	Student relationship: _____
Phone: _____	Email: _____
Trip/event: _____	Date: _____

- I understand chaperone approval is required before the trip.
- I authorize the Academy to conduct the required background screening.
- I will use Academy-provided transportation and will not drive students.
- I will not bring siblings or other children.
- I will maintain confidentiality and follow staff directions.
- I will not administer medication unless specifically authorized by administration.
- I will immediately report safety, medical, behavior, or supervision concerns to staff.

**Chaperone signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Administration approval** \_\_\_\_\_



# Form 21: Beyond the Bell Registration

Required before participating in Beyond the Bell or Wednesday supervision.

Student name: _____	Grade: _____
Parent/guardian name: _____	Phone: _____
Email: _____	Start date: _____

- Morning care 6:30-7:30 a.m.
- Afternoon care 3:30-6:00 p.m.
- Wednesday free supervision after dismissal until 3:30 p.m.
- Request scholarship/discount/hardship review
- Authorized pick-up list confirmed
- Health/medication needs disclosed
- LINQ Connect account created/updated

**Parent/guardian signature**

**Date**

**Beyond the Bell approval**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 22: Service-Learning / Community Service Log

Used to document approved service hours.

Student name: _____	Grade: _____
School year: _____	Advisor/social worker: _____

Date	Organization/project	Service task	Hours	Supervisor name/signature

Student reflection: What need did I help address, and which Warrior Virtues did I practice?

---

**Student signature** \_\_\_\_\_  
**Parent/guardian signature** \_\_\_\_\_  
**Social Worker / designee verification** \_\_\_\_\_



# Form 23: Bullying / Harassment / Discrimination / Threat / Safety Report Form

Use to report bullying, harassment, discrimination, cyberbullying, threats, retaliation, or safety concerns.

Reporter name or anonymous: _____	Date of report: _____
Student target: _____	Grade: _____
Alleged aggressor(s): _____	Date/time/location of incident: _____

Type of concern:  Bullying  Harassment  Discrimination  Cyberbullying  Threat  Retaliation  Other

Describe what happened, including exact words/images/posts if known:

\_\_\_\_\_

Witnesses or evidence/screenshots:

\_\_\_\_\_

Immediate safety needs:

\_\_\_\_\_

**Reporter signature if not anonymous**  
**Date received by school**  
**Administrator/coordinator assigned**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Form 24: Title IX Formal Complaint Form

Use when requesting the Academy to investigate alleged Title IX sexual harassment under the formal grievance process.

Complainant name: _____	Student involved: _____
Respondent if known: _____	Date/location: _____
Parent/guardian contact: _____	Preferred contact method: _____

Description of allegation:

\_\_\_\_\_

Supportive measures requested, if any:

\_\_\_\_\_

**Complainant/parent signature or Title IX Coordinator signature**  
**Date received**

\_\_\_\_\_

\_\_\_\_\_



# Form 25: Formal Grievance Form

Use for written grievances that are not handled through a more specific process.

Student name: _____	Grade: _____
Person submitting grievance: _____	Relationship: _____
Date of incident/decision: _____	Policy/concern area: _____

Describe the concern and steps already taken:

---

Requested remedy or outcome:

---

**Signature**

**Date received by Principal or Board Appeal Designee**

**Response due date**

---

---

---



# Form 26: Board Appeal Form

Use only when Board policy allows an appeal to the Board of Directors.

Student name: _____	Grade: _____
Decision appealed: _____	Date of decision: _____
Person submitting appeal: _____	Contact information: _____

Ground for appeal:  Procedural error  New evidence  Conflict/bias  Policy misapplication  Other

Explain the appeal:

\_\_\_\_\_

Remedy requested:

\_\_\_\_\_

New evidence attached?  Yes  No

**Appellant signature**

\_\_\_\_\_

**Date received by Board designee**

\_\_\_\_\_



# Form 27: Student Safety Plan Template

Internal template used when a student needs documented protective supports.

Student name: _____	Grade: _____
Date plan created: _____	Concern type: _____
Responsible administrator: _____	Review date: _____

Safety supports to be considered: adult check-in/check-out, arrival/dismissal support, transition support, seating or schedule adjustments, no-contact expectations, lunch/recess supervision, counseling/social work support, technology restrictions, family communication plan, and review date.

Plan details:

---

<b>Administrator</b>	_____
<b>Parent/guardian if appropriate</b>	_____
<b>Student if appropriate</b>	_____
<b>Review date</b>	_____



# Form 28: Parent Compact / Family Partnership Agreement

Required annually.

Leadership Academy of Arizona, families, and students share responsibility for learning, leadership, safety, and service.

## Family partnership commitments

Partner	Commitments
Academy	Provide rigorous instruction, leadership development, safe routines, family communication, timely support, respectful service, and opportunities for students to demonstrate the Warrior Way.
Family	Send students prepared and on time, report absences, monitor PowerSchool and school communications, update contact and health information, communicate concerns respectfully, attend conferences when possible, support homework and reading routines, and encourage the Warrior Way at home.
Student	Attend school, try hard, complete work honestly, follow the Code of Conduct, ask for help, use technology responsibly, reflect in leadership journals, and lead with courage, learn with purpose, and serve with honor.

Academy commitments	Family commitments	Student commitments
Provide strong instruction, safe routines, timely communication, and appropriate supports.	Support attendance, punctuality, communication, homework routines, and school expectations.	Come prepared, work hard, tell the truth, respect others, and lead the Warrior Way.
Monitor progress, provide intervention when needed, and invite family partnership.	Check PowerSchool and school communication regularly and update contact information.	Ask for help, complete work honestly, and use feedback to improve.

**Parent/guardian signature**

**Student signature**

**Teacher/advisor signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 29: Student Leadership Portfolio Acknowledgement

Required annually; especially important for middle grades.

Student name: _____	Grade: _____
Parent/guardian name: _____	Date: _____

I understand that students will maintain leadership evidence such as reflections, service logs, goals, student-led conference artifacts, digital badges, and work samples. The portfolio supports student reflection and may be used in student-led conferences and Capstone Week.

**Student signature**  
**Parent/guardian signature**  
**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Form 30: Grade 8 Leadership Portfolio Defense Acknowledgement

Required for grade 8 families.

Student name: _____	Grade: _____
Parent/guardian name: _____	Date: _____

I understand that grade 8 students must complete and present a Leadership Portfolio Defense as a local promotion requirement in addition to academic and statutory requirements. Students receive feedback and opportunities to revise when appropriate. Students may also document community service toward the LA of AZ Community Service Endorsement Seal and recognition cord.

**Student signature**  
**Parent/guardian signature**  
**Advisor signature**  
**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Form 31: Fundraising Approval Form

Use before any school-related fundraiser begins. Final approval may be issued by administration according to Board policy and financial procedures.

Sponsoring group / staff sponsor: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Fundraiser name and purpose: \_\_\_\_\_

Intended use of funds: \_\_\_\_\_

Dates, times, and locations: \_\_\_\_\_

Items/services to be sold or activity description: \_\_\_\_\_

Food or beverage involved?  No  Yes - attach ingredient/nutrition information and wellness review.

Will students handle money?  No  Yes - describe supervision and cash-handling plan: \_\_\_\_\_

Does the fundraiser use school name, logo, mascot, website, social media, or facilities?  No  Yes

Approval decision:  Approved  Approved with conditions  Not approved

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Form 32: Gift / Donation Intake and Acceptance Form

Use when a person or organization offers a monetary or non-monetary donation to the Academy.

Donor name / organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Donation description or amount: \_\_\_\_\_

Requested restriction or purpose, if any: \_\_\_\_\_

Estimated value for donor records, if provided by donor: \_\_\_\_\_

Is the donation safe, useful, mission-aligned, and manageable by the school?  Yes  No

Does the donation create maintenance, storage, technology, insurance, staffing, or supervision obligations?  No  Yes - explain: \_\_\_\_\_

Acceptance decision:  Accepted  Declined  Accepted with conditions

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt issued, if applicable:  Yes  No Receipt number: \_\_\_\_\_

## Form 33: Facility Use / Parent Organization Request Form

Use for outside groups, parent organizations, booster-style groups, community partners, or school-affiliated groups requesting facility use, school affiliation, or use of school name/logo/communications.

Requesting person / organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Purpose of request: \_\_\_\_\_

Requested date/time/location: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_ Students present?  No  Yes

Facility needs, equipment, food, custodial support, security, or technology requested: \_\_\_\_\_

Insurance required?  No  Yes Background checks required?  No  Yes

Use of school name/logo/mascot/communications requested?  No  Yes - describe: \_\_\_\_\_



Parent organization / school-affiliated group acknowledgement: The group agrees to support the Academy mission, follow confidentiality and visitor rules, use funds only for approved purposes, and not represent or bind the Academy without authorization. Initials: \_\_\_\_\_

Approval decision:  Approved  Approved with conditions  Not approved

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Legal and Policy Source Notes for Board/Counsel Review

This section is not a substitute for legal advice. It identifies major source areas used in drafting family-facing language.

Area	Source basis for counsel review
Bullying/harassment	Arizona law requires policies for confidential reporting, written forms, employee written reports, annual notices, documentation retention, investigation, parent notification, discipline, false-report consequences, and safety procedures.
Title IX	Federal OCR guidance states the 2020 Title IX rule is back in effect after the 2024 rule was vacated. Title IX procedures should be reviewed before adoption.
Section 504	Federal Section 504 regulations require a responsible employee and prompt/equitable grievance procedures for covered recipients.
Medication	Arizona law requires charter school governing bodies to establish medication administration policies and generally requires written parent authorization for minor students.
Stock epinephrine	Arizona law permits charter schools to stock epinephrine delivery systems and authorizes trained employees to administer or assist in emergencies.
FERPA/directory information	FERPA and Arizona law require annual notice and opt-out procedures before directory information is released. Arizona requires a separate opt-out form.
Attendance	Arizona law defines habitual truancy and excessive absences; the Academy intervention process is designed to address attendance concerns early.
Meals/wellness	USDA local wellness policy requirements include goals for nutrition, physical activity, foods sold, foods provided but not sold, marketing, public involvement, and evaluation.
McKinney-Vento	Eligible students experiencing homelessness have immediate enrollment rights even when documents ordinarily requested are missing.
CIPA/COPPA/technology	Technology policies are designed around internet safety, filtering, student privacy, educational technology notices, and parent information.

# Appendix C: Legal Compliance Crosswalk and Required Annual Notices

## Board and Counsel Review Addendum

This appendix was added to strengthen legal completeness for an Arizona K-8 public charter school that will accept federal funds. It is designed as a family-facing legal compliance crosswalk and annual-notices checklist. Final legal review, Board adoption, and ASBCS/authorizer submission review remain required before the handbook is published as final.

This appendix uses role titles only. Specific staff names are intentionally not included. Families should use the school website and front office for the current role-based contact information: <https://leadershipaz.org/>.

## C.1 Compliance Review Summary

Area	Status in Handbook After This Addendum	Final Action Before Publication
Arizona charter enrollment and lottery	Included. The handbook directs families to the website for applications, the annual Enrollment & Lottery Calendar, enrollment forms, tour information, notices, and contacts.	Board adoption date and final website posting.
ASBCS authorizer and pre-opening requirements	Added. This appendix identifies authorizer-related family-facing and internal pre-opening compliance items.	Submit required documents to ASBCS on the authorizer timeline and maintain evidence in compliance files.
Federal civil rights and nondiscrimination	Strengthened. Added Title VI, Title IX, Section 504, ADA Title II, Age Discrimination Act, and retaliation notice language.	Post annual notices and role contacts by title on the school website.
Special education, 504, EL, McKinney-Vento	Included and strengthened. Added IDEA procedural safeguards, Child Find, Section 504 rights, EL parent notices, Home Language Survey, AZELLA, and McKinney-Vento notice prompts.	Finalize role-based email routing and website notices.
Student records, privacy, media, surveys	Included and strengthened. Added FERPA, directory information, PPRA, Arizona survey consent, records requests, amendment, opt-out processing, and social media opt-out procedures.	Distribute separate directory information opt-out form annually.
Discipline, bullying, harassment, threats, Title IX	Included and strengthened. Added hazing prevention policy, bullying/threat reporting requirements, Title IX 2020-rule basis, discrimination procedures, and Board appeal form.	Counsel/Board review of discipline matrix and Title IX/504 grievance procedures.
Health, medication, immunizations, communicable disease	Included and strengthened. Added stock epinephrine, immunization/exemption, seizure-plan, diabetes, asthma, allergy, and health office documentation reminders.	Finalize health forms and role-based health office procedure.



Area	Status in Handbook After This Addendum	Final Action Before Publication
Meals, wellness, Smart Snacks, FRL	Included and strengthened. Added NSLP/SBP benefit application timeline, unpaid meal balance, wellness policy public updates, Smart Snacks, food rewards, and fundraising references.	Finalize annual meal prices and federal reimbursement rate reference for the applicable year.
Technology, CIPA, COPPA, AI, devices	Included and strengthened. Added CIPA/E-Rate public meeting and retention requirements, COPPA educational-service consent notice, AUP, device fee and hardship process.	Finalize technology platform list and post parent notices before student use.
Facilities, safety, EOP, visitors	Included and strengthened. Added local facility readiness, EOP non-public details, public safety FAQ, reunification, visitor management, Raptor, AHERA, pesticide notice, and emergency contact updates.	Finalize site-specific EOP, campus addendum, maps, and emergency reunification details.
Open Meeting Law and public records	Added. Board notices, agendas, policies, public comment, and required postings are directed to the school website.	Post website notice location and maintain Board records under policy.

## C.2 Required Annual Notices and Website Postings

Leadership Academy of Arizona will maintain required annual notices and Board policies on the school website. The handbook directs families to the website for current notices, forms, policies, public comment information, and contact information.

Notice / Posting	Required or Recommended Audience	Handbook / Website Implementation
Family Handbook and Student Code of Conduct	All families and students annually.	Handbook acknowledgement and Code of Conduct acknowledgement required annually.
Board policies and Board meeting notices	Public.	Board policies, meeting notices, agendas, public comment information, and contact information posted on the school website.
Enrollment, lottery, waitlist, and registration procedures	Prospective and enrolled families.	Application link, annual Enrollment & Lottery Calendar, registration checklist, and enrollment notices posted on the school website.
Classroom visit, tour, and observation policy	Parents of enrolled students and prospective parents.	Policy and request process posted on the school website and administered through the Principal/Registrar.
Nondiscrimination and civil rights notice	Students, families, staff, and public.	Annual notice identifying Title VI, Title IX, Section 504, ADA Title II, Age Discrimination Act, and retaliation prohibition.
Title IX notice and grievance procedure	Students, families, staff, and public.	Title IX Coordinator identified by title only. Procedure available in handbook and on website.



Notice / Posting	Required or Recommended Audience	Handbook / Website Implementation
Section 504 notice and grievance procedure	Students, families, and public.	Section 504 Coordinator identified by title only. Rights notice and grievance steps available in handbook and on website.
FERPA annual notice	Parents/guardians and eligible students.	Annual notice of inspection, amendment, consent, disclosure, directory information, and complaint rights.
Directory Information Opt-Out Form	Parents/guardians and eligible students annually.	Distributed separately from other forms, with opt-out deadline and categories clearly stated.
Media / photo / video / social media / student work opt-out	Families annually.	Opt-out model used; families submit form only if opting out.
PPRA / student survey notice and Arizona survey consent	Parents/guardians.	Routine surveys may use notice/opt-out when allowed. Protected-topic surveys require written informed parent consent when required.
IDEA procedural safeguards and Child Find notice	Families of students with disabilities and all families for Child Find awareness.	Website link and paper/electronic access through ESS Coordinator. Notice at required points.
McKinney-Vento homeless education notice	All families and students.	Social Worker / McKinney-Vento Liaison title listed. Immediate enrollment and support rights explained.
English Learner notices	Families of students identified or assessed for EL services.	Home Language Survey, AZELLA placement, service notification, reclassification, and monitoring notices.
Title I Parents Right-to-Know notice, if Title I funds are received	Families of students attending a Title I school.	Annual notice of right to request teacher/paraprofessional qualifications and four-week teacher notification when required.
Local Wellness Policy and triennial assessment	Public.	Wellness policy, annual update, and triennial assessment made available when NSLP/SBP participation begins.
Free/reduced-price meal application and meal benefit notice	All families annually and upon change in household need.	Application link and instructions provided through website and LINQ Connect/meal communications.
CIPA Internet Safety Policy and public meeting, if seeking E-Rate Internet discounts	Public and families.	Technology policy, filtering, digital citizenship, public meeting documentation, and retention evidence maintained.
AHERA asbestos annual notification, if applicable	Parents, teachers, and employees.	Annual notice identifying availability of asbestos management plan or no-asbestos documentation.
Pesticide application notification	Parents, students, and staff.	Advance notification process for non-emergency pesticide applications.



Notice / Posting	Required or Recommended Audience	Handbook / Website Implementation
Hazing prevention policy	All students and families.	Printed in this handbook and enforced under the Student Code of Conduct.

### C.3 Federal Civil Rights and Nondiscrimination Notice

Leadership Academy of Arizona does not discriminate on the basis of race, color, national origin, sex, pregnancy or related conditions, disability, age, religion, income level, English language proficiency, homelessness, foster care status, military-connected status, or any other protected status in its educational programs, admissions, activities, employment, discipline, athletics, clubs, meals, transportation-related supports required by law, or access to school services.

This notice applies to all school programs and activities, including the regular school day, Beyond the Bell, clubs, athletics, field trips, service-learning, enrichment, family engagement, and school-sponsored online platforms.

- Title VI / National Origin: The Academy prohibits discrimination based on race, color, or national origin and will provide language assistance so limited-English-proficient parents can access important school information.
- Title IX: The Academy prohibits sex discrimination, including sexual harassment as defined by applicable federal regulation. The Title IX Coordinator is identified by title only in the handbook and on the website.
- Section 504 and ADA Title II: The Academy prohibits disability discrimination and provides reasonable accommodations and equal access to school programs and activities.
- Age Discrimination Act: The Academy prohibits age discrimination where federal law applies.
- Retaliation: The Academy prohibits retaliation against anyone who reports a concern, participates in an investigation, requests accommodations, or exercises rights under law or school policy.

Families may report civil rights concerns to the Principal, Title IX Coordinator, Section 504 Coordinator, ESS Coordinator, EL / SEI Coordinator, or another appropriate role listed in the handbook. The Board of Directors is the final internal appeal under the general grievance process unless a specific legal procedure requires a different process.

### C.4 Title IX Notice and Grievance Procedure Summary

Leadership Academy of Arizona will follow the Title IX regulations in effect at the time the complaint is processed. As of this Board Review Draft, federal guidance indicates that the 2020 Title IX regulations are the operative federal enforcement standard after the 2024 rule was vacated. The Academy will update procedures if federal rules change before or during the school year.

Title IX Coordinator: Title IX Coordinator

Reports may be made in person, by mail, by phone, by email, through the Front Office, through a school report form, or through the school website when available. Any person may report sex discrimination or sexual harassment, whether or not the person is the alleged victim.

Step	Procedure
1. Report and supportive measures	The Title IX Coordinator receives the report, explains rights and options, offers supportive measures, assesses immediate safety, and determines whether a formal complaint is requested or required.
2. Formal complaint	A formal complaint may be filed by the complainant or signed by the Title IX Coordinator when required by law or safety needs. The school will provide written notice to known parties when a formal grievance process begins.



Step	Procedure
3. Investigation	The school will designate an impartial investigator, gather relevant evidence, provide parties an opportunity to identify witnesses and evidence, and protect privacy to the extent allowed by law.
4. Evidence review and response	Parties will have an opportunity to review and respond to evidence as required by the applicable Title IX rule.
5. Decision	An impartial decision-maker will issue a written determination using the applicable standard of evidence adopted by Board policy.
6. Appeal to the Board	A party may appeal to the Board of Directors only on grounds allowed by Board policy and law, such as procedural irregularity, new evidence, conflict of interest or bias, or another ground adopted by policy.
7. Remedies and discipline	If responsibility is determined, the Academy may provide remedies, discipline, safety planning, no-contact directives, training, monitoring, or other corrective action.

### C.5 Section 504, ADA Title II, and IDEA Procedural Safeguards

Section 504 Coordinator: Section 504 Coordinator

ESS Coordinator: ESS Coordinator

Leadership Academy of Arizona will provide eligible students with disabilities a free appropriate public education, appropriate accommodations, and access to school programs, services, and activities. Families may request a Section 504 review by contacting the Section 504 Coordinator or Principal. A 504 concern follows the handbook grievance path: teacher, ESS Department / Section 504 Coordinator, Principal, and Board of Directors as the final internal appeal, without limiting rights provided by law.

IDEA Procedural Safeguards: Families of students with disabilities will receive procedural safeguards at required times, including at least once annually, upon initial referral or parent request for evaluation, upon the first state complaint or due process complaint in a school year, when required for certain disciplinary changes of placement, and upon parent request. The Academy will make the procedural safeguards available through the ESS Coordinator and the school website: <https://leadershipaz.org/>.

Child Find: The Academy will identify, locate, and evaluate students who may have disabilities and need special education or related services. Families may request an evaluation in writing through the ESS Coordinator, Principal, or Front Office. The Academy will respond according to required IDEA and Arizona timelines.

### C.6 Title VI, English Learners, and Language Access

EL / SEI Coordinator: EL / SEI Coordinator

Leadership Academy of Arizona will not deny or discourage enrollment based on national origin, language background, English proficiency, immigration status, or refugee status. The Academy will administer the Home Language Survey, complete AZELLA procedures when required, provide family notification of EL identification and services, monitor student progress, and communicate important school information in a language parents can understand when required.

- Home Language Survey: Completed as part of registration for all students.
- AZELLA: Administered when the Home Language Survey indicates a primary home language other than English and state rules require testing.
- Parent notification: Provided for EL identification, service placement, annual progress, reclassification, and monitoring as required.
- Translation/interpretation: Requested through the Front Office or the school website.



- No student interpreter expectation: Students should not be used as interpreters for confidential or legally significant meetings except in a true emergency until appropriate language support is available.

## C.7 McKinney-Vento Homeless Education and Foster Care Supports

McKinney-Vento Liaison: Social Worker / Family Engagement Coordinator

Students experiencing homelessness, housing instability, temporary shared housing due to hardship, motel/hotel living due to lack of alternatives, shelter placement, unsheltered living, or unaccompanied youth circumstances may qualify for McKinney-Vento supports. The Academy will provide immediate enrollment and full participation even if normally required documents are not immediately available. The Social Worker / Family Engagement Coordinator will help families obtain records, connect with resources, remove enrollment barriers, and maintain educational stability.

Students in foster care or Department of Child Safety placement will receive enrollment and records support, confidentiality, and coordination with authorized adults and agencies consistent with law and school policy.

## C.8 FERPA, Directory Information, Records, Media, and PPRA

FERPA Annual Notice: Parents/guardians and eligible students have the right to inspect and review education records, request amendment of inaccurate or misleading records, consent to disclosures except when disclosure is permitted by law, and file a FERPA complaint. Records requests should be submitted in writing to the Front Office or Registrar.

Directory Information: The Academy may use directory information for official school purposes only after providing annual notice of the categories designated as directory information, the right to opt out, and the deadline for opting out. The Directory Information Opt-Out Form will be distributed separately from other annual forms.

Media and Student Work Opt-Out: The Academy uses an opt-out model for school photos, videos, student recognitions, social media, yearbook/publications, and student work displays. Families who wish to opt out must submit the Media / Photo / Video / Social Media / Student Work Opt-Out Form. The opt-out applies prospectively after the Academy receives and processes the form.

PPRA and Arizona Student Survey Consent: The Academy will follow federal PPRA and Arizona student survey requirements. For routine surveys that do not collect protected personal information, the Academy may provide notice and opt-out when allowed. For surveys that require written informed parent consent under Arizona or federal law, the Academy will not rely on assumed consent.

Records Amendment: A parent/guardian may request amendment of a student record believed to be inaccurate, misleading, or in violation of privacy rights. Requests should identify the record, the requested correction, and the reason for the correction. The Academy will respond according to FERPA and Board policy.

## C.9 Hazing Prevention Policy

Hazing is strictly prohibited at Leadership Academy of Arizona. This policy applies to students, student groups, clubs, athletic teams, honor societies, Student Government, service-learning groups, Beyond the Bell activities, field trips, school-sponsored events, and school-sponsored online spaces.

Hazing means an intentional, knowing, or reckless act committed by a student, alone or with others, against another student in connection with initiation, affiliation, membership, participation, or continued membership in any school-affiliated organization, if the act contributes to a substantial risk of physical injury, mental harm, degradation, or causes physical injury, mental harm, or personal degradation. Customary athletic events, contests, competitions, or legitimate school activities approved and supervised by the Academy are not hazing unless they include prohibited conduct.

- Students may not engage in hazing.
- Students may not solicit, direct, encourage, aid, or abet hazing.



- A student may not be required to submit to hazing as a condition of joining, remaining in, or participating in any school group or activity.
- A student's consent to hazing is not a defense.
- All students and staff are expected to take reasonable measures within the scope of their authority to prevent hazing and to report suspected hazing immediately.

Reports of hazing may be made to any staff member, the Principal, Assistant Principal, coach, club sponsor, Title IX Coordinator if sex-based, or through the Bullying / Harassment / Discrimination / Threat / Safety Report Form. Staff who receive a report must route it to the Principal or designee. The Academy will investigate, notify parents/guardians as appropriate, provide safety supports, and apply disciplinary or corrective action. Serious hazing may also result in law enforcement notification, activity suspension, removal from clubs or athletics, or revocation of an organization's permission to operate on campus.

### **C.10 Bullying, Harassment, Discrimination, Threats, and Safety Reporting**

The Academy maintains written reporting forms for bullying, harassment, intimidation, discrimination, cyberbullying, retaliation, threats, hazing, and safety concerns. Reports may be submitted to any staff member, the Principal, Assistant Principal, Title IX Coordinator, Section 504 Coordinator, Social Worker / Family Engagement Coordinator, or through the school website if an online form is available.

The Academy may use the Warrior Anti-Bullying Pledge as an age-appropriate culture tool to reinforce reporting, inclusion, respectful technology use, and bystander responsibility. The pledge supplements, but does not replace, the Board-adopted bullying, harassment, hazing, threat, Title IX, Section 504, discipline, and law-enforcement procedures.

- Anonymous reports are accepted for safety and serious concerns, but anonymous reports may limit the Academy's ability to investigate or provide written follow-up.
- Students and employees who witness or receive information about bullying, harassment, intimidation, or threats should report promptly.
- The Academy will document reports, investigate, notify parents/guardians as appropriate, develop student safety plans when needed, prohibit retaliation, and apply corrective action.
- Threats involving weapons, serious injury, death, or other serious crimes will be escalated under the law-enforcement notification procedure.

### **C.11 Health, Medication, Epinephrine, Immunization, and Communicable Disease**

Health Office / Health Assistant: Health Office / Health Assistant

Concussion and head injury: The Academy will use removal-from-activity, parent notification, documentation, and return-to-activity procedures for suspected head injuries during school-sponsored activities. Medical clearance may be required before return to athletic or vigorous physical activity.

Medication safety: The Academy will use the right student, right medication, right dose, right time, right route, and right documentation when medication is administered or supported by the Health Office.

The Health Office provides basic student health support, documentation, parent notification, medication support, action-plan support, emergency response coordination, and referral to emergency medical services when needed. The handbook does not promise that a licensed nurse will be available. Health coverage is a designated staff duty under school policy.

- Medication: Prescription and over-the-counter medication require completed authorization forms and must be stored and administered according to school procedures, except when self-carry or emergency medication is authorized by law and school procedure.
- Stock epinephrine: The Academy will maintain stock epinephrine under lawful standing-order or prescription procedures and trained employee procedures. The Academy will not maintain stock inhalers unless the Board later adopts and implements a lawful stock-inhaler program.
- Self-carry medication: Inhalers, epinephrine auto-injectors, diabetes supplies, seizure rescue medication, or other medication may be self-carried only when the student has the required authorization and action plan.



- Seizure management: Parents may submit a seizure action plan or seizure management and treatment plan. The Academy will follow applicable training and implementation requirements.
- Diabetes care: Students with diabetes may have a Diabetes Medical Management Plan and may self-manage when authorized.
- Immunizations: Students must meet Arizona immunization requirements or have a valid exemption or catch-up documentation. The Academy will disclose requirements and exemptions and may exclude students during outbreaks as allowed by law.
- Communicable disease: The Academy will notify families of communicable disease exposure when appropriate while protecting student privacy.

## C.12 Meals, Free/Reduced-Price Meal Benefits, Smart Snacks, and Wellness

Leadership Academy of Arizona will offer breakfast and lunch. Meal prices will be published annually. Breakfast and lunch prices will be set using the applicable federal reimbursement-rate reference for the year. Adult meals are \$5.00 unless later adjusted by administration or Board-approved fee schedule.

Families may apply for free or reduced-price meal benefits online through the meal application link posted on the school website. Families may apply at the beginning of the school year or at any time during the year if household circumstances change. The Academy will process applications according to federal child nutrition program procedures and will protect meal-benefit confidentiality.

- LINQ Connect with LINQ's K-12 Point of Service system is the primary meal-payment and school-fee platform.
- Low-balance notices will be sent through LINQ Connect or school communication systems.
- The Academy will provide a reimbursable meal to a student who forgets lunch and will seek reimbursement from the parent/guardian under the unpaid meal balance procedure.
- Third-party food delivery services are prohibited unless preauthorized by Academy administration.
- Parents may eat lunch with their own child in the designated visitor section of the cafeteria after Front Office check-in.
- The Academy is not an allergy-free school. Families of students with food allergies should meet with administration and the Health Office to develop an action plan and consider reasonable accommodations.
- Foods sold to students during the school day must follow Smart Snacks requirements unless an approved exemption applies.
- Food rewards and classroom celebrations must be approved and should consider allergies, nutrition, equity, and instructional time.
- The Local Wellness Policy, annual updates, and triennial assessment will be made available on the school website when applicable.

Wellness committee / stakeholder engagement: The Academy will maintain a wellness committee or stakeholder process to support wellness goals, nutrition standards, physical activity, food provided during the school day, celebrations, food rewards, and required periodic review.

- Food sales, food-related fundraisers, vending, classroom celebrations, food rewards, and school-sponsored food activities will be reviewed for compliance with the Local Wellness Policy, Smart Snacks / Arizona nutrition standards when applicable, allergy-aware procedures, food safety, equity, and instructional time.

## C.13 Technology, CIPA, COPPA, AI, and Student Accounts

Leadership Academy of Arizona will use technology to support learning, assessment, communication, productivity, creativity, and digital citizenship. Students must follow the Technology Acceptable-Use Agreement, Student Device Agreement, AI Policy Acknowledgement, Student Account Rules, and staff directions.

- CIPA / E-Rate: If the Academy seeks E-Rate Internet access discounts, it will maintain an Internet Safety Policy, use technology protection measures/filtering, monitor online activities of minors, teach



appropriate online behavior including cyberbullying awareness and response, provide required public notice and public meeting/hearing, and retain CIPA documentation.

- COPPA / educational technology: For school-approved educational platforms used with students under 13, the Academy may provide consent on behalf of parents when legally allowed and when the platform is used only for school-authorized educational purposes. The Academy will post or provide platform notices before student use.
- Student accounts: Students will not have school email accounts unless the Academy later adopts them. Google or learning-platform accounts are for school use only, monitored by the Academy, and may not be used for private messaging, personal accounts, or unauthorized recordings.
- AI use: AI may be used for research support only when permitted by staff. AI may not replace student thinking, writing, citations, calculations, or original work. Misuse may be treated as academic dishonesty.
- Recording: Students may not photograph, video record, audio record, livestream, or post school activities without administration permission. Unauthorized recording may result in device confiscation and discipline.

Digital citizenship instruction: Students will receive age-appropriate instruction on safe and responsible technology use, cyberbullying awareness and response, privacy, copyright, AI limitations, and reporting unsafe online behavior.

- Financial hardship: Families may request a payment plan, hardship review, reduced charge, scholarship, or waiver for technology damage/replacement fees through school administration.

### **C.14 Facilities, Safety, EOP, AHERA, and Pesticide Notices**

Leadership Academy of Arizona will not open to students until the facility has required approvals for occupancy, health, safety, civil rights, and insurance, and the school has submitted required documents to ASBCS under the applicable authorizer timeline.

Emergency Operations Plan: The Academy maintains a site-specific Emergency Operations Plan for prevention, preparedness, response, and recovery. The full EOP will not be published because it contains security-sensitive information. Families will receive public-facing safety information, drill notifications, visitor procedures, reunification expectations, and emergency communication procedures.

AHERA Asbestos Notice: If the campus is subject to AHERA, the Academy will maintain required asbestos inspection and management-plan documentation and provide annual notice to parents, teachers, and employees regarding the availability of the management plan. If no asbestos-containing building material is present, the Academy will maintain the required documentation and notice accordingly.

Pesticide Notice: The Academy will provide advance notice of non-emergency pesticide applications to parents/guardians, students, and staff according to applicable Arizona requirements and Board policy. Emergency pest control necessary to protect health or safety may occur with notice as soon as practicable.

Emergency Contact Updates: Families are responsible for keeping emergency contacts, authorized pick-up adults, custody documents, health information, and phone/email information current. The Academy may send reminders, but families are responsible for timely updates through the Front Office or the school-approved system.

### **C.15 Open Meeting Law, Public Records, and ASBCS Authorizer Compliance**

Leadership Academy of Arizona is governed by a Board of Directors that provides policy, budget, compliance, and oversight. The President/top administrator is responsible for implementing Board policy and may serve as Principal/School Leader during start-up or delegate daily campus operations to a Principal/School Leader once positions are staffed. Board policies, meeting notices, agendas, public comment information, and required postings are available on the school website: <https://leadershipaz.org/>.

- Board meetings will be noticed and conducted according to Arizona Open Meeting Law.
- The Board may discuss confidential student, personnel, legal, or safety matters in executive session when allowed by law, but final legal action occurs in public session.



- Public records requests should be directed to the Public Records Contact / Office Manager, consistent with Board policy.
- ASBCS authorizer compliance records, including charter contract items, required pre-opening documents, insurance binder, facility approvals, public meeting evidence, federal assurances, enrollment packet, and operational compliance evidence, will be maintained in school compliance files.
- The school website is the central location for current required notices, Board policies, enrollment information, and public contact information.
- Fundraising, donations, facility use, and parent organizations must follow Board-approved policy, administrative approval, public-school financial controls, visitor/safety procedures, and school mission alignment. Use of the school name, logo, crest, mascot, communications, or facilities requires prior approval.
- Facility-use approvals may require a written agreement, proof of insurance, supervision plan, fees, background checks, and compliance with emergency, visitor, and campus procedures. Approval may be denied, conditioned, suspended, or revoked for safety, operational, legal, facility, or mission-related reasons.

### C.16 Federal Programs and Grant-Funded Requirements

Leadership Academy of Arizona expects to accept federal funds and will maintain required assurances, notices, documentation, and procedures for each applicable program. Requirements may vary depending on the specific awards received.

Federal Program / Requirement	Handbook / Family-Facing Commitment	Operational Documentation
General federal assurances	The Academy complies with applicable civil rights, fiscal, procurement, records, program, and reporting obligations connected to federal funds.	General Statement of Assurance, grant records, policies, procurement files, time-and-effort, inventory, and drawdown documentation.
Title I, Part A, if received	Parents may request teacher and paraprofessional qualifications. The school will provide four-week notice if required when a student is taught by a teacher who does not meet applicable certification requirements.	Title I parent/family engagement policy, school-parent compact, annual meeting evidence, parent involvement documentation, fiscal records.
Title II, if received	Professional learning funded by Title II will support effective instruction and student achievement.	Allowability documentation, PD agendas, attendance, procurement/time-and-effort as applicable.
Title III, if received	English Learner families receive required identification, placement, service, progress, and reclassification notices.	HLS, AZELLA records, EL service rosters, parent notices, monitoring records, professional learning evidence.
IDEA, if received or applicable through special education funding	Students with disabilities receive FAPE, Child Find, procedural safeguards, IEP implementation, and discipline protections.	IEP/evaluation files, service logs, related-service records, state reporting, proportionate-share if applicable.
USDA child nutrition funds	Meal benefit application process, nondiscrimination statement, meal charging, wellness policy, Smart Snacks, and confidentiality protections apply.	Eligibility documentation, verification records, claims, menus, meal counts, wellness documentation, procurement files.



Federal Program / Requirement	Handbook / Family-Facing Commitment	Operational Documentation
E-Rate, if used	Internet safety policy, filtering, monitoring, and digital citizenship/cyberbullying education apply.	CIPA public meeting record, filtering evidence, policy adoption, training documentation, retention records.
McKinney-Vento supports	Students experiencing homelessness receive immediate enrollment, full participation, and support removing barriers.	Liaison records, enrollment support, transportation-related supports when legally required, dispute documentation.

### C.17 Items Remaining TBD for Final Publication

The following items are not legal gaps in the Board Review Draft, but they must be finalized before the handbook is published as the Board-approved family handbook:

- Board adoption date for the handbook.
- Campus physical address, phone number, and final visitor/front office locations.
- Campus-specific maps and addenda for arrival, dismissal, parking, walking/biking, bike/scooter storage, late pick-up, and reunification.
- Final site-specific Emergency Operations Plan and public-facing reunification handout.
- Final role-based email routing for President/Principal, Registrar, ESS Coordinator, Section 504 Coordinator, EL/ SEI Coordinator, Title IX Coordinator, Social Worker / McKinney-Vento Liaison, Health Office, Beyond the Bell, Food Service / Meal Account Contact, Public Records Contact, and Board Appeal Designee.
- Annual meal prices using the applicable federal reimbursement-rate reference for 2027-2028, plus adult meal price if later revised.
- Final technology platform list requiring parent notice.
- Final CIPA public meeting documentation if E-Rate services are requested.
- Final AHERA designated-person documentation and annual notice language based on the secured campus.
- Final ASBCS pre-opening submissions, facility approvals, insurance binder, health/fire/occupancy records, and opening compliance evidence.

### C.18 Board/Counsel Certification Checklist

Reviewer	Review Focus	Sign-Off / Date
Legal Counsel	Arizona charter law, federal civil rights, Title IX, Section 504, IDEA, FERPA, PPRA, discipline, health, meals, technology, and facilities notices.	
Board of Directors	Board policy alignment, adoption date, discipline/suspension/expulsion, grievances, wellness, technology, enrollment, and required notices.	
Principal	Operational accuracy, role-based contacts, campus procedures, communication systems, and family-facing clarity.	
Office Manager / Registrar	Enrollment, records, FERPA, directory opt-out, authorized pick-up, custody documents, and PowerSchool procedures.	



Reviewer	Review Focus	Sign-Off / Date
ESS Coordinator	Child Find, IEPs, procedural safeguards, transfer IEP intake, 504 access, and disability accommodations.	
EL / SEI Coordinator	Home Language Survey, AZELLA, EL notices, language access, and translation/interpretation process.	
Social Worker / Family Engagement Coordinator	McKinney-Vento, attendance barriers, service-learning, family support, parent engagement, and grievances.	
Health Office / Health Assistant	Medication, action plans, immunizations, stock epinephrine, communicable disease, and illness pickup.	
Assistant Principal / Beyond the Bell Contact	Culture, discipline, safety procedures, Beyond the Bell, arrival/dismissal, supervision, and extended learning.	

**End of Board Review Draft.**