



STUDENT/FAMILY HANDBOOK 2021-2022

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WELCOME

Welcome to Changemaker High School!

This Handbook provides you with information about the policies that govern our school. We have developed these policies to ensure a safe, respectful, and successful learning community.

All policies and procedures are based on our school's mission and vision:

Our Mission: To provide an educational experience that transforms students into solution seekers that enhance the world around them.

Our Vision: All graduates will be prepared for college, careers, and civic engagement to make an equitable world a reality.

Our Slogan: Education for a just, sustainable, and peaceful world

Please become familiar with this important information. Enrollment at Changemaker High School is based on an Agreement that parents/caregivers and students sign, acknowledging that they have reviewed this Handbook and agree to follow its policies and procedures.

Preparing Leaders for Today and Tomorrow

Changemaker High School provides public high school students with a college prep, leadership-oriented education that is unique in Arizona. Changemaker High School is the only secondary school in Arizona to be accepted into Ashoka's Internationally Recognized Network of Secondary Schools (www.startempathy.org/schools). *A Changemaker is anyone who, through his/her own ideas, takes initiative and causes positive change for the greater good.*

Our research-based academic program prepares students for 21st Century leadership in environmental science, social responsibility, and media arts. Students develop their unique voice, talents, and academic skills through hands-on, real-world projects that make a positive difference in their school and community.

Open Enrollment and Educational Equity

Changemaker High School is a tuition-free, public high school, chartered by the Arizona State Board for Charter Schools in 2011. Changemaker High School has an open enrollment policy and does not discriminate on the basis of race, religion, national origin, gender, sexual orientation, language, disability, or socioeconomic status. Our academic program is non-sectarian and allows no religious bias in any program or operation. We adhere to all state and federal laws relating to educational opportunity, civil rights, health, and safety and meet the requirements for special education and IDEA (Individuals with Disabilities Act).

Best wishes for a happy and successful year ahead!



Lynn M. Valenzuela, M.Ed., Principal

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WHAT MAKES US DIFFERENT?

Changemaker High School's unique academic program develops students' intellectual and creative potential:

- Safe learning environment
- Small classes
- Highly Qualified teachers
- Technology-rich curriculum and wireless campus
- Individual Learning Plan for every student:
 - ✓ Tutoring and academic coaching when needed
 - ✓ Enrichment and early graduation options when ready
- Changemaker focus emphasizes hands-on, interdisciplinary projects that connect students with community leaders, mentors, and career role models
- Emphasis on developing Changemaker skills: Empathy, Teamwork, Problem Solving, & Leadership
- Preparation for standardized tests without sacrificing in-depth learning and students' creativity
- Electives and after-school programs geared toward developing students changemaker potential
- Three pillars of creativity, sustainability and social responsibility are foundational to 21st Century careers
- Twice-yearly public exhibitions provide authentic recognition of student work
- Student venture and project support
- Advisory groups provide peer and teacher support

We care about the student as a whole person:

- Federal Free and Reduced Lunch Program
- Free or Reduced Bus Passes for qualifying students
- Reports to Parents/Caregivers regarding students' grades, attendance, and citizenship every 3 weeks
- Web portal for Parents/Caregivers to access students' grades and attendance record at any time
- College and financial aid counseling for parents and students

STUDENT ENROLLMENT

Changemaker High School is a tuition-free, public charter school. We enroll all eligible students according to program availability. We enroll a maximum of 100 students per grade level in grades 9-12. If the number of eligible students is exceeded, Arizona law requires that students must be selected by lottery (ARS 15-184). Enrollment of a student is defined as the process through which students are offered a seat or a spot at the school. Changemaker High School offers enrollment preference to returning students and to the siblings of students currently enrolled at the school.

Enrollment Requirements

- Changemaker High School is required to obtain accurate and verifiable documentation of Arizona residency at initial enrollment and to maintain such information.
- Changemaker High School will not ask about a family or student's citizenship, immigration, or refugee status.
- Changemaker High School will not require students or parents to provide government-issued identification in order to enroll in or attend school.
- Proof of residency is not required for homeless students and youth as defined in Arizona statute and identified under the McKinney-Vento Homeless Assistance Act.
- For members of the armed services, Changemaker High School may enroll a student if the parent provides a hard-copy or electronic document of their transfer, or pending transfer, to a military installation within the state.
- At the time of enrollment, Changemaker High School will require through a written notice that within 30 days the parent/guardians of an enrolling student must submit one of the following documents:
 - **A certified copy of the student's birth certificate, or**
 - **Other reliable proof of the student's identity, including a baptismal certificate, an application for a social security number, or original school registration records, or**
 - **If a student is in the custody of the Department of Child Safety ("DCS"), a letter from the authorized representative of the agency certifying that the student has been legally placed in custody of the agency.**
- At the time of enrollment Changemaker High School will abide by the Military Student Identifier (MSI) process, allowing families to indicate that their student has at least one parent who is a member of the Armed Forces on active duty. This information will not be used in making enrollment decisions.
- Changemaker High School will take affirmative steps to ensure that students with limited English proficiency can meaningfully participate in their educational programs and services. This means that starting at student enrollment, Changemaker High School will communicate with parents or guardians in a language they understand and/or provide interpreters and/or alternative language documents, as needed.

REGISTRATION

To best serve returning and incoming students at Changemaker High School, the school also collects necessary information and documentation as part of its registration process. Registration is defined as the process through which the school collects the documents needed to begin serving a student (i.e. for the student to enter the classroom and receive instruction and/or services). The collection of this information and supporting documentation will be requested from parents/guardians on a yearly basis for all incoming and returning students.

Parent/Guardians will be asked to provide the following information, which is standard for registering at all Arizona public high schools:

- a) Registration forms (packet will be provided)
- b) Proof of Residency
- c) Proof of Age and Identity (ie Birth Certificate or comparable legal documentation)
- d) Certificate of 8th Grade promotion (for incoming freshman)
- e) Immunization records
- f) Transcripts of any high school level work
- g) Completed Free or Reduced Lunch Application
- h) Emergency Card/Health History
- i) Completed Student/Family Interest Survey
- j) Completed Student Placement Assessment
- k) Individual Education Plan or 504 Plan (if applicable and desired)
- l) Caregivership information/legal documentation for custody (if applicable)
- m) Withdrawal form from prior high school (for transfer students)

For students transferring from another high school:

- a) Transfer credits will be accepted as long as they meet the core standards and academic level required for continued success at Changemaker High School.
- b) Transcripts and course descriptions will be evaluated individually along with assessment information. This will determine each student's grade or cohort placement at the Changemaker High School and the type and amount of credit earned based on Changemaker High School standards.
- c) Students and parents/caregivers will be informed of students' transferred credits within a week of receiving transcripts from their previous high school.

ABOUT US

Inspiration

The founders of **Changemaker High School** were inspired by current research in education youth development, social entrepreneurship, and the experience of our founding donor, Every Voice in Action Foundation, that point to the centrality of youth voice, civic engagement, and youth led projects in developing students' full potential. We were also inspired by the success of the internationally recognized social entrepreneurship nonprofit **Ashoka**. Through its Everyone A Changemaker vision, Ashoka's strategic initiatives focus on setting in motion the people, resources and ecosystems that will bring about a social revolution where everyone contributes to change for the good of all. Our administrative and instructional staff has received comprehensive training in the best practices of changemaker education as a member of Ashoka's Secondary Network for Changemaker Schools.

Educating Scholar-Changemakers

In 2014, the Changemaker High School became the first high school in the U.S. to partner with the **Ashoka Youth Venture Network** to become a Changemaker high school. This initiative merges our youth voice and leadership mission with project-based learning focused on real-world issues and positive change.

Our Changemaker focus ensures that we are addressing Arizona College and Career Ready standards in the best possible way: students research issues, think critically, and implement projects that make a positive difference in the world, motivating lifelong learning and civic engagement. Our Changemaker initiative also includes creating a pipeline for our students to Ashoka's network of 150 Changemaker colleges and universities in the U.S.

High Standards and Accountability

As a public charter high school, Changemaker High School is regulated and funded by the State of Arizona. Like all public schools, Changemaker High School is accountable to the Arizona Department of Education that our students meet or exceed Arizona's standardized testing requirements—and we take that responsibility very seriously. All of our teachers are Highly Qualified and possess an Arizona Fingerprint Card, indicating that they have passed a rigorous background check. Our school is an Arizona non-profit 501(c)(3) educational corporation, governed and operated by a volunteer Board of Directors.

Open Public Meetings of the Board of Directors

Changemaker High School's Governing Board encourages input from all stakeholders and follows Arizona's Open Meeting Law. All meetings of the Board are open to the public. The Board meets regularly at Changemaker High School's conference room, 1300 S. Belvedere Avenue, Tucson, AZ 85711. The Board meeting schedule and information are posted on the school's events calendar at www.ChangemakerHighSchool.org.

ACADEMIC PROGRAM

Changemaker High School is Tucson’s first college prep, Changemaker high school. We are experts in youth leadership development as well as secondary education. We instill knowledge and skills that are essential for college and career success in science, business, law and public service, education, social enterprise, and the arts. We provide a rigorous and relevant program that is unique in the state of Arizona. We develop each student’s academic skill set to meet Arizona’s College and Career Readiness standards, and then activate that skill set to develop students’ inner “Changemaker.”

Authentic, hands-on, project-based learning (PBL) across the curriculum is the way our school delivers a college-prep, leadership-oriented education that is both engaging and relevant. Designed well, PBL is MORE rigorous than traditional approaches that emphasize memorization of facts to pass multiple-choice exams. PBL enables students to gain active, in-depth, learning experiences they will remember and use throughout their lives.

Changemaker High School’s approach to PBL emphasizes projects that involve environmental science and technology, social responsibility, and media arts and technology—all areas of rapid social change and future job opportunities. We are proud of our student projects that are of value to the youth involved and also have a positive impact on the community.

Developing Scholar-Changemakers

A Changemaker is anyone who, through his or her own idea, takes initiative and causes positive change for the greater good. At Changemaker High School we are committed to help every student discover and activate his/her inner potential to become a Changemaker. We are the first high school in the U.S. to work collaboratively with the Ashoka’s Youth Venture network to become a Changemaker high school, with Changemaker leadership courses, plus integration of Changemaker skills and practices across the curriculum.

Ashoka’s Youth Venture is a global initiative that supports 6,000 Youth Venture teams in 23 countries. Our partnership is the first of its kind, allowing for the Youth Venture approach to be integrated throughout our entire curriculum. This means that students have the opportunity to learn about people and projects changing the world for the better in science, math, social studies, and the arts – and to follow up with venture projects of their own.

As part of the Changemaker High School curriculum, students are provided with a 12-module, Youth Venture training where our young people are taught ways to discover their passions and talents, consider the issues they care most about, and then imagine ways to use their talents to help solve the problem. Students are taken through a process where they create venture teams that create SMART goals and well-thought out plans that will drive their project, find ways to fund their venture, gain support, develop teams, launch their project, and of course, manage it.

Throughout this process, adult mentors from Changemaker High School and Ashoka’s Changemaker School network provide students with support. The online changemaker community also provides students with a wealth of ongoing resources, knowledge, and advice

to help achieve their project goals. Projects and ventures inspired by our students' passions also connect students with inspiring and supportive adult role models, including business and community leaders, university staff, and college students that can open doors to internships and job opportunities.

We plan ahead at Changemaker High School, and prepare students for the demands of colleges and universities who are responding to a rapidly changing society. Our instructional approach ensures that we challenge our students academically and prepare them to actively engage in addressing the many societal needs of our present and future. Students who successfully complete our program will not only be college ready, but more importantly *pursued* by colleges, especially those in the network of 150 Changemaker colleges and universities that include ASU, San Diego State, Brown, Duke, and others.

Expert Teachers

All Changemaker High School teachers are Highly Qualified experts in their subject areas, are skillful in the art of instruction, and are role models for social innovation who:

- Ensure a safe, welcoming environment for all students
- Communicate with students as capable people and treat all students with respect
- Instill a mindset of learning and self-motivation in the classroom
- Create dynamic, interactive classes
- Integrate reading, writing, technology, and changemaker skills across the curriculum
- Ensure that students are appropriately challenged for maximum personal growth
- Assist students with self-reflection and instill the ethic of failing forward (improving on one's mistakes)
- Maintain good communication with parents/caregivers
- Help students meet school expectations and their own learning goals - encourage students to take advantage of the tutoring, academic coaching, and support that is offered before and after school and built into Changemaker High School's elective choices

Academic Support and Enrichment

At Changemaker High School, all students prepare for college. To meet this goal, we expect students to work hard in school and complete work at home that is not completed at school.

From our side, we provide a caring academic support system that includes:

- An Individual Learning Plan for each student
- Progress reports to students and parents every 3 weeks
- Support and/or enrichment for each student within core classes and electives
 - Additional support through online remediation programs, tutoring programs and workshops provided before, during, and after school

- o Enrichment electives and independent studies are available for rapidly progressing students, in order to maximize academic development for all students.

Individual Learning Plan for Each Student

At Changemaker High School, students have the opportunity to make choices about elective classes, projects, and enrichment activities to pursue their interests and develop their unique talents. Each student at Changemaker High School will develop and review a personalized, Individual Learning Plan with a support team of teachers, advisor, and parents. Each student's plan contains academic, leadership, and career related goals that allow the student and his/her support team to monitor progress and celebrate achievements. The student is responsible to work consistently toward meeting goals leading to graduation and post-secondary education.

Student Advising

Students will be in 3-week block courses. The instructor of their block course will be their homeroom advisor. Students can schedule appointments to meet individually with their advisor for academic support, progress monitoring or all other inquiries related to student success. Students must meet with their advisor prior to escalating discussion to admin.

Special Needs

A student who has been found eligible for Special Education, a 504 plan, or English Language Learner status will receive support and services as identified through an Individual Education Program (IEP) that is planned and designed with experts to provide an appropriate education. Students will participate in the school's single-track changemaker curriculum to the maximum extent possible. Specific information regarding these programs is available in the school office.

Required Additional Academic Support

Students are expected to work hard during the school day and, as necessary, complete work at home. Changemaker High School requires additional academic instruction, tutoring, remediation, and/or study hall during the academic year for students who are falling short in meeting academic standards. Placement into additional instruction, tutoring, remediation, and/or study hall is based upon teachers' recommendations. Student attendance is mandatory at all assigned support sessions until satisfactory academic progress is being met. Supplementary classes, workshops, and tutoring sessions meet in the afternoon after school and/or on Saturday mornings. Failure to attend and complete assignments in assigned support sessions is subject to disciplinary measures.

Honor Roll & Recognition

Students achieve Honor Roll status by earning a cumulative grade point average of 3.0 or higher (A or B) in each class and positive reviews for citizenship and work ethic.

GRADUATION REQUIREMENTS

Based upon Changemaker High School's goals and guiding principles, all students will be required to complete the following coursework with a passing grade and pass the appropriate grade/class appropriate state mandated standardized test in order to earn a diploma. Grades and credits are also impacted by attendance, effort & responsibility.

Graduation from the Changemaker High School will qualify students for application to 4-year colleges and universities.

Curriculum University Entrance	Changemaker High School Graduation	AZ
English	4	4
Mathematics	4	4
Lab Science	3 Integrated Science, Biology, and Earth Science	3
Social Studies	3 World History, U.S. History, Government and Economics	2
One Foreign Language	2 (Spanish)	2
Fine Arts or CTE Elective	1	1
Electives	5	4
Total	22	20
Grade Point Average	2.0 or better	3.0
AASA/AzSCI or Equivalent - Reading, Writing, and Math (Meet or Exceed) - Or SAT/ACT or Equivalent		

Changemaker High School's Grading Scale

%Range	Letter Grade	Point Value
98-100	A+	4.0
93-97	A	3.75
90-92	A-	3.5
87-89	B+	3.25
83-86	B	3.0
80-82	B-	2.75
77-79	C+	2.50
73-76	C	2.25
70-72	C-	2.0
69% or Below	No Credit	

No grade below a C- will count toward graduation.

Grades are impacted by attendance.

Satisfactory attendance at school is essential to learning, and regular attendance is a key to academic success. Satisfactory attendance at school is the responsibility of the student and his/her family.

A student must attend at least 90 percent of class sessions to earn credit. This requirement is mandated by the Arizona Board of Education. Failure to meet this standard leads to withholding of credit. Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration. School must be notified of student absence prior to student’s absence.

Progress Reports

Changemaker High School reports to parents/caregivers on student attendance each day a student is absent. In addition, **parents/caregivers receive students’ attendance reports every 3 weeks.** Changemaker High School requires additional instructional time for students who are falling short in meeting academic standards or Arizona’s 90% attendance standard. Student attendance is mandatory at these assigned study/work sessions, and failure to comply is subject to disciplinary measures.

Promotion and Retention

Promotion is based on completion of the core academic requirements and the appropriate number of credits for each grade level. Students who have met these requirements will be promoted to the next grade level.

Students who receive 2 NCE’s (no credit earned) for the year in any academic or elective classes must remediate the credits in order to be promoted to the next grade, either in a Changemaker High School-approved summer school course, by repeating the courses the following year, or through an approved independent study. Students must receive a C- or better in all required summer school classes to be able to transfer course credit to Changemaker High School. Successful students will receive a passing grade on their transcript to replace the NCE. Verification of enrollment in the summer course must be submitted to the office by the first week of June. Verification of class completion must be submitted to the Changemaker High School office prior to the first day of school to complete registration in the appropriate grade and to attend school.

Grade/Cohort Classifications

Students are expected to graduate by completing a four-year program of study. The following indicates progress toward that graduation goal.

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
A student who has fewer than 5 credits, including 4 in core subjects, when school opens in the fall.	A student who has earned 5 or more credits when school opens in the fall.	A student who has earned 12 or more credits when school opens in the fall.	A student who has earned 17 credits when school opens in the fall.

Transcripts and Transfers

A transcript of classes taken and the credits earned from those classes will be issued when a formal request from another school is received. Students who transfer to other schools should check with those schools to see how their credit system compares with Changemaker High School's.

Student Evaluation and Assessment

Changemaker High School follows state guidelines for standardized testing and also administers diagnostic tests to assess students' performance levels and assist in personalizing instruction to meet students' needs.

- All students take an assessment upon enrollment at the Changemaker High School to assist us in providing the best program and support for each student.
- All students are required to take state-mandated standardized tests administered by qualified personnel.
- All students must meet or exceed state standardized test requirements in order to receive a high school diploma.

Student assessment in core classes includes project-based assessments as well as standard practices including quizzes, tests, essays, and class presentations.

- Students do projects both individually and in teams, yet performance is assessed on an individual basis.
- Peer and teacher feedback is built into each class. It is expected that students will strive to revise and improve work based upon this feedback.
- Student-led Student-Teacher-Parent Conferences allow for each student to evaluate and present their progress as part of owning their Individual Student Plan.
- Exhibitions serve as the means for public evaluation and feedback on team projects that meet real world standards. Public exhibitions tie students' academic projects to real-world recognition and success.

CALENDAR

Changemaker High School SCHOOL CALENDAR 2021-2022

180 Instructional Days							New Teacher Pre-Service July 19 - 23													
July							August							All Teacher Pre-Service July 26 - 29						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	First Day of School July 30						
				1	2	3	1	2	3	4	5	6	7	1st Quarter July 30 - October 1						
4	5	6	7	8	9	10	8	9	10	11	12	13	14	Parent Teacher Conf October 14, 15						
11	12	13	14	15	16	17	15	16	17	18	19	20	21	Students out at 1:00						
18	19	20	21	22	23	24	22	23	24	25	26	27	28	2nd Quarter October 11 - Dec. 16						
25	26	27	28	29	30	31	29	30	31					3rd Quarter January 5 - March 11						
						1								40th / 100th Day Sept. 24 / Jan. 19						
														Parent Teacher Conf Feb. 21, 22						
														Students out at 1:00						
														Last Day of School May 20						
														Teacher's Post-Service May 24 - 27						
														Padres Activos Meetings Aug. Oct. Jan. Dec. March, May						
														Board Meetings Every 3rd Wednesday						
														TESTING WINDOWS						
														Results are reported in PowerSchool						
														Student attendance is required						
														August 9 - 20 Star						
														Sept. 27 - Oct 1 Star, Galileo						
														November 9 - 12 Star						
														Dec. 13-16 Star, Galileo						
														Feb. 14 - 18 Star, Galileo						
														ACT and AzSCI TESTING TBA						
														May 16-20 Star, Galileo						
														INTERVENTIONS BEGIN August 9						
														HOLIDAYS AND BREAKS						
														Labor Day September 6						
														Fall Break October 4 - 8						
														Veteran's Day November 11						
														Family Day November 24 - 26						
														Winter Break December 17 - Jan. 4						
														Martin Luther King Jr. January 17						
														Non-Instructional Days February 24 - 25						
														Spring Break March 14 - 18						
														Memorial Day May 30						
														INTERCULTURAL ACTIVITIES						
														Dia de la Raza Celebration TBA						
														Dia de los Muertos November 3						
														Human Rights Exhibition December 10 5:30 PM						
														Social Justice Fair April 22 5:30 PM						
														Social Action Exhibition May 13 5:30 PM						
														STUDENT ACTIVITIES						
														Student/Parent Orientation (Meet your Teacher) July 23						
														Spirit Week September 27-October 1						
														November 2						
														December 13 - 17						
														February 28 - March 4						
														Love of Reading Week February 14-18						
														Dia del Niño April 29						
														Semester Recognition Ceremonies						
														January 7 4:30 PM						
														May 19 4:30 PM						
														Graduation May 21 6:30 PM						
														Note: 8/18, 9/8, 9/29, 10/27, 11/17, 12/15, 1/26, 2/16, 3/9, 4/6, and 4/27 are Wednesday 1/2 days. Students released at 1:00 PM						
														First Quarter 45 days July 30 - Oct 1						
														Second Quarter 45 days Oct. 11 - Dec. 16						
														Third Quarter 45 days Jan. 5 - Mar. 11						
														Fourth Quarter 45 days Mar. 21 - May 20						
														Total 180 days						

You may also download the School Calendar from our school website at www.ChangemakerHighSchool.org.

GENERAL POLICIES

Attendance Requirement

At Changemaker High School, we recognize that academic success and student engagement are directly connected to school attendance, and to that end we follow the State law mandate which requires students to attend 90% of classes in order to receive credit for courses.

State law mandates that students attend 90% of classes in any course to be eligible to receive credit for that course.

This means that students absent more than 9 days per semester in any class will not earn credit for that class.

****Students that miss more than 2 days of school per 3 week block will not be eligible for course credit.**

Class absences are defined as:

- **not attending a scheduled class**
- **being more than 10 minutes late to a class**
- **leaving a class more than 10 minutes early.**

Please schedule all vacations, appointments and other activities during non-school hours.

State law also requires parents/caregivers to authorize student absences from school. In the event of a necessary absence, please call or email the office (admin@changemakerhighschool.org) within 24 hours to excuse the absence. We will not excuse any absence regardless of reason if a parent/guardian has not contacted our office within the required timeframe.

Documentation for any absence is necessary by a telephone call or email from a parent/caregiver to the school office within 24 hours of the absence. School absences will be excused for the following reasons:

- **Illness**
- **Medical and personal appointments**
- **Family emergency**
- **Death in the family**
- **Religious observance**
- **Court and legal matters**

PLEASE NOTE: Both excused and unexcused absences count toward the overall absence count for each student.

Tests and assignments missed while a student is absent may be made up according to terms set by the teachers involved. **It is the student's responsibility** to make arrangements with the instructor for make-up work or, if possible, to get work in advance of missing class.

Special academic plans may be arranged in the case of emergencies or serious illness, and the school must be advised of such a situation immediately in order for arrangements to be made. The school may request supporting documentation from health care providers. etc. Special academic plans must be approved by the Principal.

Early dismissal: If your student needs to leave school early, please provide the attendance office with advance notice before the appointment, either by a call or a note. Your student will be given an early dismissal slip to be excused from class. However, a parent/caregiver must come into the school office and sign the student out of school at the front desk when the student leaves campus before the end of the school day. Students will not be released to anyone other than the parent/legal caregiver without advance permission. This will be verified during the day at the contact number you have provided on the emergency form. In addition, we ask that parents please provide us with a doctor's note, which can be brought in the following school day.

PLEASE NOTE: Repeated early dismissals will be counted similarly to tardies (with the same consequences) unless appropriate documentation (i.e. from health care providers). is provided to the school. Please refer to section on Tardies for further information.

After 5 absences, student must attend a mandatory Saturday Workshop that is intended to educate the student on the importance of being present at school, on time, every day. There is a cost associated with this workshop. Subsequent failure to improve attendance and comply with required make-up assignments can result in loss of course credit and/or disciplinary measures.

Tardies

Breakfast will be served from 7:55 a.m. to 8:15 a.m. Commons door will be locked at 8:15 a.m. Morning gathering will begin at 8:15 a.m. and end at 8:27 a.m. Students will be counted late if they were not present by 8:15 a.m. when the commons door closes. Students that do not arrive by the time the door closes at 8:15 a.m. will wait until 8:27 to be allowed into class to prevent disruption during morning gathering.

Late arrivals negatively impact student learning and the learning of others as the classroom is disrupted by students arriving after the lesson has started. Important learning takes place at the beginning of each class; therefore, ***it is imperative that students arrive on time each day.***

On the rare occasion that the student must arrive late, please call or email to inform the school. We ask that you keep the late arrivals to a minimum so that the academic program is not interrupted for everyone. While we recognize that there are reasons for the occasional tardy, excessive and/or chronic tardiness is taken seriously and is met with consequences which are as follows:

3 tardies: parent/guardian is contacted

5 tardies: Student must attend a mandatory Saturday Workshop that is intended to educate the student on the importance of being present at school, on time, every day. There is a cost associated with this workshop.

8 tardies = 1 absence. Please refer to the section on absences to understand the consequences of excessive absences, which can result in loss of credit.

Early dismissals are treated the same way as tardies.

Significant absences and/or repeated unexcused absences or tardiness have academic and disciplinary consequences. Students with excessive absences during any semester will be asked to meet with parents/caregiver(s) and a school administrator. Failure to improve attendance and comply with required make-up assignments or work days can result in loss of course credit and/or disciplinary measures.

A student who has unexcused absences from school for ten consecutive school days or more, and whose parents do not provide the school with an explanation for the absences and do not indicate an intent to have their child remain in school, will be deemed to have dropped from school enrollment.

Students are required by state law to be in attendance every school day until they reach the age of 16.

Counseling and Confidentiality

Students are encouraged to work with teachers and advisors as mentors for guidance and advice. Students are also provided referrals for personal counseling regarding academic and personal problems when needed.

While teachers and counselors respect the confidentiality that students place in them, there are certain situations that cannot be kept confidential. Teachers/counselors must inform the administration when they receive information that a student plans to hurt self or others; or that any student is being physically, emotionally, or sexually abused. If parents/caregivers are the alleged perpetrators of abuse, Child Protective Services will be notified. If someone other than parents/caregivers is allegedly involved, the Police will be informed.

Dress Code

The Changemaker High School has a *Community Casual Dress Code* for all students and staff. This means dressing appropriately for regular and frequent meetings with business, community, and government leaders as part of the curriculum and everyday activities at our school.

Everyone at the Changemaker High School dresses in his or her own style, yet within the dress code that commands respect in the larger community and in the workplace, including neatness and clean hygiene. Please keep in mind that there is a difference between the "Community Casual" dress code for attendance at Changemaker High School and dress code for personal social events

It is understood that dress standards may be adjusted by teachers based on project work, OSHA and other requirements. Teachers will post information on when to expect this so all may dress accordingly. For projects, exhibitions, and all other school related learning activities, we expect that everyone will dress appropriately.

Our dress code functions to support a productive academic environment free from distraction as well as one that demonstrates respect for self and others. Please adhere to the following dress code guidelines:

1. No visible undergarments, with the exception of undershirts, are permitted. This includes basketball shorts worn as an extra layer between outer and inner garments.
2. All shirts must have sleeves that extend past the shoulder and to the top of the pantline. Tank tops of any sort, including but not limited to ribbed muscle shirts, muscle tees, crop tops, and spaghetti-strings, are not permitted. Basketball jerseys are not permitted unless worn with a short- or long-sleeved undershirt. Cap sleeves and "baby-doll" sleeves are permitted.
3. Necklines of shirts may not reveal cleavage. Layered shirts are acceptable.
4. Leggings or tights may only be worn with a top long enough to completely cover the wearer's hips and buttocks during normal daily activities.
5. All pants, shorts, and skirts must fit well enough that they can stay on the wearer's waist without a belt or other assistance during normal daily activities.
6. Shorts and skirts must be no shorter than six inches above the crease at the back of the knee.
7. Clothing that promotes drug or alcohol use, gang affiliation, racial separatism, vulgar language, and/or creates a hostile or distracting environment for other stakeholders, is not permitted. Students may not wear more than three items of the same color and can never wear a shirt, pants, or socks all of the same color at once.
8. Hats (with the exception of religious headgear), hoods and sunglasses may not be worn indoors. Do-rags and bandannas may not be worn at any time except for medical purposes.

Please familiarize yourself with the dress code policy. When getting ready for school in the morning, take a moment to reflect on your chosen outfit and make sure it falls within the parameters set forth under this policy in order to avoid consequences and loss of classroom learning time.

A student found to be out of dress code will be required to change clothing in order to participate in school activities. This may require a parent or guardian to be called in order to deliver alternate clothing to the school. The student will not be permitted to return to class until her/his clothing has been changed.

Electronic Devices

Changemaker High School provides Media Carts supplying Notebooks and/or iPads for classroom use. Technology-rich learning promotes academic excellence and prepares students for the lifestyle and careers of the future. **In order to participate in the program, students under the age of 18 must obtain parent/legal caregiver acknowledgment of the provisions of the Acceptable Use Agreement, which is part of the Code of Conduct.** This signed Agreement will be required each year to acknowledge the parent and student have read and understand the provisions.

Personal electronic devices are to be shut off, collected and put away by teachers during instructional courses (including 8:30 a.m., 1:00 p.m., 2:00 p.m.) unless permission to use them is given by a faculty or staff member. Scholars will be allowed to use their phones during lunch time. In a school wide effort to improve student success, ensure safety and security, maintain privacy, and to help avoid legal issues, we implement a No Cell Phone Policy. Cell phone use includes: having the phone out, making phone calls, texting, using the internet, listening to music, and using any apps stored on the phone, including the calculator tools.

Here is how the policy will work:

If student is found using his/her cell phone during school hours

1. The first time, it will be collected and stored in a secure location and returned to the student's parent at the end of the school day. Device will only be given to the parent/guardian of the student, including students who are 18 years of age.
2. If the phone is collected a second time the phone will be confiscated for two weeks and must be picked up by a parent or guardian.
3. If the phone is collected a third time the phone will be confiscated until the end of the semester and must be picked up by a parent or guardian.

This policy helps to ensure an uninterrupted instructional day and also to protect student privacy. Students may not receive calls or messages from outside the school during the instructional day. Students are also prohibited from taking pictures or videos of other students without student consent.

If a device is taken, it will be placed in a secure location. Please note: Faculty and staff of Changemaker High School are NOT responsible for the loss of or damage to any student's electronic device.

Emergency calls are to be directed to the office **(520-615-2200)**. Office personnel will ensure that students receive emergency messages immediately.

Emergency Information

Completion of the Emergency Card is essential for safety. This will alert the school personnel to any special medical issues and information for contact. Please be sure to notify the school when information on this card needs to be updated. The health and safety of your child is important to all of us.

Field Trip and Other Permission Forms

All parents must submit a signed field trip permission form for their child for school trips off campus to the library, local museum, theaters, neighborhood excursions for field study, and other excursions related to the academic program, after-school program, and college counseling.

Out of county trips require notification to our insurance carrier and a medical release form signed by the student's parent or legal caregiver.

Changemaker High School policy is to use school-provided transportation for field trips when it is available. Parents may serve as drivers in certain cases. When using a bus for field trips, the bus driver is responsible for the safety of all students on the bus. The bus driver has the same authority as any teacher or administrator in the school. The laws regarding bus safety, driver training and licensing, and student behavior are state and federally mandated. Inappropriate behavior such as standing up on the bus, waving to other drivers on the road so as to distract them, sticking any part of the body out of the bus, and coming too close to the bus by students who are not riding are all violations of the code. There is no eating or drinking of anything but water in approved containers on the bus. Students who violate this responsibility have violated the Code of Conduct and are subject to disciplinary measures.

Parents will also be asked for written permission regarding academic engagement of their child with curriculum materials that teachers deem worthy of parental notice and decision-making.

Free and Reduced Lunch

A catered federal Free and Reduced Lunch program will be available to students that meet federal requirements. Changemaker High School promotes a healthy nutrition food service program. Information for parents on the federal requirements and parents' choices is included in Changemaker High School's registration packet. Per federal requirements of the Federal Free and Reduced Lunch program, Changemaker High School is required to ensure that no other food source competes with the school meal that is served. Students are not permitted to order or receive food from outside vendors or bring food items with any restaurant packaging. Students may only bring homemade, restaurant food, or leftovers in containers or packaging

that does not identify any restaurant labels. "This institution is an equal opportunity provider." All Food service procedures will be discussed at Student and Parent Orientations.

Guests at Student Events

In general, Changemaker High School does not permit students to have visitors on campus. For events where visitors are permitted, non-students or students from other schools may enter our school with prior approval of a school administrator. For example, school dances are held throughout the year. Students may bring one guest to most dances provided that:

- The guest is enrolled in a high school and under the age of 21
- A completed guest form is submitted to an administrator at least one day prior to the dance and is approved by an administrator.
- The Changemaker High School student stays with the guest throughout the event and accepts responsibility for the actions of his/her guest
- School policies, procedures, and rules are observed by both the student and guest

Health Regulations

Immunizations: State law requires that immunizations be completed and a record provided in order to attend school. Information regarding immunization requirements will be updated and provided in the enrollment/registration information each year.

Administering medication at school:

Changemaker High School does not have a nurse on staff. Medication may be administered at school when necessary. This requires the Permission to Administer Medication form and the medication in the original prescription container. The student is not allowed to bring the medication, so arrangements must be made by the parent. Students are not allowed to have or administer their own medication, except inhalers for asthma and over the counter medicines. Please note that prescription drugs are considered to be controlled substances under the Code of Conduct and may not be shared with anyone else.

If a student feels ill at school:

The school's Administrative Assistant will assist any student who feels ill by calling his/her parent or caregiver, arranging transportation to an urgent care facility, or calling 911 as necessary to expedite the student being seen by a qualified medical professional.

Universal Precautions:

Because of increases in the general population of HIV and other communicable diseases, Changemaker High School has instituted "universal precautions," which are recommended by the Centers for Disease Control. To safeguard students and staff, employees are instructed to regard all body fluids as potentially infectious, to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly and to report injuries. Students are instructed not to touch blood or body fluids and to seek adults for assistance.

Media Release Form

Our students are involved in a number of school-sponsored activities and public events each year. Students may be photographed, interviewed or videotaped in the course of these school activities. A photo and media release form will be provided for all students and parents to sign to allow a student's photograph/image to be used for official school materials and publicity, including the school website and student yearbook. Changemaker High School reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities. Parents wishing that any or all of this information be denied must notify the Principal in writing for our records. For individual student interviews with print and broadcast media outlets, parent or caregiver permission will be obtained prior to publication.

Note that, as a separate matter, Changemaker High School requires parents and students to sign an Internet and technology agreement regarding students' own responsible use of personal photographs for social media and other purposes.

Military Recruiters

The No Child Left Behind statute requires high schools to provide to military recruiters, upon request, access to the names, addresses, and phone numbers of high school juniors and seniors. *If you do not want this information disclosed without your prior written consent, you must contact the Principal.*

Search of Student Possessions

Changemaker High School reserves the right to examine and/or search all student possessions when, in the judgment of school administrators, there is cause to believe that the student may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any school policy, rule, or law.

Student Drivers and Parking

Driving to school is considered a privilege. Students who drive their own vehicles to and from school must comply with the following rules and obtain permission from the school office. Failure to follow these rules may result in an immediate disciplinary meeting and/or action.

Students who drive to and from school will be asked to provide the following information to their school's front desk:

- Name of student and signature
- Student's driver's license number
- Parent and/or caregiver name and signature
- Car make and model and license plate number of each vehicle the student may be driving
- Automobile Insurance Policy Number and expiration date

Forms, parking permits, and ID tags for student drivers can be obtained from the school office.

Student Passengers: Students who drive to and from school may not drive other Changemaker High School students in their vehicle *during the school day* without written permission, in advance, from the parent/caregiver of any student who may be a passenger.

Automobiles and Other Vehicles: The following additional rules apply to cars and vehicles that are driven by students to school or on campus:

- Students may not sit in vehicles or gather in the parking areas before school, during school hours, or after school.
- When students enter and start their vehicles at the end of the school day, they must depart immediately. Students may not drive around the campus vicinity.
- Students must observe all traffic rules and speed limits. There are many people who walk around campus. Traveling at greater speeds than allowed may endanger others.
- While driving on campus, students may not play music in their cars at high volume.

Student Surveys

Occasionally, the school may administer surveys to determine student attitudes and practices regarding personal issues such as drug use, involvement in behaviors deemed to be in violation of juvenile law, sexual activity or other risk level behaviors. The surveys are **anonymous**; therefore no personal data is available. This information is sometimes necessary when applying for grant funding.

Formal research may be conducted at Changemaker High School by scholars from the University of Arizona and other research institutions. Such studies will have prior approval of the university's internal review board and school administrators, and will normally be anonymous surveys also. Permission from parents/caregivers will also be requested for any such survey or study that is not a routine, anonymous survey for internal use at our school.

Transportation/Bus Passes

Drop-off and pick-up areas are located at the entry to Changemaker High School. Student parking requires a permit. Information is available in the school office.

Sun Tran offers reduced fare passes based upon families' income. Working with Sun Tran, Changemaker High School offers sliding scale or free bus passes to qualified low-income students who need to take public transportation to school. Parents can obtain more information from the school office. Sun Tran Schedules are also available in the office.

Visitors

All visitors to Changemaker High School must report to the office before going onto the campus. Parents who wish to see a student, teacher or administrator, or visit a classroom must make an appointment. **Regarding Custody:** In cases where custody or visitation is court ordered, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or one of the parents having joint custody to provide the school with the most recent court order.

Withdrawals

In the event that a parent or legal caregiver withdraws a student from Changemaker High School during the school year, the following procedures apply:

1. The parent or legal caregiver must request an *Official Notice of Pupil Withdrawal* (ONPW) per A.R.S. Title 15-827

2. The withdrawal date on the ONPW shall be the same as the last date of attendance recorded in the official school attendance log.
3. Changemaker High School grading policy is to give high school students a pass/NCE only at the end of each semester. This means that no grade or credit on a transcript will be issued unless the student has attended and has completed assignments for the semester. If a student is passing but withdraws before the end of a semester he/she will receive a form listing the classes attended, the dates of attendance, and *P* for passing. If appropriate, and enough work has been completed, an exit grade for each class the student is passing may be issued. If the student is not passing a class or classes, the same will apply except that he/she will receive a *NCE* or "No Credit Earned" for each class the student is not passing.
4. Changemaker High School will forward transcripts of all completed semester work directly to the student's new school upon official request by that school. If the student withdraws before the end of the semester, Changemaker High School will send the transcript and the form described above in No. 3.
5. Parents may request copies of their student's evaluations for themselves. Refer to the annual notice of the Federal Education Rights Privacy Act (FERPA) that is at the end of this handbook.
6. The parent or legal caregiver must sign and date an *Official Notice of Pupil Withdrawal* (ONPW) per A.R.S. Title 15-827 prior to the release of any student documentation.
7. Students who withdraw will be treated as new students if they decide to re-enroll.

PARENT INFORMATION

Every parent/caregiver is a valued part of our school community. Changemaker High School involves parents in our Parent Association and Parent Advisory Council as well as the planning and implementation of parent-student gatherings such as the fall dinner, awards luncheons, parent meetings, joining in field trips, attending guest speaker sessions, and sharing special skills with classes. Changemaker High School ensures that all parents receive a monthly calendar one week before the new month begins. Parents and students in the Changemaker High School's Title 1 program should refer to Appendix E for further information.

Parents/caregivers agree to:

1. Ensure that students arrive daily and on time to school. Parents also acknowledge that chronic absence and tardiness may result in a student's loss of credit – or even retention at present grade level.
2. Ask students about their class assignments and ensure they are completed.
3. Regularly review and sign students' 3-week grade reports.
4. Attend and bring your child to student/parent/teacher conferences and public exhibitions of students' work.
5. Communicate concerns in a timely and respectful manner.
6. Contribute 2 hours of volunteer time or make an in-kind contribution of needed materials and/or a monetary contribution to the school each year.

Avenues for Parent Involvement

Changemaker High School parents have many avenues for participation in the education of their children. The most important aspects of parent involvement are:

- Ensure student attendance
- Know about your child's class assignments and make sure homework is completed
- Regularly review the student's 3-week progress reports
- Read all school notices and communications
- Attend and bring your child to student-parent-teacher academic conferences
- Attend your child's second and fourth quarter Exhibition of student work
- Communicate concerns and questions you have to school administrators
- Attend quarterly Parent Association meetings and, when possible, Parent Advisory Council meetings
- Support students in becoming Changemakers and preparing for college and a fulfilling career

In addition to regularly scheduled meetings, parents may request a meeting for a conference with the child's academic team. When appropriate, a parent/teacher/student conference may be initiated by either the faculty team or the parent(s) or caregiver. Meeting times are arranged by the Administrative Assistant. Please call Adilene Rodriguez, at 520-615-2200 to request a meeting.

Parents with specific concerns about school policy and/or procedures are urged to call the Administrative Assistant to make an appointment with:

- The Principal if your concern is academic
- Vice Principal if your concern is about student attendance, discipline, work ethic, or school activities.

PLEASE NOTE: Unannounced and unscheduled walk in requests to meet with school administration or teachers is not allowed. Changemaker High School is a professional working environment and unscheduled meeting requests are counterproductive, disruptive, and do not allow for the appropriate time and attention to be given to specific concerns that may arise throughout the school year.

All parents are strongly encouraged to attend class visiting days, help with field trips, and/or become active participants in bi-monthly Parent Advisory Council Meetings with the Director of Development to help develop effective ways of supporting their child and their school.

Student Progress Reports

All parents will have ample information regarding their child's progress:

- Detailed progress reports every 3 weeks, including current information regarding grades, attendance, and leadership/behavior
- Regularly scheduled student/parent/teacher conferences
- Quarterly reports on academic progress and assessment results
- The Parent Portal (24/7 Internet access to your child's grades and graded assignments)
- Public exhibitions of student work

Student Records

Access to student records is governed by federal law (FERPA or the Family Educational Rights and Privacy Act). Parents and students 18 years of age or older, have the following rights in connection with records:

1. To inspect and review the student's educational records
2. To request amendment of student's educational records to ensure the records are not inaccurate, misleading or in violation of student rights, including the right to a hearing, if necessary
3. To consent to the disclosure of personally identifiable information contained in the student's educational record, except that information deemed "directory information" may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent

4. Divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. If there is a custody concern it is your responsibility to provide legal documentation.
5. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent/legal caregiver.

SCHOOL GOVERNANCE

Legal Authority of the School

The Institute for Transformative Education, dba Changemaker High School is a private, not-for-profit 501(c)(3) corporation legally recognized by the Arizona Corporation Commission and the Internal Revenue Service. Changemaker High School received its Charter from the Arizona Charter School Board in 2012 and is supported with public funds appropriated by the Arizona legislature. The Arizona Charter School Board is the school's charter authorizer.

Governing Board

The function of the school's Governing Board is to ensure financial, legal, and educational responsibility for the school, to ensure achievement of the mission and goals of the school, and to set and review school policy. The Board has the power to authorize expulsion of any student that warrants this serious disciplinary action.

The Board will hear requests from parents to ensure that Changemaker High School policy is being properly implemented in the areas of promotion, retention and discipline.

If parents/legal caregiver/court-appointed advocates want the Board to review policy procedures regarding their student, they must give the Board 30 days advance notice. The Board will not take actions on any request during its regularly scheduled meeting without this advanced notice. Only persons who have legal standing for the child may make the request.

The Board does NOT work in the day-to-day administration of the school. The Board does NOT accept requests to change grades or placement and retention or promotion of students. The Board will NOT hear appeals on any lower level disciplinary actions.

As stated in its Charter, members of the Governing Board of Directors are members of the community who support the mission and goals of the school. Bylaws of the Board, meeting minutes, and financial reports are available for review in the school office. Interested parties must make an appointment with the Administrative Director to review records.

OPEN Meeting Law

The meetings of the school's Board of Directors will be posted in compliance with the Arizona Public Meeting laws and conducted accordingly. Regular meetings of the Governing Board are held at Changemaker High School, 1300 S. Belvedere Ave., Tucson, AZ 85711 and are open to the public.

The meeting schedule for the year is posted on the bulletin board at the entrance to the building as well as on the school website (www.ChangemakerHighSchool.org). The agenda is published and posted in the main office on the Monday preceding each meeting. E-mail notices will also be sent to Changemaker High School's parents and stakeholders.

An open call to the public at each public meeting will allow individuals to address the Board on any issue regarding school governance.

Current Board of Directors

Information on Changemaker High School's acting Board of Directors is available on our website at www.ChangemakerHighSchool.org - About Us.

Administration and Faculty Qualifications

Administration and faculty qualifications are available on Changemaker High School website, www.ChangemakerHighSchool.org - About Us. The school office will provide a hard copy of faculty information once/year for those not able to receive information online.

SCHOOL CULTURE

Community Expectations

Changemaker High School is a place where students and staff are safe, included equally, and treated with respect. At our school, students and staff are members of a safe and productive learning community where each individual is supported to meet his/her highest potential. Our sense of community is based on four key changemaker competencies underlying our Code of Conduct:

Changemaker Competencies

In alignment with our Ashoka Changemaker School identity, we recognize and support the Changemaker Competencies as a learning community. The Changemaker Competencies are outlined as such:

- **Empathy**
 - Students are able to identify and relate to the challenges of their peers and future Changemaker students.

- **Teamwork**
 - Students collaborate with peers to put into action sustainable solutions.
- **Problem-solving**
 - Students are able to analyze social problems and find solutions that best resolve the issues.
- **Leadership**
 - Students are confident and capable mediating in unjust situations. They are able to step up and follow through with their solutions.

These competencies will be reflected and supported across the curriculum, in assessments, and throughout the school culture.

Ways of Being, Interacting, & Knowing

In addition to these competencies, Changemaker High School provides students with explicit expectations regarding conduct. These expectations are captured in the school's Changemaker Dozens. The expectations are as follows:

WAYS OF BEING (EMPATHY)

Be Prepared, Be Engaged, Be Dedicated, Keep Your Boots Dirty, & Reflect

- 1. Be responsible** (To yourself, to your family, to your community, to our world.)
- 2. Study** (To study is to transform. To transform is your duty.)
- 3. Work** (Everyday, everywhere.)
- 4. Be self-critical** (No transformation is complete without a culture of self-improvement. There is no culture of self-improvement without a culture of self-reflection.)

WAYS OF INTERACTING (TEAMWORK)

Best Manners, Golden Rule, Be Understanding, Kindness, Teach & Be Teachable

- 5. Be respected, be respectful** (Respect yourself. Demand that others respect you. Respect others.)
- 6. Character over reputation** (Character is who you are when no one else is looking. Reputation is who other people say you are.)
- 7. Be loyal** (Stand alongside those who need you the most.)
- 8. Build with allies; influence the haters** (Execute the 5 phases: identify, analyze, plan, implement, evaluate.)

WAYS OF THINKING & KNOWING (PROBLEM SOLVING)

Fail Forward, Risk Taker, Expansive Thinking, Critical & Systemic

9. Acknowledge the knowledge (Teach and be teachable.)

10. Believe (Doubters never win, leaders never doubt.)

11. Be honest (Leaders don't make excuses, they make improvements. Be honest in your work.)

12. Be relentless (Never, ever give up. You don't have the right to give up.)

Code of Conduct Aligned with Key Principles & CM Dozens

All learners at Changemaker High School are expected to abide by our code of conduct that allows us all to learn together, work together, and build/rebuild together. Proper conduct is reinforced by both a Restorative Justice process and a Traditional Discipline process. The two interlinked processes ensure the creation of a safe and productive, college-going environment, which is the joint responsibility of students, staff, and parents.

The goal of the code of conduct is to teach students to take responsibility for their actions in a way that contributes to the academic achievement and school success of all students, and to support a learning community where students and staff are responsible and respectful. The best approach to creating a safe and productive, college-going environment is to prevent misconduct before it occurs, and to use effective intervention after any misconduct occurs. Changemaker High School will implement a Restorative Justice process to prevent misconduct by having school staff build positive relationships with and between students, engaging them actively in their lives and learning. When misconduct does occur, the discipline process should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misconduct. Appropriate disciplinary actions are chosen from Restorative Justice and Traditional Disciplinary options.

Restorative Justice Framework

Paired with meaningful instruction, the restorative justice approach offers students an opportunity to learn from their mistakes and contribute positively to the school community, while re-engaging in learning in an effective manner. Restorative Justice is a process designed to involve, to the extent possible, those who have a stake in a specific offense and to collectively identify and address harms, needs, and obligations, in order to heal and put things as right as possible (Zehr, 1990).

The Restorative Justice process is a three-tiered school-wide framework that integrates clear behavioral expectations, clear logical consequences, and structured support processes to help students make more effective decisions in the future.

Tier 1 focuses on *community building* with 100% of the students in our learning community. It is characterized by activities that build relationships, create shared values and guidelines, and facilitate restorative conversations concerning behavior disruption. The goal is to build a caring, equitable, respectful community with conditions conducive to learning.

Tier 2 focuses on *Restorative Discipline*, using non-punitive responses to harm. It is characterized by the use of restorative processes such as harm circles, and restorative individual/group conferences to handle discipline issues. This process supports accountability for the offender as well as healing for the victim(s) and school community. As a goal, the process is designed to keep students in/return students to the learning environment. This means that instructors attempt to do everything in their ability to redirect a student who is causing disruption. If a student does not respond to the redirection, the administration will work with the student outside of the learning environment and make every effort possible to refocus and reintroduce the student back into the classroom setting. Students who do not respond to this approach or demonstrate a pattern of misconduct opt to engage in the traditional discipline process (See Appendix A: Restorative Discipline and Accountability Matrix).

Tier 3 focuses on *re-entry into the learning community* by those students who need one-on-one and/or group support to appropriately and successfully reintegrate. It is characterized by strategies that reintegrate students who have had a sustained absence from school due to suspension, truancy, incarceration or, in rare cases, extended illness. The goal is to welcome youth to the school community in a manner that provides unique and intensive support as well as maintain a safe, productive learning environment.

Traditional Discipline Framework

If students choose to opt out of the Restorative Justice process or do not redirect their behaviors after being engaged in the Restorative Justice process, they will thereby have chosen to go through the Traditional Discipline process.

Due process will be assured so that the student is treated with the principles of fairness and justice, is aware of his/her violation and is given the opportunity to respond to the violation. If the violation is severe, specific written notifications of rights and procedures will be promptly provided to the student and his/her parent(s)/caregiver(s).

CODE of CONDUCT

Prohibited Behaviors

Changemaker High School prohibits behaviors that create a clear danger or threat of harm to self or others. Students who choose to engage in these types of behaviors will be placed on immediate suspension with possible recommendation for expulsion. Suspended students returning to the school must successfully engage in a Restorative Justice process to be eligible to reenter the learning community.

Bullying and Harassment

Changemaker High School is committed to upholding the rights of all students and staff with respect to ethnicity, race, color, religion, national origin, gender, sexual orientation, age, and/or disability.

Our school is also committed to a safe and productive, college-going environment. Bullying by a student, group of students, or parent(s) against another student or parent with the intent to harass, put-down, ridicule, humiliate, intimidate, or harm is prohibited. Repeated acts or gestures, including verbal or written communication transmitted, cyber-bullying, and/or physical acts committed, or any such intimidating behavior will result in serious disciplinary action.

Students or parents who suspect that repeated acts of bullying are taking place should report the matter in a timely manner to the Principal. School personnel will investigate all reports of bullying and take appropriate action.

Sexual Harassment

Sexual Harassment is unwanted, unwelcome behavior of a sexual nature. Sexual harassment is any act or comment, which is of a sexual nature that makes another person feel uncomfortable.

Sexual Harassment may take many forms. Here are a few examples:

- Displaying gender-offensive items, photos, posters, etc.
- Inappropriate gestures, touching, or groping
- Sexual remarks, suggestions, or spreading rumors
- Pressure for unwanted activities or encounters
- Offensive jokes, language, teasing, whistles, or catcalls

Note that some groups and organizations tolerate an atmosphere of gender-based inequity and disrespect. Changemaker High School does not condone such an environment or tolerate disrespectful or harassing behaviors that create inequity between learners in our community. Public schools are required by law to maintain an environment *free* from sexual harassment. The entire Changemaker High School community is committed to maintaining this standard for the safety and well-being of all members.

Academic Dishonesty

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own. The following are considered acts of Academic Dishonesty:

- CHEATING – Cheating includes the actual giving or receiving of an unauthorized aid or assistance or the actual giving or receiving of unfair advantages on any form of academic work.
- PLAGIARISM – Plagiarism includes copying the language, structure, idea and/or thought of another and representing it as one's own original work.

Classroom Policies and Procedures

Teachers will handle the major portion of discipline by creating positive relationships with students, providing a meaningful, positive and encouraging learning environment and a system of good classroom management. However, teachers will involve parents and/or administrators to deal with student misconduct when the situation warrants.

Teachers will build and manage their classroom expectations and discipline systems to align with the Changemaker High School's Code of Conduct and four key changemaker competencies of Empathy, Teamwork, Problem Solving, Leadership and the Restorative Justice process. Teachers will build learning communities within their classrooms characterized by caring, acceptance and support for one another, and will:

- Establish a common set of specific behavioral expectations for/with students based on the three key principles
- Utilize the Changemaker High School Restorative Justice processes and protocols with fidelity within the classroom as appropriate
- Establish, teach, model, practice, and reinforce the classroom and school-wide discipline systems consistently and equitably from the first day of the school year through the last day, and from student to student
- Follow administration approved procedures that identify the sequence of steps the teacher will follow when a student chooses not to align words or actions with established behavioral expectations, including student actions that disrupt learning or teaching
- Maintain the dignity of all students at all times whether the student is present or not
- Collaborate with individual students and the school administration, when appropriate, to develop individual behavioral change plans

Long-term Suspension and Expulsion

If, after appropriate restorative justice and traditional disciplinary procedures, a student is long-term suspended, the student and his/her parents are required to contact the Principal to petition for a re-entry hearing before being allowed to re-enter the Changemaker High School learning community. The re-entry petition for such students cannot occur before a minimum of one school year after the long-term suspension. Students who have been expelled from the Changemaker High School will not have the opportunity to petition for re-entry into the Changemaker High School.

APPENDIX A.

RESTORATIVE DISCIPLINE AND ACCOUNTABILITY MATRICES

GOAL: To keep students in the educational community and create a safe, healthy learning environment.

DISCIPLINE MATRIX

GUIDELINES FOR DEALING WITH ACTIONS THAT DO NOT REFLECT Changemaker High School's VALUES. REPEATED VIOLATIONS WILL RESULT IN FURTHER ACTIONS.

LEVEL I: Actions that don't reflect the Changemaker High School's values of TRUST, RESPECT & RESPONSIBILITY	Steps to Refocus	Steps to support and follow up at Vice Principal's discretion
<ul style="list-style-type: none"> ● Oppressive language <i>includes but is not limited to:</i> <i>Vulgar, profane, homophobic, racist, sexist, ablist, classist, or micro-aggressive language.</i> ● Oppressive behavior <i>includes but is not limited to:</i> <i>Harassment based on race, ethnicity, gender, sexual orientation, disability, or religion.</i> ● Lying to school personnel ● Intimidation 	<p style="text-align: center;">In classroom</p> <ol style="list-style-type: none"> 1. Teacher will refocus student and provide correct behavior. 2. Refocusing: Hallway restorative conversation or in class reflection 3. Referral to Vice Principal <p style="text-align: center;">Outside of class</p> <ol style="list-style-type: none"> 1. Adult will refocus student and provide correct behavior. 2. Student will get a second opportunity to self-correct. 3. Student will be taken to Vice Principal. 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Accountability steps determined, i.e. what restorative and/or traditional disciplinary measure(s) are appropriate 3. Call home (if needed) 4. Student will be connected to services if need is identified.
<ul style="list-style-type: none"> ● Technology usage: <i>includes accessing inappropriate Internet sites or possession of obscene materials; or violation of school technology policy and/or Internet policy</i> 	<p style="text-align: center;">In classroom See section regarding technology</p> <ol style="list-style-type: none"> 1. Teacher will refocus student and provide correct behavior. 2. Refocusing: hallway restorative conversation or in class reflection 3. Referral to Vice Principal if action persists or level of severity 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Accountability steps determined 3. Call home (if needed) 4. Student will be connected to services if need is identified.

<ul style="list-style-type: none"> ● Inappropriate clothing <i>includes but is not limited to; clothing that is overly revealing, gang affiliated, includes drug or alcohol language or paraphernalia, or has oppressive or disrespectful images or language.</i> 	<ol style="list-style-type: none"> 1. Student is sent directly to the Vice Principal. 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Call home 3. Student will be provided alternate clothing if possible or call parent bring alternate clothes or take student home to change.
<ul style="list-style-type: none"> ● Classroom disruption ● Defiance or uncooperative behavior ● Picking on, bothering, or distracting other students ● Failure/refusal to engage in classroom work or activities 	<ol style="list-style-type: none"> 1. Teacher will refocus student and provide correct behavior 2. Refocusing: hallway restorative conversation or in class reflection 3. Referral to Vice Principal 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Accountability steps determined 3. Student will be connected to services if need is identified.
<ul style="list-style-type: none"> ● Tardiness 	<ol style="list-style-type: none"> 1. Teacher will attempt to address directly with student. 2. If student is late consistently teacher will call home. 3. If behavior persists, student will be sent to Vice Principal 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Call home 3. Student sent to Vice Principal 4. Additional accountability steps determined 5. Student will be connected to services if need is identified.
<ul style="list-style-type: none"> ● Hallway misbehavior ● Sexually based behaviors (consensual sexual activity) 	<ol style="list-style-type: none"> 1. Adult will refocus student(s) and provide correct behavior. 2. Student(s) will get a second opportunity to self-correct 3. Student(s) will be taken to Vice Principal. 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Accountability steps determined 3. Call home 4. Student will be connected to services if need is identified.
<ul style="list-style-type: none"> ● Academic Dishonesty ● Cheating/Plagiarism 	<ol style="list-style-type: none"> 1. Teacher will refocus student and provide correct behavior. 2. Refocusing: Hallway restorative conversation or in class reflection 3. Student will be sent to Vice Principal. 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Accountability steps determined, including impact on grade(s) 3. Call home 4. Student will be connected to services if need is identified.
<ul style="list-style-type: none"> ● Cutting class or unexcused absence ● Leaving or attempting to leave campus without a pass. 	<ol style="list-style-type: none"> 1. Teacher will attempt to check in with student to identify root cause of behavior (if need is identified teacher should refer student directly to services or to Vice Principal for support). 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Call home 3. Student will be assigned after-school make-up time and/or a day in the Art Recovery.

	<ol style="list-style-type: none"> 2. Teacher will call home. 3. If behavior persists, student will be sent to Vice Principal. 	<ol style="list-style-type: none"> 4. Additional accountability steps determined 5. Student will be connected to services if need is identified.
<ul style="list-style-type: none"> • Tobacco or e-cigarettes possession, or use 	<ol style="list-style-type: none"> 1. Adult will send student directly to Vice Principal. 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Call home 3. Accountability steps determined 4. Student will be connected to a tobacco prevention program.
<ul style="list-style-type: none"> • Gambling 	<ol style="list-style-type: none"> 1. Adult will send student directly to Vice Principal. 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Call home 3. Accountability steps will be determined 4. Student will be connected to a prevention program if needed.
<ul style="list-style-type: none"> • Creating a hazardous situation including unsafe driving 	<ol style="list-style-type: none"> 1. Adult will send student directly to Vice Principal. 	Restorative conversation <ol style="list-style-type: none"> 1. Call home 2. Accountability steps will be determined. 3. May result in loss of driving privileges.

LEVEL II:

Actions that more severely act against the values of **TRUST, RESPECT & RESPONSIBILITY**

These conduct areas can result in up to a nine day out of school suspension and recommendation for expulsion. Repeat violations may result in longer-term suspension or expulsion and will not be tolerated. Parents will be notified and/or Law Enforcement.

<ul style="list-style-type: none"> • Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of sexual nature. • Assault or battery • Sexual assault • Hazing/bullying 	<ol style="list-style-type: none"> 1. Student will be sent directly to the Vice Principal. 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Call home 3. Student is suspended. 4. Based on severity of situation, willingness from both parties and safety measures, students will either engage in a harm circle with parents, be sent home for the day and return to engage in harm circle, or receive off campus suspension. 5. Accountability steps determined (this might not be able to be determined until student returns after suspension). 6. Student will be connected to services if need is identified. 7. Law Enforcement is notified if needed.
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<ul style="list-style-type: none"> ● Fighting ● Threats/intimidation toward staff members ● Gang activity ● Assault resulting in serious injury 	<ol style="list-style-type: none"> 1. Student will be sent directly to the Vice Principal. 	<ol style="list-style-type: none"> 1. Separate restorative conversations will be had with each party involved to determine next steps. 2. Call home 3. Based on severity of situation, safety measures, and willingness from both parties, students will either engage in a harm circle, be sent home for the day and return to engage in harm circle, and/or receive off campus suspension. 4. Additional accountability steps will be determined. 5. Student will be connected to services if need is identified. 6. Law Enforcement is notified as appropriate.
<ul style="list-style-type: none"> ● Theft ● Property damage <i>Intentional damage or defacement of another person's or school</i> ● Threat or false report related to explosives ● Creating a danger to the educational environment (e.g. pulling a fire alarm) 	<ol style="list-style-type: none"> 1. Student will be sent directly to the Vice Principal. 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Call home 3. Accountability steps determined 4. Based on severity of situation, safety measures, and willingness from both parties, students will either engage in a harm circle, be sent home for the day and return to engage in harm circle, or receive off campus suspension. 5. If others were harmed, student will be asked to engage in a harm circle; further accountability and reparations to be determined. 6. Student will be connected to services if need is identified 7. Law Enforcement notified if needed.

<ul style="list-style-type: none"> ● Bringing or possessing, weapons, firearms, or explosives ● Using firearms or weapons ● Sale, use or possessing weapons or other dangerous instruments 	<ol style="list-style-type: none"> 1. Adult should contact the Vice Principal and Principal to have student escorted to main office. Law Enforcement will be notified as appropriate, depending on severity and potential harm. 	<ol style="list-style-type: none"> 1. Parent will be immediately contacted. 2. Restorative conversation will take place with student parent, Principal and Vice Principal. 3. Student will receive off school suspension. 4. Additional safety actions may be taken. 5. Student and parents will be asked to engage in harm circle. 6. Additional accountability steps will be determined when student returns to school. 7. Law Enforcement notified if needed.
<ul style="list-style-type: none"> ● Alcohol (possessing, under the influence or using) 	<ol style="list-style-type: none"> 1. Adult will send student directly to Vice Principal. 	<ol style="list-style-type: none"> 1. Restorative conversation 2. Call home 3. Student will be sent home for the day for student's safety. 4. Student will be assigned a day in the Art Recovery Space or after-school time as appropriate. 5. Additional accountability steps will be determined 6. Student will be connected to a drug and alcohol prevention and intervention program. 7. Law enforcement notified if needed.
<ul style="list-style-type: none"> ● Illegal drugs or controlled substances (under the influence of, using, or possessing) 	<ol style="list-style-type: none"> 1. Adult will send student directly to the Vice Principal. 	<ol style="list-style-type: none"> 1. Vice Principal will have immediate restorative conversation with student. 2. Call home 3. Based on severity of situation, willingness from student and safety measures, student will either be sent home for the day and return to engage in harm circle, or engage in a harm circle and remain in Vice Principal supervision for the day to ensure his/her safety.

		<ol style="list-style-type: none"> 4. Additional accountability steps will be determined. 5. Student will be connected to a drug and alcohol prevention and intervention program. 6. Law enforcement notified if needed.
<ul style="list-style-type: none"> • Selling illegal drugs or controlled substances 	<ol style="list-style-type: none"> 1. Adult will send the student directly to the Vice Principal. 	<ol style="list-style-type: none"> 1. Parent will be immediately contacted. 2. Restorative conversation will take place with student Parent, Principal or Executive Director and Vice Principal. 3. Student will receive off school suspension. 4. Additional safety actions may be taken. 5. Student and parents will be asked to engage in harm circle. 8. Additional accountability steps will be determined when student returns to school. 9. Law enforcement notified if needed.

IN-CLASSROOM RESTORATIVE PROCESS

Step 1	Opportunity	Teacher will refocus the student.
Step 2	Hallway Talk	Hallway restorative conversation or in class reflection.
Step 3	Referral	<p>Teacher completes the Vice Principal's "Referral Form" and sends the student to the Vice Principal's office.</p> <p>Referral Process includes:</p> <ul style="list-style-type: none"> • Accountability & reflection form • Restorative conversation • Accountability steps determined • Steps will be documented in the student file.

DESIGNATED RESTORATIVE DISCIPLINE PROCESS

Out of Classroom Restorative Process

Point-of-Contact Behavior Form is filled out and kept on file as part of the 4-step Out of Class Restorative Process. This form is a rolling document, so that if additional conversations and actions become necessary, each previous encounter can be referenced. As our goal is to work with the student to understand behavioral issues and to increase personal responsibility, reflecting on this process is a necessary and beneficial action. A student who has reached step 4 in this process is repeatedly ignoring school expectations and therefore may be subject to suspension. Should a student be asked to meet with the Vice Principal or Principal as a result of behavior or lack of compliance to classroom expectation issue (such as missing classroom assignments), that student is entered into the 4-step discipline process. The 4 steps are as follows:

1. Discussion of issue, proposed restorative action
2. Repeat behavioral/engagement issue: meeting is set up with student, teacher, and parent/guardian
3. If issues continue, student on campus time will be reduced for a determined length of time, losing privilege in elective classes. This is seen as an in-school suspension. If student is successful in meeting goals during this time, he/she will return to elective classes once time has been fulfilled. Please note: Students who have not completed assignments for any class will be placed on an academic contract. If a student continues to owe work, she/he will be placed on mandatory tutoring and before/after school academic support until it is deemed that student is able to maintain classroom expectations.
4. Continued behavioral issues or non-compliance: Student will be suspended for 1-3 days. If concerns continue, student will be up for long term suspension and suspended for a determined amount of time. Repeated issues at this level can result in expulsion.

ACCOUNTABILITY MATRIX

As mentioned in the Discipline Matrix, there are multiple options given to students to reflect and actively engage in Changemaker High School's Restorative Justice Process, as shown in the Accountability Matrix below. If a student does not opt to participate in the Restorative Justice approach, other disciplinary actions will be followed.

Step	How each Step supports student and school community	Applicable when...
Restorative Action	This gives a student the opportunity to give back to the school or classroom environment. It creates space for student	A student has taken away from the classroom or school environment in any way.

	to show that student is able to engage positively if given the opportunity.	
After School Week-end session	This is a way for a student to give back time that student has taken away from the classroom or school day. It creates time for a student to reflect on ways to re-engage in a more productive and positive way and also for time to reflect on what support student needs.	When a student has taken away time from the classroom or school environment (consistently late to class or to school, or consistent unexcused absences)
Academic or Behavioral Contract	Making a formal agreement helps a student be accountable to themselves, their parents and the school by having the Vice Principal monitor their progress on academic or behavioral improvement. This will provide a clear 4-step path for students falling short in turning in assignments and developing a good work ethic and productive behaviors. This process also includes a restorative circle with teacher(s), and mandatory after school time to complete assignments.	When a student is showing difficulty being accountable with attendance or his/her academic progress. This also includes instances when an academic issue turns into a disciplinary issue.
Harm Circle	When conflict occurs and one or more people are harmed, a circle give people the opportunity to be accountable for their actions and engage in a collective process to address needs and reparation.	When individuals in school have engaged in an action that has caused harm (fights, verbal altercations, harassment, property damage, theft, threats or false threats)
Family Group Conference	Changemaker High School wants to provide every student with every form of support possible. We recognize the importance of parents and families in raising, teaching and supporting students, and we want to involve them as much as possible in helping to build a strong and healthy learning environment and school community.	When a student has engaged in a conflict that is unable to be resolved with only the immediate parties involved, or when a student repeatedly engages in behaviors that do not reflect the values and safe culture of the Changemaker High School, families will be brought in to support the process of addressing the issue.
Art Recovery Space	We believe strongly in the importance of keeping a student in the learning community during the school day. When a student engages in behavior that does not reflect the Changemaker High School's values, but does not immediately pose a threat to themselves or others, we want to give them the space and time at school to reflect and refocus, then work with the Vice Principal to determine how to take accountability for their actions and re-engage in a more positive way.	When a student is not posing an immediate threat to themselves or others.

Sending student home	We are committed to making sure that our school campus is safe and conducive to learning for all students. If a student is engaging in behavior that is unsafe to self or others or interfering with their own and/or others' learning, and is unable to be re-engaged quickly, we allow the student time and space away from the school before taking further actions.	When a student poses an immediate threat to themselves or others' safety or ability to learn (alcohol or drug possession or influence, or when a student is not able to correct behavior for the day)
Out of school suspension	Although we believe strongly in keeping students in the learning community during the school day, we want to ensure the safety of everyone in our school. If an individual possess a severe threat to themselves or others we will assign out of school suspension as a way for the student to have sufficient time and space away to reflect and refocus and to ensure that the possibility of danger is minimized or eliminated.	When a student possess a severe threat to school safety (Sexual harassment, assault or battery, sexual assault, weapon possession or use, and selling illegal drugs or controlled substance)
Expulsion	Although it is our goal to keep every student in school, it is our responsibility to keep our school campus safe for our entire school community. If a student engages in behavior that severely violates the school values or poses a threat to the safety of the school, an expulsion process will be followed if deemed appropriate and necessary. Please refer to our discipline matrix and accountability steps for further details.	When a student poses a severe threat to school safety

**APPENDIX B.
COMPUTER, INTERNET, and EMAIL POLICY**

We are pleased to offer Changemaker High School students access to certain elements of school computer and iPad equipment, computer network and systems, electronic mail service and user accounts, the Intranet and the Internet (collectively "Changemaker High School IT").

Changemaker High School IT is provided for students to conduct research and communicate with others.

Access to Changemaker High School IT is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.

Students are expected to adhere to the following guidelines and policies applicable to the use of Changemaker High School IT. Students who violate these policies may be subject to disciplinary action.

Changemaker High School IT is shared and available to the Changemaker High School community. These resources may not be used in any way that disrupts or interferes with use by others or others' learning. Students must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through Changemaker High School IT.

The following are some of the actions that are not permitted. Violations may result in a loss of access as well as other disciplinary or legal action, including expulsion.

- Damage, vandalism or theft of equipment, systems or networks
- Use of the computer equipment, networks and systems for unlawful purposes
- Use of the computer equipment, networks and systems for commercial purposes or personal gain other than those pre-approved by the Changemaker High School or an intentional part of the Changemaker High School's school-sanctioned entrepreneurship courses and activities
- Violations of copyright law
- Plagiarism
- Theft, piracy, improper downloading or modification of software
- Transmitting computer viruses
- Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar, racist, sexist, abusive, harassing, offensive or attacking)
- Any attempt to guess passwords, use another's password, break into other accounts, or gain unauthorized access to administrator accounts
- Trespassing in another's digital portfolio, folders, work or files
- Concealing or misrepresenting one's identity while using the system
- Intentionally wasting limited resources
- Any use which is unlawful under applicable local, State or Federal law
- Any use which Changemaker High School determines is objectionable in its sole discretion

Communication using Changemaker High School IT

Students are responsible for their own behavior on Changemaker High School IT just as they are everywhere in the school environment. Communications on Changemaker High School IT are often public in nature. The school Code of Conduct and general school rules for behavior and communications apply. It is presumed that users will comply with school standards, including the above mentioned policies and the Computer, Internet, and Email Policy. Aside from the clarification of such standards, and filtering procedures for inappropriate IT content used solely at its discretion, Changemaker High School is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Changemaker High School IT Access/No Expectation of Privacy

Changemaker High School IT and all user accounts are the property of the Changemaker High School. As such, Changemaker High School reserves the right to monitor and access information on the system and in users' accounts. Network storage areas may be accessed by the Changemaker High School to review files and communications, maintain system integrity, to ensure that users are using the system responsibly and to ensure there are no violations of school policies.

There is no right to privacy nor should any user of Changemaker High School IT have any expectation of personal privacy in any matters stored in, created, received, or sent over Changemaker High School IT. These are subject to review by the schools at any time, with or without notice, with or without cause and without the permission of any student or parent/caregiver. The school reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, e-mail system or any other Changemaker High School IT, without notice and without the permission of any user.

Moreover, to protect the integrity of Changemaker High School IT and the users thereof against unauthorized or improper use of these systems, Changemaker High School reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the Principal.

Internet

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are reminded, however, that Changemaker High School does not control the content of the Internet. Accordingly, Changemaker High School does not have control over the type of information accessible to students or the quality of the same. Changemaker High School cannot completely limit access to materials that a parent/caregiver or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

It is the responsibility of students to use e-mail and other Internet-based communication tools in a responsible and appropriate manner. Failure to do so may result in disciplinary measures.

Changemaker High School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration and research, exceed any disadvantages. But ultimately, parents and caregivers of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, Changemaker High School supports and respects each family's right to decide if their child should not have Internet access, and relies on the family to inform us of that choice. Ultimately, appropriate use is the responsibility of the user.

APPENDIX C. OPEN MEETING LAW POLICY

The Institute of Transformative Education, dba Changemaker High School hereby provides notice that all notices of the meetings of the Governing Board of Changemaker High School and any of its committees and subcommittees shall be posted on the school website's event calendar www.ChangemakerHighSchool.org and also in the administrative offices of the school, which shall be open from 8:00 a.m. through 4:00 p.m. each weekday during the academic year, with the exception of school holidays. Such notices will indicate the date, time and place of each Board meeting and will include an agenda or information concerning the manner in which the public may obtain an agenda for the meeting.

APPENDIX D. NOTIFICATION of RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Principal and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Principal decide not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901*

APPENDIX E. PARENTS' RIGHT TO KNOW POLICY

Under the Federal Elementary and Secondary Education Act (ESEA), Title I schools shall notify parents of students attending the school that parents may request information on the professional qualifications of the student's teacher. The information shall state if:

- The teacher meets State Qualifications/Licensure requirements;
- The teacher is teaching under Emergency Teaching Certificate;
- The teacher has baccalaureate degree,
- The child receives services from a paraprofessional, including their qualifications.

Under the Federal Elementary and Secondary Education Act (ESEA), Title I schools are required to provide parent notification when a teacher does not meet the requirements of a highly qualified professional as outlined in ESEA legislation.

APPENDIX F.

PARENT ENGAGEMENT POLICIES – Consistent with TITLE 1 Guidelines

Parental Involvement

Changemaker High School shall follow all parent involvement requirements of the Federal Elementary and Secondary Education Act (ESEA). Title I Parental Involvement Policy was developed in consultation with parents of Title I students enrolled at the school.

The school shall implement programs, activities, and procedures for the involvement of parents of participating Title I children, in accordance with their right to be involved in Title I decision making and policy development. The planning and implementation shall involve timely and meaningful consultation with parents and shall occur through periodic meetings as determined by the needs of the school. Parental involvement strategies shall be coordinated and integrated with other programs, such as Partner Agency Workshops, Youth Service Days, and Ashoka's Parental Mentor Program. All aspects of parental involvement, including this policy, shall be evaluated annually to determine effectiveness. The findings, including those in this policy, shall be used to design strategies to improve effectiveness. Particular attention shall be given to the participation of parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any ethnic minority background. The school shall provide:

1. **A Title I Annual Meeting**, to discuss with parents assessments being administered and the proficiency levels that students are expected to meet. Parents shall be encouraged and invited to attend the Title I annual meetings. All parents are also invited and strongly encouraged to become active participants in quarterly Parent Association Meetings. Parents meet regularly with Changemaker High School Staff to help develop effective ways of supporting their child and their school. In addition to regularly scheduled meetings, parents may request a meeting for a conference with the child's academic team. When appropriate, a parent/teacher/student conference may be initiated by either the faculty team or the parent(s) or caregiver. The school shall provide opportunities for equal access for parents who are ELL, migrant, homeless or disabled.
2. **A School/Parent Compact**, developed in consultation with and reviewed by parents of Title I students. The School Parent Compact shall define shared responsibilities for student academic achievement-the responsibility of the school to provide a high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet State Standards, the responsibility of the parents to support their children's learning. The

School/Parent Compact shall define a process for ongoing communication with teachers and parents relating to student achievement through: parent-teacher conferences, 3 week progress reports and quarterly reports, reasonable access to staff, opportunities for parents to volunteer and participate in their children's classrooms.

3. **Capacity Building**, to ensure effective parental involvement and support the partnership with the school, the school shall:
 - Host activities that help parents understand State Standards, assessments administered, Title I requirements, how to monitor their child's progress and work with educators to improve achievement;
 - Provide flexible meeting times and provide child-care during meetings;
 - Provide a variety of ways for parents to communicate with the school (phone, email, in person, etc.)
 - Provide parents with training and materials to support at-home learning;
 - Provide staff with training on how to work with parents to improve student achievement;
 - Provide information to parents in a uniform format, disseminated in a timely manner and, to the extent practicable, in a language parents can understand;
 - Provide opportunities for additional meetings if requested by parents;
 - Provide strategies for building parental involvement;
 - Involve parents in the school decision making via a Parent Association Meetings.

APPENDIX G.

TITLE 1 SCHOOL-PARENT COMPACT

Changemaker High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2017-2018.

School Responsibilities

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child's achievement. Parents and/or teachers may request additional meetings as requested.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports every three weeks.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Before and after school
 - During Student-Parent-Teacher Conferences
 - In any other circumstances that require immediate attention.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
6. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
7. Involve parents in the joint development of school-wide programs, in an organized, ongoing, and timely way.
8. Invite parents to an annual meeting to inform them of the school's participation in Title I, Part A programs and to explain the Title I, Part A requirements and the right of parents to

be involved in Title I, Part A programs. The school will hold the meeting during a time convenient to all parents, to ensure most parents are able to attend. The school will encourage all parents of children participating in Title I, Part A programs to attend.

9. Provide information to parents of participating students in a format that parents can understand the language, including different formats upon the request of parents with disabilities or other limitations.
10. Provide parents of participating children with timely information about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels that students are expected to meet.
11. At the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about their child's education. The school will respond to any such suggestions as soon as practicably possible.
12. Provide parents with individual student reports of the performance of their children on the State assessment in at least math, reading, and writing.
13. Provide parents with a timely notice when their children have been assigned or have been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).
14. Provide necessary support and technical assistance in planning and implementing effective parental involvement activities to improve student academic achievement.
15. Conduct an annual evaluation of effectiveness of the parental involvement policy in improving school quality, and identify barriers, strengths, and/or weaknesses of parental involvement policy.

Parent Responsibilities:

1. Ensure regular student attendance.
2. Make sure homework is completed.
3. Encourage and promote positive use of extracurricular time.

4. Volunteer in their child's classroom and school activities.
5. Participate, as appropriate, in decisions relating to their child's education.
6. Stay informed by promptly reading all notices and communications from the school.
7. Serve, to the extent possible, in school policy advisory groups including the Parent Association and/or Parent Advisory Council.

Student Responsibilities

1. Participate actively and work hard in classes.
2. Do homework each day and ask for help when needed.
3. Give parents/caregivers all notices and information received from their school.
4. Attend all extra classes and tutoring sessions that teachers recommend for success.
5. Take responsibility for your own education and strive to discover your passions, talents, purpose, and interests as a Scholar-Changemaker.

APPENDIX H. HOMELESS STUDENT POLICY

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

Definitions

1. The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:
 - a. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - b. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. Migratory students who qualify as homeless because the children are living in circumstances described above.
2. The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.
3. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or caregiver.

Admission to School

The school selected by the homeless student shall immediately admit the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, immunizations, birth certificate, transportation, school records, caregivership, proof of residency, or other documentation. Homeless students shall not be stigmatized or segregated on the basis of their status as homeless. Transportation shall be provided, at the request of the parent or caregiver (or in the case of an unaccompanied youth, the liaison) to and from the school. The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or caregiver of the student to the liaison for homeless students, who shall assist in obtaining necessary immunizations, or immunization or medical records.

Changemaker High School will ensure that:

- Barriers to the enrollment and retention of homeless children and youth (HCY) are removed so that students are immediately enrolled in school. (Barriers include:

transportation, immunization, residency, birth certificates, school records, other documentation and caregivership.)

- Homeless students are not stigmatized or segregated on the basis of their status as homeless.
- Transportation is provided, at the request of the parent or caregiver (or in the case of an unaccompanied youth, the liaison) to and from the school of origin.

Education of Homeless Youth - Dispute Resolution Process

If a dispute arises over school selection or enrollment in a school under the McKinney-Vento Act:

- The student will be immediately enrolled in his/her school of choice until the dispute is settled. (The student shall be immediately admitted to the school of choice in which enrollment is sought, pending resolution of the dispute.) Changemaker High School will deliver the decision in writing. (The parent or caregiver of the student shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, caregiver, or student to appeal the decision). Changemaker High School will provide its share of the transportation to the school selected for the duration of the dispute resolution process.
- The student, parent, or caregiver shall be referred to the liaison for homeless students, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute in accord with the procedure found in the Arizona State Plan; and
- In the case of an unaccompanied youth, the liaison for homeless students shall ensure that the student is immediately enrolled in the school of choice pending resolution of the dispute.
- Parents will be notified of their right to appeal to the state-level.

Enrollment Decision

The decision regarding enrollment shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

The Local Educational Liaison shall work through the expedited dispute resolution process. At Changemaker High School, that process involves:

- A) Who – The Executive Director will make the final decision.*
- B) What – The homeless liaison will investigate the dispute by interviewing the student and parent(s) and making a home visit if appropriate. Any relevant documents will be collected at that time. The homeless liaison will discuss the matter with the principal who, in turn, will present the facts to the Executive Director for a final decision.*

- C) When – The homeless liaison will finish the investigation within a week of being notified of the dispute. The two meetings (liaison with the principal and principal to Executive Director) will take place within a week of the end of the investigation. The Executive Director will make a final decision within a week of the principal's presentation. The entire process should take a maximum of 3 weeks.*

Confirmation of the written notice to the parent, caregiver, or homeless youth shall be provided to the Office of State Coordinator for the Education of HC&Y by certified mail or hand delivery with signature of parent, caregiver, or homeless youth.

<http://www.ade.az.gov/asd/homeless/disputeresolution.asp>

APPENDIX I. REQUIRED ACKNOWLEDGMENT FORM

Please read the following information, sign below, and return a copy of this acknowledgment form to the Office Manager for inclusion in your student's file.

This Changemaker High School Student/Family Handbook for 2021-2022 is provided to enrolled students and parent(s)/legal caregiver(s) for information and immediate reference. Because Changemaker High School is a dynamic and changing organization, policies and procedures included in this manual are subject to unilateral change, revision, deletion or addition by this organization from time to time with or without prior notice.

This is to acknowledge that I have received and have read this Student/Parent policy manual, including all appendices, to become familiar with and understand its contents, and I agree to comply with its terms during my student's enrollment.

(Please print)

Name: _____

Address: _____

Enrolled student's name: _____

Signature: _____

Parent or Legal Caregiver

Date: _____

APPENDIX J.

COVID-19 Mitigation Strategies for the 2021-2022 School Year

A successful and equitable school reopening strategy requires engaging the entire school community to establish a safe environment for all educators, school staff, and students and promote trust and confidence.

July 7, 2021 Update: This legislative session, a bill was passed that prohibits Arizona schools and districts from requiring students or staff wear masks during school hours and on district property. Schools are also prohibited from requiring vaccines or masks to participate in in-person instruction.

Vaccinations: Students, staff and community members are not required to be vaccinated in order to be on campus.

Quarantine: All students must follow requirements from Maricopa County Department of Public Health (MCDPH) which state that students who are exposed to COVID-19 must quarantine for 10 days from the date of exposure. Exposure is defined as being within 6-feet for 15 cumulative minutes or more. A student who has proof of vaccination will **not** be required to quarantine if they are exposed to someone with COVID-19 on campus, as per MCDPH.

Face Coverings/Masks: Highly encouraged, per Center for Disease Control and Prevention (CDC) recommendations, for staff, students, and visitors, inside and outside.

PPE and Hygiene: PPE will continue to be available to students and staff who request them. Individual surface sanitizing bottles, hand sanitizer and hand washing stations will continue to be available on all campuses.

Cafeteria Operations: Returning to as close to normal as possible, with 3 ft. distancing when feasible. Hand sanitizing stations available where lines form. Continued packaging of items such as fruit and vegetable selections.

Student Family Handbook COVID-19 Related Amendments:

I. Student pickup: In response to COVID- 19, front office traffic all visitors including parents signing students out early will need to call ahead to inform the front office. You will be asked to stay in your car and sign out logs will be brought to you.

II. Visitors: In response to COVID- 19, front office traffic all visitors including parents signing students out early will need to call ahead to inform the front office. You will be asked to stay in your car and sign out logs will be brought to you.

Student Family Handbook COVID-19 Related Addendums:

I. Prior to entering campus students will be required to participate in a temperature check.

A. Students will need to have a temperature between 97.6° F to 99.6 ° F to attend campus.

B. Students who have a temperature outside of the range of 97.6° F to 99.6 ° F will be asked to wait 10 minutes before an additional temperature check is administered.

C. Students who participate in an additional temperature check and continue to fall outside of the temperature range of 97.6° F to 99.6 ° F will be asked to return home and parents will be notified. (americorp or PMI student checking temps)

D. Parents will be asked to sign a form ahead of time to self transport home in the event that they fall outside of the temperature range.

II. All students and visitor are highly encouraged to wear face covering while on campus

III. Each student/ guardian will sign out a computer and charger to use for the remainder of the semester.

IV. Floor markings that delineate social distancing parameters and traffic flow procedures.

V. When a positive case is reported, it must be reported to the Pima County Health Department. After the positive case has been reported to the county, the following takes place:

- The school will notify individuals that have been identified to have been in "close contact" with the positive individual. Close contact is defined as, "less than six feet, for more than 15 minutes within 24 hours".
- CMHS will follow the quarantine and isolation guidelines provided by CDC and Pima County Health Department.
- A COVID notification letter will be sent to individuals and school community members

REQUIRED ACKNOWLEDGMENT FORM

2021- 2022 Academic Year

On Campus Instruction Liability Waiver

-I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing.

-I further acknowledge that Institute for Transformative Education dba Changemaker High School has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

-I further acknowledge that Institute for Transformative Education dba Changemaker High School can not guarantee that I will not become infected with the Coronavirus/Covid-19. I understand that the risk of my student becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, staff, and other students and their families.

I voluntarily seek services provided by Institute for Transformative Education dba Changemaker High School and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19. I acknowledge that I and my student must comply with all set procedures to reduce the spread while attending campus.

I agree to not :

* Personally visit campus or send my student to campus if either party or related party to campus while experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

* Personally visit campus or send my student to campus if either party or related party has traveled internationally within the last 14 days has taken place by either party.

* Personally visit campus or send my student to campus if either party or related party is believed to have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.

* Personally visit campus or send my student to campus if either party or related party have not been diagnosed with Coronavirus/Covid-19 and not yet cleared as non contagious by state or local public health authorities.

* I/we are following all CDC recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19.

I hereby release and agree to hold Institute for Transformative Education dba Changemaker High School harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the educational institution, or that may otherwise arise in any way in connection with any services received from Institute for Transformative Education dba Changemaker High School. I understand that this release discharges Institute for Transformative Education dba

Changemaker High School from any liability or claim that I, my heirs, or any personal representatives may have against the educational institution with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from Institute for Transformative Education dba Changemaker High School. This liability waiver and release extends to all owners, partners, and employees.

Parent/ Guardian Name:

Student Name:

Parent Guardian Signature:

Student Signature:
