



# Western School of Science and Technology: CFA

## Meeting of the Board of Directors of Western

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### Date and Time

Friday June 27, 2025 at 8:30 AM MST

### Location

Notice of Public Meeting of the Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc.

Pursuant to Arizona Revised Statutes ("A.R.S.") § 38-431.02, notice is hereby given to the members of the Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc., and to the general public that the board will hold a meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time.

Pursuant to A.R.S. § 38-431.03.A.3, the Board of Directors may go into Executive Session, which will not be open to the public, concerning any item on the agenda, for discussion, consideration, or consultations for legal advice.

### ALL ITEMS ON THE AGENDA ARE OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS AGENDA

Disabled persons in need of special accommodations should contact Ms. Nancy Carbajal at 623.249.3900 at least 24 hours prior to the scheduled meeting time.

**Where:** Western School of Science and Technology:  
A Challenge Foundation Academy  
6515 W. Indian School Rd.  
Phoenix, AZ 85033

Virtual Link: <https://wsst.zoom.us/j/7439552858?pwd=7AZLshwLev9aWKhmUGabsvoTaXN07c.1>

When: Friday, June 27, 2025 8:30am

The public space will open 10 minutes before the meeting begins. The virtual space will open 5 minutes before the meeting begins.

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:30 AM</b>
<b>A.</b> Call the Meeting to Order		Jay Kaprosy	1 m
<b>B.</b> Roll Call & Pledge of Allegiance		Nancy Carbajal	2 m
I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.			
<b>C.</b> Public Comments	Discuss	Jay Kaprosy	3 m
Public comments received in accordance with the instructions in the meeting notice will be read by staff during this agenda item up to a limit of three (3) minutes each in the order in which they were received, subject to time available at the discretion of the Board President or his/her designee. Under Arizona open meeting law, members of the Board may not discuss, respond to, or take action in this meeting on a matter raised under this public comment item that is not on the agenda.			
<b>D.</b> Read Mission Statement		Jay Kaprosy	2 m
Western School of Science and Technology: A Challenge Foundation Academy exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the global technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.			
<b>II. WSST Update</b>			<b>8:38 AM</b>
<b>A.</b> Board Update: Staffing, Enrollment	Discuss	Adrian Espana	5 m

	Purpose	Presenter	Time
<b>B.</b> Financial Update: April & May 2025 Financial Update	Discuss	Diamond Financial	5 m
<b>III. Approval of the Consent Agenda</b>			<b>8:48 AM</b>
<b>A.</b> Approval of May 8, 2025 Board Meeting Minutes	Approve Minutes	Jay Kaprosy	
<b>B.</b> Approval of the May 16, 2025 Board Meeting Minutes	Approve Minutes		
<b>C.</b> Approval of the April 2025 Financials			
<b>D.</b> Approval of May 2025 Financials			
<b>E.</b> Approval to remove Dr.Tamela Harris as a 401k trustee			
<b>F.</b> Approval to remove Dr.Tamela Harris as the Charter Representative			
<b>G.</b> Approval to remove Dr.Tamela Harris Signing Power			
<b>H.</b> Approval to remove Dr.Tamela Harris from the Arizona Corporation Commision as the Statutory Agent			
<b>I.</b> Approval to add Adrian Espana as a 401k Trustee			
<b>J.</b> Approval to add Signing Power for Adrian Espana			
<b>K.</b> Approval to add Adrian Espana as the Statutory Agent in the Arizona Corporation Commision			
<b>L.</b> Approval of the Updated Title IX policy			
<b>IV. Action Items #1</b>			<b>8:48 AM</b>

	Purpose	Presenter	Time
Board Members to take action on the items listed.			
<b>A.</b> Discussion and Consideration of the FY26 Proposed Budget	Vote	Diamond Financial	10 m
<b>B.</b> Discussion and Consideration of the FY26 Faculty Handbook	Vote	Jay Kaprosy	10 m
Updates: FMLA Paid Leave, PTO/ Sick time request process, Grievance process			
<b>C.</b> Discussion & Consideration of the FY26 Family Handbook, FY26 Athletic Handbook & Coaches Handbook	Vote	Jay Kaprosy	5 m
<b>D.</b> Discussion and Consideration of Staffing Analysis and SY 25-26 Leadership	Discuss	Jay Kaprosy	15 m
<b>V. Closing Items</b>			<b>9:28 AM</b>
<b>A.</b> Adjourn Meeting	Vote		



# Coversheet

## Approval of May 8, 2025 Board Meeting Minutes

<b>Section:</b>	III. Approval of the Consent Agenda
<b>Item:</b>	A. Approval of May 8, 2025 Board Meeting Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Meeting of the Board of Directors of Western on May 8, 2025

APPROVED



# Western School of Science and Technology: CFA

## Minutes

### Meeting of the Board of Directors of Western

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#### Date and Time

Thursday May 8, 2025 at 8:30 AM

#### Location

Notice of Public Meeting of the Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc.

Pursuant to Arizona Revised Statutes ("A.R.S.") § 38-431.02, notice is hereby given to the members of the Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc., and to the general public that the board will hold a meeting, open to the public as specified below. The Board of Directors reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specified time.

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**ALL ITEMS ON THE AGENDA ARE OPEN FOR DISCUSSION AND POSSIBLE ACTION, INCLUDING REPORTS AND ACTION ITEMS AGENDA**

**Disabled persons in need of special accommodations should contact Ms. Nancy Carbajal at 623.249.3900 at least 24 hours prior to the scheduled meeting time.**

**Where: Western School of Science and Technology:  
A Challenge Foundation Academy  
6515 W. Indian School Rd.  
Phoenix, AZ 85033**

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**Virtual Link:** <https://wsst.zoom.us/j/7439552858?pwd=7AZLshwLev9aWKhmUGabsvoTaXN07c.1>

**When:** Thursday, May 8, 2025 8:30am

**The public space will open 10 minutes before the meeting begins. The virtual space will open 5 minutes before the meeting begins.**

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**Directors Present**

A. Ballesteros (remote), E. Yndigoyen (remote), J. Kaprosy (remote), M. Sandoval (remote)

**Directors Absent**

B. Stratford, D. Bess

**Guests Present**

A. Espana, C. Becerra, D. Harris, N. Carbajal, Valeria Escobedo

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**I. Opening Items**

**A. Call the Meeting to Order**

J. Kaprosy called a meeting of the board of directors of Western School of Science and Technology: CFA to order on Thursday May 8, 2025 at 8:37 AM.

**B. Roll Call & Pledge of Allegiance**

**C. Public Comments**

Ms. Sariah Bolden, a teacher at Western for the past three years, addressed the board to express concerns about the school's communication and leadership practices related to staffing decisions. She shared that despite her strong performance, commitment to students, and a positive meeting with the principal in February, she was not offered a contract for the upcoming school year and was not informed of this decision in advance. Ms. Bolden stated that she, along with over 20 other teachers, were affected by unclear and inconsistent processes related to non-binding letters of intent. She urged the board to investigate the contract distribution process and leadership practices at Western, citing a broader breakdown in systems and operations that she believes is negatively impacting staff and students.

Mr. Victor Castillo, a teacher with five years of service, announced his decision to leave the school at the end of the academic year. He shared his contributions in multiple roles, including teacher, mentor, coach, and member of the Culture Cabinet. Mr. Castillo expressed appreciation for the school community but cited a decline in leadership

communication and transparency as contributing factors to his departure. He voiced concern about the impact of teacher turnover on students and emphasized the importance of stability and trust in the classroom.

Ms. Sabrina Dahlberg, 11th-grade English teacher at Western, expressed serious concerns regarding the use and distribution of Classroom Site Fund (CSF) monies for Fiscal Year 2025. She questioned the legality and transparency of how CSF funds were allocated, particularly regarding performance-based compensation. Ms. Dahlberg noted that teachers were not informed that sign-on bonuses would be funded from performance pay allocations and highlighted a lack of performance data collection despite its stated impact on compensation. She cited relevant Arizona statutes and requested a public, itemized breakdown of CSF expenditures, clarification on fund categorization, a copy of the district's CSF expenditure plan, and documentation of board approval for the FY25 performance pay plan. She emphasized the need for transparency, legal compliance, and respect for educators.

Ms. Emily Hanson, a high school English teacher and department chair at Western. Urged the board to consider holding meetings in the evening to allow greater staff and community participation. Ms. Hanson expressed concern over high staff turnover and outlined several issues affecting morale and trust, including the attempted removal of paid FMLA without board approval, salary reductions for teachers on two-year contracts, potential misuse of Proposition 301 funds, and broken agreements regarding stipends and roles. She requested greater transparency, accountability, and board oversight to address these challenges and restore stability for staff and students.

#### **D. Read Mission Statement**

J. Kaprosy read Mission Statement

### **II. Superintendents' Report**

#### **A. Board Update**

Dr. Tamela Harris presented Board Update

#### **B. Academic Update**

Principal Valeria Escobedo presented Academic Update

Tiffany Crawford presented Curriculum Update

#### **C. Fundraising and Community Outreach Update**

Mr. Adrian Espana presented Fundraising and Community Outreach Update

#### **D. Financial Update**

Ms. Aimee Heising presented Financial Update

**E. Enrollment Update & Accounting Update**

Ms. Nancy Carbajal presented an Enrollment Update & Accounting Update

**F. Staffing Update**

Mr. Luis Vasquez presented an Staffing Update

**III. Approval of the Consent Agenda**

**A. Approval of April 10, 2025 Meeting Minutes**

Motion to approve the minutes from Meeting of the Board of Directors of Western on 04-10-25.

The board **VOTED** to approve the motion.

**B. Approval of the February 2025 Financial Statements and Vouchers**

**C. Approval of the March 2025 Financial Statements and Vouchers**

**D. Approval of the Substitute Pay Schedule**

**E. Approval of the FY24 Draft 990**

**IV. Action Items #1**

**A. Discussion and Consideration of the FY26 Classroom Site Fund Plan**

M. Sandoval made a motion to Approve the FY26 Classroom Site Fund Plan.

A. Ballesteros seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

D. Bess        Absent

J. Kaprosy    Aye

M. Sandoval   Aye

B. Stratford   Absent

E. Yndigoyen   Aye

A. Ballesteros   Aye

**B. Discussion and Consideration of the FY26 Board Meeting Dates**

Item tabled

**C. Discussion and Consideration of the 2025-2030 Strategic Plan**

Item tabled

**D.**

## **Discussion and Consideration of the FY 25-26 Cabinet and Principal Bonus Structure**

Item tabled

## **E. Discussion and Consideration of the FY 25-26 Superintendent Evaluation Tool**

Item tabled

## **F. Discussion and Consideration of the FY 25-26 Board Self Evaluation**

Item tabled

## **G. Discussion and Consideration of the FY 25 Superintendent Goals**

Items tabled

## **V. Executive Session**

### **A. Legal Advice & Personnel Matters**

A. Ballesteros made a motion to convene back to regular meeting.

E. Yndigoyen seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

J. Kaprosy Aye

D. Bess Absent

M. Sandoval Aye

B. Stratford Absent

E. Yndigoyen Aye

A. Ballesteros Aye

## **VI. Action Items #2**

### **A. Action Related to Superintendent's Contract/Employment: The Governing Board may take action concerning the Superintendent's contract/employment.**

No action taken

## **VII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:30 AM.

Respectfully Submitted,

J. Kaprosy

# Coversheet

## Approval of the May 16, 2025 Board Meeting Minutes

**Section:** III. Approval of the Consent Agenda  
**Item:** B. Approval of the May 16, 2025 Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Special Meeting of the Board of Directors of Western on May 16, 2025

APPROVED



# Western School of Science and Technology: CFA

## Minutes

### Special Meeting of the Board of Directors of Western

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#### Date and Time

Friday May 16, 2025 at 1:30 PM

#### Location

Notice of Public Meeting of the Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc.

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Phoenix, AZ 85033**

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**Discussion and action on staffing, organizational structures, and next steps in response to announce**

A. Ballesteros made a motion to Direct J. Kaprosy or additional Board members to identify and retain a consultant, with an expenditure not to exceed \$5,000.

B. Stratford seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

J. Kaprosy     Aye

A. Ballesteros   Aye

B. Stratford     Aye

D. Bess          Aye

E. Yndigoyen   Aye

M. Sandoval    Aye

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:51 PM.

Respectfully Submitted,

J. Kaprosy

# Coversheet

## Approval of the April 2025 Financials

<b>Section:</b>	III. Approval of the Consent Agenda
<b>Item:</b>	C. Approval of the April 2025 Financials
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	WSST Financials 04.30.2025.pdf

## WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY

### DASHBOARD REPORT

#### April 30, 2025

#### TOTAL VOUCHERS - APRIL, 2025

605,074.47

#### Cash Activity

	Beginning	Receipts	Disbursements	Ending
July, 2024	2,153,438	546,967	711,215	1,989,190
August, 2024	1,989,190	512,055	889,089	1,612,155
September, 2024	1,612,155	574,826	576,037	1,610,945
October, 2024	1,610,945	586,427	702,321	1,495,051
November, 2024	1,495,051	576,493	487,268	1,584,276
December, 2024	1,584,276	1,156,844	602,529	2,138,590
January, 2025	2,138,590	550,299	515,696	2,173,193
February, 2025	2,173,193	603,414	538,768	2,237,839
March, 2025	2,237,839	574,989	541,417	2,271,411
April, 2025	2,271,411	558,804	639,486	2,190,730
<b>YTD Total - APRIL, 2025</b>	<b>2,153,438</b>	<b>6,241,118</b>	<b>6,203,826</b>	<b>2,190,730</b>
YTD Total - 2024	1,875,902	5,529,801	5,328,276	2,077,427
YTD Total - 2025 (APR 2025)	2,153,438	6,241,118	6,203,826	2,190,730
<b>Increase (Decrease)</b>	<b>277,535</b>	<b>711,317</b>	<b>875,550</b>	<b>113,302</b>

#### Budget

	YTD ACTUALS 2025	YTD BUDGET 2025	Over (Under)
ADM	518	520	
Revenue	5,906,691	6,077,143	(170,452)
Expenses	5,864,169	5,647,787	216,382
<b>Surplus (Deficit)</b>	<b>42,523</b>	<b>429,357</b>	<b>(386,834)</b>

**Debt Service Coverage Ratio** **1.07**

**Overage (Shortfall)** **38,812**

#### NOTES:

Overall efforts to increase revenues, manage reimbursements and reduce expenses contribute to the improvement of the DSCR and a year to date Net overage.

## Cash Disbursements

### Western School of Science and Technology

April 1-30, 2025

Num	Date	Vendor	Amount
Bill.com	04/01/2025	School Operations Solutions	(2,000.00)
Bill.com	04/02/2025	Nexus Therapy	(255.00)
Bill.com	04/02/2025	Amazon Capital Services	(65.59)
Bill.com	04/03/2025	SRP	(2,660.41)
Bill.com	04/03/2025	Cox Communications 3101	(570.91)
Bill.com	04/03/2025	Verizon Wireless	(207.00)
Bill.com	04/03/2025	Amazon Capital Services	(41.01)
Bill.com	04/04/2025	Rocky Mountain Consulting	(3,150.00)
Bill.com	04/04/2025	Staples Advantage	(214.83)
Bill.com	04/04/2025	Senya	(1,594.67)
Bill.com	04/04/2025	3 Crowns	(206.72)
Bill.com	04/04/2025	Arizona Grants Management, LLC	(1,141.77)
Bill.com	04/04/2025	CNS 360, LLC (Prev Compass Network Solu)	(157.48)
Bill.com	04/04/2025	The Holman Group of Arizona	(450.00)
Bill.com	04/04/2025	Crawford, Tiffany	(55.54)
Bill.com	04/04/2025	Charter Athletic Association	(60.00)
Bill.com	04/04/2025	United Healthcare	(41,609.61)
Bill.com	04/04/2025	Truly Nolen Branch 045	(237.00)
Bill.com	04/04/2025	MidFirst Bank - Credit Card	(4,899.56)
Bill.com	04/04/2025	Turf Equipment Source	(600.00)
Bill.com	04/04/2025	DeThomasis, Joseph	(360.00)
Bill.com	04/04/2025	Howell, Theamos	(360.00)
Bill.com	04/07/2025	Education Support Services	(2,116.00)
Bill.com	04/08/2025	HD Supply	(62.67)
Bill.com	04/08/2025	Challenge Foundation Group	(17,595.61)
Bill.com	04/08/2025	Amazon Capital Services	(48.86)
Bill.com	04/09/2025	Amazon Capital Services	(209.28)
Bill.com	04/10/2025	HD Supply	(111.86)
Bill.com	04/10/2025	CLIA Laboratory Program	(248.00)
Bill.com	04/11/2025	HD Supply	(134.64)
Bill.com	04/11/2025	Amazon Capital Services	(278.29)
Bill.com	04/11/2025	C & I Show Hardware and Security Systems, Inc.	(473.21)
Bill.com	04/11/2025	Swing Education	(3,037.50)
Bill.com	04/14/2025	MidFirst Bank - Credit Card	(22,656.84)
Bill.com	04/14/2025	Canon Financial Services, Inc.	(1,146.31)
Bill.com	04/14/2025	American Express	(4,490.07)
Bill.com	04/14/2025	Southwest Gas Corporation	(30.65)
Bill.com	04/14/2025	TK Elevator Corporation	(789.56)
Bill.com	04/14/2025	Education Support Services	(882.00)
Bill.com	04/14/2025	Fester & Chapman P.C.	(7,100.00)
Bill.com	04/14/2025	Beyond Med Plans of Arizona	(215.87)

## Cash Disbursements

### Western School of Science and Technology

April 1-30, 2025

Num	Date	Vendor	Amount
Bill.com	04/14/2025	Diamond Financial	(5,870.00)
Bill.com	04/14/2025	Valleywide Transportation	(5,000.00)
Bill.com	04/14/2025	L&M Food Management Services	(17,300.00)
Bill.com	04/14/2025	AZ Department of Education	(700.00)
Bill.com	04/14/2025	Raul's Hauling & Junk Removal	(1,300.00)
Bill.com	04/14/2025	Republic Services	(2,884.65)
Bill.com	04/14/2025	Crawford, Tiffany	(60.00)
Bill.com	04/14/2025	MidFirst Bank - Mortgage	(36,688.71)
Bill.com	04/14/2025	Truly Nolen Branch 045	(255.00)
Bill.com	04/15/2025	Amazon Capital Services	(87.04)
Bill.com	04/15/2025	AT Direct Sports Medicine, LLC	(345.00)
Bill.com	04/15/2025	Technical Service Center	(967.50)
Bill.com	04/16/2025	Decker Equipment	(1,442.16)
Bill.com	04/16/2025	Amazon Capital Services	(145.92)
Bill.com	04/16/2025	Nexus Therapy	(510.00)
Bill.com	04/17/2025	Amazon Capital Services	(18.45)
Bill.com	04/17/2025	School Nurse Supply	(155.56)
Bill.com	04/18/2025	All Copy Products, Inc	(238.75)
Bill.com	04/18/2025	Staples Advantage	(214.83)
Bill.com	04/18/2025	C & I Show Hardware and Security Systems, Inc.	(45.68)
Bill.com	04/18/2025	Amazon Capital Services	(239.57)
Bill.com	04/18/2025	Swing Education	(3,459.38)
Bill.com	04/18/2025	Udall/Shumway	(2,819.00)
Bill.com	04/18/2025	HD Supply	(282.53)
Bill.com	04/21/2025	Vasquez, Luis	(68.34)
Bill.com	04/21/2025	Lilia Trevizo	(233.79)
Bill.com	04/21/2025	AFLAC	(3,095.34)
Bill.com	04/21/2025	Western National	(240.00)
Bill.com	04/21/2025	Senya	(227.82)
Bill.com	04/21/2025	CNS 360, LLC (Prev Compass Network Solu)	(115.50)
Bill.com	04/21/2025	Canon Financial Services, Inc.	(4,595.72)
Bill.com	04/21/2025	DeThomasis, Joseph	(360.00)
Bill.com	04/22/2025	Amazon Capital Services	(792.77)
Bill.com	04/23/2025	HD Supply	(402.98)
Bill.com	04/23/2025	Precise Sign Co. LLC	(16,137.36)
Bill.com	04/23/2025	Amazon Capital Services	(483.93)
Bill.com	04/24/2025	City of Phoenix 0858	(2,511.59)
Bill.com	04/24/2025	Amazon Capital Services	(68.26)
Bill.com	04/24/2025	Amazon Capital Services	(114.96)
Bill.com	04/25/2025	Amazon Capital Services	(28.77)
Bill.com	04/25/2025	Cox Communications 3101	(570.93)

## Cash Disbursements

### Western School of Science and Technology

April 1-30, 2025

Num	Date	Vendor	Amount
Bill.com	04/25/2025	Swing Education	(2,278.13)
Bill.com	04/29/2025	Amazon Capital Services	(74.70)
Bill.com	04/30/2025	Senya	(227.82)
Bill.com	04/30/2025	DeThomasis, Joseph	(360.00)
Bill.com	04/30/2025	Charter Athletic Association	(245.00)
Bill.com	04/30/2025	Santiago, Jessica	(1,300.00)
Bill.com	04/30/2025	Verizon Wireless	(206.96)
Bill.com	04/30/2025	United Healthcare	(34,891.01)
Bill.com	04/30/2025	Amazon Capital Services	(43.39)
Bill.com	04/30/2025	Aqua Chill, Inc. #13	(237.82)
Bill.com	04/30/2025	American Express	(3,489.66)
Bill.com	04/30/2025	Beyond Med Plans of Arizona	(371.74)
Bill.com	04/30/2025	Canon Financial Services, Inc.	(376.03)
PR Debit	4/4/2025	Western Employees	(120,177.54)
PR Debit	4/18/2025	Western Employees	(125,144.48)
PR Debit	4/18/2025	Inova Payroll (Prev PR Experts)	(188.33)
PR Taxes	4/4/2025	Inova Payroll (Prev PR Experts)	(38,834.55)
PR Taxes	4/18/2025	Inova Payroll (Prev PR Experts)	(40,630.25)
PR Taxes	4/4/2025	Inova Payroll (Prev PR Experts)	(352.85)
PR Taxes	4/18/2025	Inova Payroll (Prev PR Experts)	(178.33)
PR Taxes	4/4/2025	Support Payment Clearinghouse	(320.81)
PR Taxes	4/7/2025	Inova Payroll (Prev PR Experts)	(941.95)
PR Taxes	4/18/2025	Inova Payroll (Prev PR Experts)	(320.81)
PR Taxes	4/18/2025	Inova Payroll (Prev PR Experts)	(280.20)
<b>TOTAL</b>			<b>(605,074.47)</b>

**WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY**  
**STATEMENT OF FINANCIAL POSITION**  
**For the Period Ending April 30, 2025**

	April 30, 2025	
ASSETS		
Cash	2,190,730	23.67% *
Accounts Receivable & Prepaid Expense	109,115	1.18% *
Current Assets	2,299,845	24.85%
Deposits	27,702	0.30%
Fixed Assets net of Accumulated Depreciation	6,926,477	74.85%
TOTAL ASSETS	9,254,024	100.00%
LIABILITIES AND NET ASSETS		
Accounts Payable and Accrued Expense	262,055	2.83%
Current Liabilities	262,055	2.83%
Mortgage Payable	5,450,957	
Total Liabilities	5,713,013	
Beginning Net Assets	3,498,489	37.81%
Net Income (Loss)	42,523	0.46%
Total Net Assets	3,541,011	38.26%
TOTAL LIABILITIES AND NET ASSETS	9,254,024	100.00%

**Notes**

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**Western School of Science and Technology****Budget vs. Actuals: 2024-2025 Adopted Budget - FY25 P&L Classes****July 2024 - April 2025**

	Year to Date	2025 Budget		
	Actual	Budget	Remaining	% Remaining
<b>Income</b>				
1700 School Activities	9,406.91		(9,406.91)	
1920 Private Donations and Grants	6,503.17	21,500.00	14,996.83	69.75%
1950 Other Income	28,813.22	50,000.00	21,186.78	42.37%
1975 Fundraising	17,974.90	25,000.00	7,025.10	28.10%
3000 State	5,156,685.82	6,386,430.00	1,229,744.18	19.26%
4000 Federal	635,711.93	809,642.00	173,930.07	21.48%
<b>Total Income</b>	<b>5,855,095.95</b>	<b>7,292,572.00</b>	<b>1,437,476.05</b>	<b>19.71%</b>
<b>Gross Profit</b>	<b>5,855,095.95</b>	<b>7,292,572.00</b>	<b>1,437,476.05</b>	<b>19.71%</b>
<b>Expenses</b>				
6100 Salaries and Wages	3,410,380.00	4,505,974.00	1,095,594.00	24.31%
6200 Employee Benefits	782,353.84	1,000,000.00	217,646.16	21.76%
6310 Professional Services	179,334.02	200,000.00	20,665.98	10.33%
6320 Outside Services	98,192.90	116,327.00	18,134.10	15.59%
6400 Facilities	143,341.77	130,000.00	(13,341.77)	-10.26%
6500 Other Purchased Services	224,952.06	243,647.00	18,694.94	7.67%
6580 Travel	<b>59,659.03</b>	45,000.00	(14,659.03)	-32.58%
6610 Supplies	<b>141,730.69</b>	161,000.00	19,269.31	11.97%
6635 Food Service	<b>218,303.50</b>	-	(218,303.50)	
6640 Books and Instructional Aids	3,007.99	3,000.00	(7.99)	-0.27%
6650 Supplies - Technology Related	9,776.87	10,000.00	223.13	2.23%
6740 Depreciation	322,455.52	-	(322,455.52)	
6810 Dues and Fees	48,202.21	9,550.00	(38,652.21)	-404.74%
6850 Interest and Finance Charges	216,677.27	326,745.00	110,067.73	33.69%
6890 Miscellaneous	5,800.87	-	(5,800.87)	
<b>Total Expenses</b>	<b>5,864,168.54</b>	<b>6,751,243.00</b>	<b>887,074.46</b>	<b>13.14%</b>
<b>Net Operating Income</b>	<b>(9,072.59)</b>	<b>541,329.00</b>	<b>550,401.59</b>	<b>101.68%</b>
<b>Other Income</b>				
1990 Interest Income	51,595.26	-	36,178.02	
<b>Total Other Income</b>	<b>51,595.26</b>	<b>-</b>	<b>36,178.02</b>	
<b>Net Other Income</b>	<b>51,595.26</b>	<b>-</b>	<b>36,178.02</b>	
<b>Net Income</b>	<b>42,522.67</b>	<b>541,329.00</b>	<b>586,579.61</b>	<b>108.36%</b>

## Western School of Science and Technology

### Profit and Loss by Month

July 2024 - April 2025

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	Total
<b>Income</b>											
1700 School Activities							2,915.00		6,491.91		9,406.91
1920 Private Donations and Grants	420.00	380.00	1,098.17	90.00	670.00	240.00	1,495.00	400.00	1,620.00	90.00	6,503.17
1950 Other Income		10,344.97	50.00	9,738.64	1,165.97		1,813.64		2,200.00	3,500.00	28,813.22
1975 Fundraising			2,645.72	10,532.27	1,915.00		1,040.00		1,790.25	51.66	17,974.90
3000 State	483,707.48	484,016.40	505,107.76	522,520.50	495,004.64	604,242.92	547,601.93	514,268.27	509,777.59	490,438.33	5,156,685.82
4000 Federal	33,957.88	71,817.37	77,923.90	32,306.58	64,749.23	31,575.72	87,997.93	119,096.14	56,756.32	59,530.86	635,711.93
<b>Total Income</b>	<b>\$ 518,085.36</b>	<b>\$ 566,558.74</b>	<b>\$ 586,825.55</b>	<b>\$ 575,187.99</b>	<b>\$ 563,504.84</b>	<b>\$ 636,058.64</b>	<b>\$ 642,863.50</b>	<b>\$ 633,764.41</b>	<b>\$ 578,636.07</b>	<b>\$ 553,610.85</b>	<b>\$ 5,855,095.95</b>
<b>Gross Profit</b>	<b>\$ 518,085.36</b>	<b>\$ 566,558.74</b>	<b>\$ 586,825.55</b>	<b>\$ 575,187.99</b>	<b>\$ 563,504.84</b>	<b>\$ 636,058.64</b>	<b>\$ 642,863.50</b>	<b>\$ 633,764.41</b>	<b>\$ 578,636.07</b>	<b>\$ 553,610.85</b>	<b>\$ 5,855,095.95</b>
<b>Expenses</b>											
6100 Salaries and Wages	158,913.00	521,709.31	351,535.00	353,195.28	339,036.11	359,491.34	344,116.44	326,745.39	323,902.21	331,735.92	3,410,380.00
6200 Employee Benefits	54,732.19	86,099.02	57,273.97	99,807.32	73,660.81	78,381.61	66,189.07	118,594.24	73,722.13	73,893.48	782,353.84
6310 Professional Services	13,971.95	16,437.06	23,595.54	17,008.60	27,914.29	16,960.81	18,197.43	12,317.52	18,411.54	14,519.28	179,334.02
6320 Outside Services	1,310.90	6,045.67	7,285.35	20,170.31	10,926.76	13,767.80	10,811.40	12,629.85	9,555.96	5,688.90	98,192.90
6400 Facilities	12,582.25	33,356.14	18,672.76	16,650.84	5,958.35	16,576.50	17,281.27	-1,638.72	10,484.53	13,417.85	143,341.77
6500 Other Purchased Services	94,376.94	19,603.28	17,643.33	14,037.50	16,774.90	10,431.06	23,680.30	9,459.36	5,709.55	13,235.84	224,952.06
6580 Travel	2,900.41	124.62	7,594.92	5,781.18	5,114.76	5,308.68	11,911.29	4,786.04	9,692.28	6,444.85	59,659.03
6610 Supplies	23,514.38	26,582.60	7,311.95	20,294.35	16,816.54	10,815.25	6,836.49	12,574.61	9,697.64	7,286.88	141,730.69
6635 Food Service		31,502.50	29,560.00	27,580.00	21,780.00	16,386.00	23,280.00	23,720.00	17,300.00	27,195.00	218,303.50
6640 Books and Instructional Aids	1,778.77	640.66	406.40		119.76			13.50	13.50	35.40	3,007.99
6650 Supplies - Technology Related	600.83	2,404.96	1,277.94	65.27	730.17	125.99	3,370.71	1,201.00			9,776.87
6740 Depreciation	32,694.72	32,093.51	32,079.24	32,470.72	32,572.07	32,572.07	32,572.07	32,572.07	31,213.51	31,615.54	322,455.52
6810 Dues and Fees	15,489.54	3,567.05	6,925.30	1,908.12	2,254.07	964.47	6,166.09	1,816.59	6,097.00	3,013.98	48,202.21
6850 Interest and Finance Charges	25,125.77	25,100.25	25,053.51	24,464.86	24,391.49	24,376.67	24,236.64	9,654.30	9,680.11	24,593.67	216,677.27
6890 Miscellaneous	54.12	195.00	720.00	947.53	779.74	643.00	527.20	73.78	1,491.21	369.29	5,800.87
<b>Total Expenses</b>	<b>438,045.77</b>	<b>805,461.63</b>	<b>586,935.21</b>	<b>634,381.88</b>	<b>578,829.82</b>	<b>586,801.25</b>	<b>589,176.40</b>	<b>564,519.53</b>	<b>526,971.17</b>	<b>553,045.88</b>	<b>5,864,168.54</b>
<b>Net Operating Income</b>	<b>80,039.59</b>	<b>(238,902.89)</b>	<b>(109.66)</b>	<b>(59,193.89)</b>	<b>(15,324.98)</b>	<b>49,257.39</b>	<b>53,687.10</b>	<b>69,244.88</b>	<b>51,664.90</b>	<b>564.97</b>	<b>(9,072.59)</b>
<b>Other Income</b>											
1990 Interest Income	6,376.63	5,719.41	4,817.45	4,539.24	4,145.43	5,235.50	5,344.36	4,856.66	5,464.31	5,096.27	51,595.26
<b>Total Other Income</b>	<b>6,376.63</b>	<b>5,719.41</b>	<b>4,817.45</b>	<b>4,539.24</b>	<b>4,145.43</b>	<b>5,235.50</b>	<b>5,344.36</b>	<b>4,856.66</b>	<b>5,464.31</b>	<b>5,096.27</b>	<b>51,595.26</b>
<b>Net Other Income</b>	<b>6,376.63</b>	<b>5,719.41</b>	<b>4,817.45</b>	<b>4,539.24</b>	<b>4,145.43</b>	<b>5,235.50</b>	<b>5,344.36</b>	<b>4,856.66</b>	<b>5,464.31</b>	<b>5,096.27</b>	<b>51,595.26</b>
<b>Net Income</b>	<b>86,416.22</b>	<b>(233,183.48)</b>	<b>4,707.79</b>	<b>(54,654.65)</b>	<b>(11,179.55)</b>	<b>54,492.89</b>	<b>59,031.46</b>	<b>74,101.54</b>	<b>57,129.21</b>	<b>5,661.24</b>	<b>42,522.67</b>

# Coversheet

## Approval of May 2025 Financials

<b>Section:</b>	III. Approval of the Consent Agenda
<b>Item:</b>	D. Approval of May 2025 Financials
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	WSST Financials 05.31.2025.pdf

## WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY

### DASHBOARD REPORT

#### May 31, 2025

#### TOTAL VOUCHERS - MAY, 2025

598,403.60

#### Cash Activity

	Beginning	Receipts	Disbursements	Ending
July, 2024	2,153,438	546,967	711,215	1,989,190
August, 2024	1,989,190	512,055	889,089	1,612,155
September, 2024	1,612,155	574,826	576,037	1,610,945
October, 2024	1,610,945	586,427	702,321	1,495,051
November, 2024	1,495,051	576,493	487,268	1,584,276
December, 2024	1,584,276	1,156,844	602,529	2,138,590
January, 2025	2,138,590	550,299	515,696	2,173,193
February, 2025	2,173,193	603,414	538,768	2,237,839
March, 2025	2,237,839	574,989	541,417	2,271,411
April, 2025	2,271,411	558,804	639,486	2,190,730
May, 2025	2,190,730	594,153	610,304	2,174,579
<b>YTD Total - May, 2025</b>	<b>2,153,438</b>	<b>6,835,272</b>	<b>6,814,131</b>	<b>2,174,579</b>
YTD Total - 2024	1,875,902	5,529,801	5,328,276	2,077,427
YTD Total - 2025 (MAY 2025)	2,153,438	6,835,272	6,814,131	2,174,579
<b>Increase (Decrease)</b>	<b>277,535</b>	<b>1,305,471</b>	<b>1,485,855</b>	<b>97,151</b>

#### Budget

	YTD ACTUALS 2025	YTD BUDGET 2025	Over (Under)
ADM	518	520	
Revenue	6,462,234	6,684,858	(222,624)
Expenses	6,432,946	6,212,565	220,380
<b>Surplus (Deficit)</b>	<b>29,288</b>	<b>472,292</b>	<b>(443,004)</b>

Debt Service Coverage Ratio

1.09 *\*Improved from 1.07 in April*

Overage (Shortfall)

51,535 *\*Improved from 38,812 in April*

#### NOTES:

Overall efforts to decrease expense, manage reimbursements and monitor financials monthly with executive staff contribute to the continued improvement of the DSCR and a year to date Net overage.

## Cash Disbursements

### Western School of Science and Technology May 1 -31, 2025

Num	Date	Vendor	Amount
Bill.com	05/01/2025	Amazon Capital Services	(34.74)
Bill.com	05/01/2025	Nexus Therapy	(255.00)
Bill.com	05/01/2025	B and M Communications, LLC	(39.95)
Bill.com	05/01/2025	The Holman Group of Arizona	(450.00)
Bill.com	05/02/2025	Staples Advantage	(214.83)
Bill.com	05/02/2025	School Operations Solutions	(2,000.00)
Bill.com	05/02/2025	Swing Education	(3,965.63)
Bill.com	05/05/2025	Cintas Fire Protection	(631.00)
Bill.com	05/05/2025	SRP	(3,808.52)
Bill.com	05/05/2025	School Nurse Supply	(80.28)
Bill.com	05/05/2025	Technical Service Center	(585.90)
Bill.com	05/05/2025	WORLDS FINEST CHOCOLATE INC	(1,295.00)
Bill.com	05/06/2025	Senya	(911.24)
Bill.com	05/06/2025	Arizona Charter Schools Association	(310.00)
Bill.com	05/06/2025	Copperpoint Insurance Companies	(1,435.30)
Bill.com	05/06/2025	AT Direct Sports Medicine, LLC	(180.00)
Bill.com	05/06/2025	Amazon Capital Services	(83.47)
Bill.com	05/06/2025	Western Fence Co Inc	(40,742.50)
Bill.com	05/06/2025	Summit West Signs	(44,807.62)
Bill.com	05/06/2025	Arizona School Administrators	(652.60)
Bill.com	05/07/2025	Education Support Services	(710.00)
Bill.com	05/07/2025	HD Supply	(231.32)
Bill.com	05/08/2025	Challenge Foundation Group	(17,595.60)
Bill.com	05/09/2025	Canyon Athletic Association.	(190.00)
Bill.com	05/09/2025	American Express	(677.62)
Bill.com	05/09/2025	Beyond Med Plans of Arizona	(215.86)
Bill.com	05/09/2025	Swing Education	(2,446.88)
Bill.com	05/09/2025	Fester & Chapman P.C.	(2,500.00)
Bill.com	05/09/2025	Diamond Financial	(5,870.00)
Bill.com	05/09/2025	L&M Food Management Services	(27,195.00)
Bill.com	05/09/2025	United Portraits	(2,260.61)
Bill.com	05/09/2025	Southwest Gas Corporation	(30.65)
Bill.com	05/09/2025	Valleywide Transportation	(6,000.00)
Bill.com	05/12/2025	Republic Services	(3,650.61)
Bill.com	05/14/2025	Brady Industries	(2,201.07)
Bill.com	05/14/2025	Arizona Grants Management, LLC	(871.77)
Bill.com	05/14/2025	Amazon Capital Services	(92.14)
Bill.com	05/15/2025	HD Supply	(55.58)
Bill.com	05/16/2025	Staples Advantage	(193.34)
Bill.com	05/16/2025	Swing Education	(2,700.00)
Bill.com	05/16/2025	Amazon Capital Services	(9.74)
Bill.com	05/16/2025	All Copy Products, Inc	(273.87)
Bill.com	05/16/2025	City of Phoenix - Alarm	(96.00)
Bill.com	05/19/2025	Nexus Therapy	(510.00)
Bill.com	05/19/2025	Amazon Capital Services	(86.85)

## Cash Disbursements

### Western School of Science and Technology May 1 -31, 2025

Num	Date	Vendor	Amount
Bill.com	05/21/2025	CNS 360, LLC (Prev Compass Network Solu)	(82.50)
Bill.com	05/21/2025	AZALAS	(200.00)
Bill.com	05/21/2025	Glendale Civic Center	(1,712.98)
Bill.com	05/21/2025	Arizona State University - LE	(1,750.00)
Bill.com	05/21/2025	Education Support Services	(1,365.50)
Bill.com	05/21/2025	Rodriguez de Ramirez, Maria	(100.00)
Bill.com	05/21/2025	Senya	(911.24)
Bill.com	05/21/2025	MidFirst Bank - Mortgage	(36,688.71)
Bill.com	05/22/2025	City of Phoenix 0858	(3,763.17)
Bill.com	05/22/2025	Canon Financial Services, Inc.	(4,737.06)
Bill.com	05/22/2025	Swing Education	(3,206.25)
Bill.com	05/22/2025	School Nurse Supply	(113.95)
Bill.com	05/22/2025	Beyond Med Plans of Arizona	(227.85)
Bill.com	05/22/2025	Amazon Capital Services	(256.35)
Bill.com	05/22/2025	Amazon Capital Services	(88.58)
Bill.com	05/27/2025	Cox Communications 3101	(573.80)
Bill.com	05/27/2025	Edupoint	(24,805.16)
Bill.com	05/27/2025	Senya	(1,480.77)
Bill.com	05/27/2025	Aqua Chill, Inc. #13	(237.82)
Bill.com	05/27/2025	ZAG Fundraising	(270.00)
Bill.com	05/27/2025	Great American Insurance Co.	(3,445.00)
Bill.com	05/27/2025	Professional Turf Services LLC	(3,187.50)
Bill.com	05/27/2025	Truly Nolen Branch 045	(80.00)
Bill.com	05/27/2025	Verizon Wireless	(206.96)
Bill.com	05/27/2025	Amazon Capital Services	(803.49)
Bill.com	05/29/2025	Amazon Capital Services	(135.67)
Bill.com	05/30/2025	Copperpoint Insurance Companies	(1,280.30)
Bill.com	05/30/2025	Staples Advantage	(193.34)
Bill.com	05/30/2025	Selective Insurance Company of America	(3,551.00)
Bill.com	05/30/2025	School Operations Solutions	(2,000.00)
Bill.com	05/30/2025	Swing Education	(2,362.51)
Bill.com	05/30/2025	D.L. SALES CORP.	(760.92)
Bill.com	05/30/2025	HD Supply	(226.78)
PR Debit	05/05/2025	Western Employees	(122,359.74)
PR Debit	05/20/2025	Western Employees	(113,791.50)
PR Debit	05/09/2025	Inova Payroll (Prev PR Experts)	(344.95)
PR Debit	05/02/2025	Inova Payroll (Prev PR Experts)	(43,954.93)
PR Taxes	05/19/2025	Inova Payroll (Prev PR Experts)	(36,476.33)
PR Taxes	05/02/2025	Inova Payroll (Prev PR Experts)	(380.85)
PR Taxes	05/19/2025	Inova Payroll (Prev PR Experts)	(143.33)
PR Taxes	05/02/2025	Support Payment Clearinghouse	(641.62)
PR Taxes	05/02/2025	Inova Payroll (Prev PR Experts)	(143.33)
PR Taxes	05/19/2025	Inova Payroll (Prev PR Experts)	(213.77)
<b>TOTAL</b>			<b>(598,403.60)</b>

**WESTERN SCHOOL OF SCIENCE AND TECHNOLOGY**  
**STATEMENT OF FINANCIAL POSITION**  
**For the Period Ending May 31, 2025**

	May 31, 2025	
ASSETS		
Cash	2,174,579	23.60%
Accounts Receivable & Prepaid Expense	104,394	1.13% *
Current Assets	2,278,972	24.74%
Deposits	27,702	0.30%
Fixed Assets net of Accumulated Depreciation	6,906,742	74.96%
TOTAL ASSETS	9,213,416	100.00%
LIABILITIES AND NET ASSETS		
Accounts Payable and Accrued Expense	240,396	2.61%
Current Liabilities	240,396	2.61%
Mortgage Payable	5,445,244	
Total Liabilities	5,685,640	
Beginning Net Assets	3,498,489	37.97%
Net Income (Loss)	29,288	0.32%
Total Net Assets	3,527,777	38.29%
TOTAL LIABILITIES AND NET ASSETS	9,213,416	100.00%

Notes

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**Western School of Science and Technology**  
**Budget vs. Actuals: 2024-2025 Adopted Budget - FY25 P&L Classes**  
**July 2024 - May 2025**

	Year to Date	2025 Budget		
	Actual	Budget	Remaining	% Remaining
<b>Income</b>				
1700 School Activities	9,406.91		(9,406.91)	
1920 Private Donations and Grants	6,993.17	21,500.00	14,506.83	67.47%
1950 Other Income	29,144.08	50,000.00	20,855.92	41.71%
1975 Fundraising	17,974.90	25,000.00	7,025.10	28.10%
3000 State	5,675,661.66	6,386,430.00	710,768.34	11.13%
4000 Federal	666,382.81	809,642.00	143,259.19	17.69%
<b>Total Income</b>	<b>6,405,563.53</b>	<b>7,292,572.00</b>	<b>887,008.47</b>	<b>12.16%</b>
<b>Gross Profit</b>	<b>6,405,563.53</b>	<b>7,292,572.00</b>	<b>887,008.47</b>	<b>12.16%</b>
<b>Expenses</b>				
6100 Salaries and Wages	3,735,634.35	4,505,974.00	770,339.65	17.10%
6200 Employee Benefits	847,791.47	1,000,000.00	152,208.53	15.22%
6310 Professional Services	193,875.63	200,000.00	6,124.37	3.06%
6320 Outside Services	104,266.60	116,327.00	12,060.40	10.37%
6400 Facilities	159,952.77	130,000.00	(29,952.77)	-23.04%
6500 Other Purchased Services	240,476.73	243,647.00	3,170.27	1.30%
6580 Travel	61,550.89	45,000.00	(16,550.89)	-36.78%
6610 Supplies	158,427.49	161,000.00	2,572.51	1.60%
6635 Food Service	241,895.50	-	(241,895.50)	
6640 Books and Instructional Aids	3,007.99	3,000.00	(7.99)	-0.27%
6650 Supplies - Technology Related	9,826.85	10,000.00	173.15	1.73%
6740 Depreciation	354,042.31	-	(354,042.31)	
6810 Dues and Fees	50,783.86	9,550.00	(41,233.86)	-431.77%
6850 Interest and Finance Charges	265,332.35	326,745.00	61,412.65	18.80%
6890 Miscellaneous	6,080.82	-	(6,080.82)	
<b>Total Expenses</b>	<b>6,432,945.61</b>	<b>6,751,243.00</b>	<b>318,297.39</b>	<b>4.71%</b>
<b>Net Operating Income</b>	<b>(27,382.08)</b>	<b>541,329.00</b>	<b>568,711.08</b>	<b>105.06%</b>
<b>Other Income</b>				
1990 Interest Income	56,670.33	-	36,178.02	
<b>Total Other Income</b>	<b>56,670.33</b>	<b>-</b>	<b>36,178.02</b>	
<b>Net Other Income</b>	<b>56,670.33</b>	<b>-</b>	<b>36,178.02</b>	
<b>Net Income</b>	<b>29,288.25</b>	<b>541,329.00</b>	<b>604,889.10</b>	<b>111.74%</b>



Western School of Science and Technology  
Profit and Loss by Month  
July 2024 - May 2025

	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Total
Income												
1700 School Activities							2,915.00		6,491.91			9,406.91
1920 Private Donations and Grants	420.00	380.00	1,098.17	90.00	670.00	240.00	1,495.00	400.00	1,620.00	90.00	490.00	6,993.17
1950 Other Income		10,344.97	50.00	9,738.64	1,165.97		1,813.64		2,200.00	3,500.00	330.86	29,144.08
1975 Fundraising			2,645.72	10,532.27	1,915.00		1,040.00		1,790.25	51.66		17,974.90
3000 State	483,707.48	484,016.40	505,107.76	522,520.50	495,004.64	604,242.92	547,601.93	514,268.27	509,777.59	490,438.33	518,975.84	5,675,661.66
4000 Federal	33,957.88	71,817.37	77,923.90	32,306.58	64,749.23	31,575.72	87,997.93	119,096.14	56,756.32	59,530.86	30,670.88	666,382.81
Total Income	\$ 518,085.36	\$ 566,558.74	\$ 586,825.55	\$ 575,187.99	\$ 563,504.84	\$ 636,058.64	\$ 642,863.50	\$ 633,764.41	\$ 578,636.07	\$ 553,610.85	\$ 550,467.58	\$ 6,405,563.53
Gross Profit	\$ 518,085.36	\$ 566,558.74	\$ 586,825.55	\$ 575,187.99	\$ 563,504.84	\$ 636,058.64	\$ 642,863.50	\$ 633,764.41	\$ 578,636.07	\$ 553,610.85	\$ 550,467.58	\$ 6,405,563.53
Expenses												
6100 Salaries and Wages	158,913.00	521,709.31	351,535.00	353,195.28	339,036.11	359,491.34	344,116.44	326,745.39	323,902.21	331,735.92	325,254.35	3,735,634.35
6200 Employee Benefits	54,732.19	86,099.02	57,273.97	99,807.32	73,660.81	78,381.61	66,189.07	118,594.24	73,722.13	73,893.48	65,437.63	847,791.47
6310 Professional Services	13,971.95	16,437.06	23,595.54	17,008.60	27,914.29	16,960.81	18,197.43	12,317.52	18,411.54	14,519.28	14,541.61	193,875.63
6320 Outside Services	1,310.90	6,045.67	7,285.35	20,170.31	10,926.76	13,767.80	10,811.40	12,629.85	9,555.96	5,688.90	6,073.70	104,266.60
6400 Facilities	12,582.25	33,356.14	18,672.76	16,650.84	5,958.35	16,576.50	17,281.27	-1,638.72	10,484.53	13,417.85	16,611.00	159,952.77
6500 Other Purchased Services	94,376.94	19,603.28	17,643.33	14,037.50	16,774.90	10,431.06	23,680.30	9,459.36	5,709.55	13,235.84	15,524.67	240,476.73
6580 Travel	2,900.41	124.62	7,594.92	5,781.18	5,114.76	5,308.68	11,911.29	4,786.04	9,692.28	6,444.85	1,891.86	61,550.89
6610 Supplies	23,514.38	26,582.60	7,311.95	20,294.35	16,816.54	10,815.25	6,836.49	12,574.61	9,697.64	7,286.88	16,696.80	158,427.49
6635 Food Service		31,502.50	29,560.00	27,580.00	21,780.00	16,386.00	23,280.00	23,720.00	17,300.00	27,195.00	23,592.00	241,895.50
6640 Books and Instructional Aids	1,778.77	640.66	406.40		119.76			13.50	13.50	35.40		3,007.99
6650 Supplies - Technology Related	600.83	2,404.96	1,277.94	65.27	730.17	125.99	3,370.71	1,201.00			49.98	9,826.85
6740 Depreciation	32,694.72	32,093.51	32,079.24	32,470.72	32,572.07	32,572.07	32,572.07	32,572.07	31,213.51	31,615.54	31,586.79	354,042.31
6810 Dues and Fees	15,489.54	3,567.05	6,925.30	1,908.12	2,254.07	964.47	6,166.09	1,816.59	6,097.00	3,013.98	2,581.65	50,783.86
6850 Interest and Finance Charges	25,125.77	25,100.25	25,053.51	24,464.86	24,391.49	24,376.67	24,236.64	9,654.30	9,680.11	24,593.67	48,655.08	265,332.35
6890 Miscellaneous	54.12	195.00	720.00	947.53	779.74	643.00	527.20	73.78	1,491.21	369.29	279.95	6,080.82
Total Expenses	438,045.77	805,461.63	586,935.21	634,381.88	578,829.82	586,801.25	589,176.40	564,519.53	526,971.17	553,045.88	568,777.07	6,432,945.61
Net Operating Income	80,039.59	(238,902.89)	(109.66)	(59,193.89)	(15,324.98)	49,257.39	53,687.10	69,244.88	51,664.90	564.97	(18,309.49)	(27,382.08)
Other Income												
1990 Interest Income	6,376.63	5,719.41	4,817.45	4,539.24	4,145.43	5,235.50	5,344.36	4,856.66	5,464.31	5,096.27	5,075.07	56,670.33
Total Other Income	6,376.63	5,719.41	4,817.45	4,539.24	4,145.43	5,235.50	5,344.36	4,856.66	5,464.31	5,096.27	5,075.07	56,670.33
Net Other Income	6,376.63	5,719.41	4,817.45	4,539.24	4,145.43	5,235.50	5,344.36	4,856.66	5,464.31	5,096.27	5,075.07	56,670.33
Net Income	86,416.22	(233,183.48)	4,707.79	(54,654.65)	(11,179.55)	54,492.89	59,031.46	74,101.54	57,129.21	5,661.24	(13,234.42)	29,288.25

# Coversheet

## Approval of the Updated Title IX policy

<b>Section:</b>	III. Approval of the Consent Agenda
<b>Item:</b>	L. Approval of the Updated Title IX policy
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2025 edits_Title IX Policy.docx - Google Docs.pdf

## **TITLE IX – SEX DISCRIMINATION POLICY AND GRIEVANCE PROCEDURES**

Title IX of the Education Amendments of 1972 and the Title IX Regulations prohibit discrimination on the basis of sex. The School has adopted the grievance procedures below to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the School's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations. This Policy is effective as of **PENDING BOARD APPROVAL.**

1. Nondiscrimination Policy Statement and Notifications. The School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in employment.

The School will provide notice of this nondiscrimination policy to students; parents, guardians, or other authorized legal representative of School students; employees; and applicants for employment. In addition to any other means of notification, the contact information for the Title IX Coordinator (indicated below) and the School's nondiscrimination policy will be prominently posted on the School's website and in any student or employee handbooks. The required notification may be accomplished in any way that the School deems appropriate and effective.

2. Title IX Coordinator. The School's designated and authorized Title IX Coordinator can be reached as follows:

Nancy Carbajal, Director Of Business & Financial Services, Title IX Coordinator, 6515 W Indian School RD Phoenix AZ 85033, 623-249-3900, [HR@wsst.school](mailto:HR@wsst.school)

The Title IX Coordinator is designated and authorized to coordinate the School's compliance with Title IX and this Policy.

~~In addition to other obligations set forth in this Policy, the Title IX Coordinator will monitor the School for barriers to reporting information about conduct that may be sex discrimination and take steps reasonably calculated to eliminate those barriers. ¶~~

3. Complaints of Sex Discrimination. The following individuals may make a complaint of sex discrimination and request that the School investigate and make a determination about alleged discrimination under Title IX:

- A student or employee of the School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX;
- A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating in or attempting to participate in the School's education program or activity;

- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a Complainant;
- The School's Title IX Coordinator.

Complaints of ~~sexual-based~~ harassment (defined below), which is a subset of sex discrimination, may be made only by a person who is alleged to have been subjected to the ~~sexual-based~~ harassment, a person who has the right to act on behalf of such person, or the Title IX Coordinator.

The School may consolidate complaints of sex discrimination/~~sexual harassment~~ against more than one Respondent, or by more than one Complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination/~~sexual harassment~~ arise out of the same facts or circumstances, except when such consolidation would violate FERPA.

Complaints of conduct that is not alleged to constitute sex discrimination ~~pursuant to Title IX~~ will be handled pursuant to the School's regular procedures for resolving student or employee grievances promptly and equitably. Complaints of conduct that could constitute sex discrimination will be handled using the grievance procedures set forth below.

4. Definition of "Sexual-Based Harassment." For purposes of this policy, "~~sexual-based harassment~~" ~~means conduct on the basis of sex that satisfies~~ is any one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291 (a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

- ~~Sexual harassment and harassment based on sex stereotypes, sex characteristics, pregnancy or related conditions, gender identity and sexual orientation, and other sex-based conduct, including pregnancy or related conditions. ¶¶~~
- ~~Conduct of a School employee, agent, or other person authorized by the School that expressly or impliedly conditions the provision of an aid, benefit or service of the School on an individual's participation in unwelcome sexual conduct. ¶¶~~
- ~~Hostile environment conduct, which is unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the School's educational programs or activities. ¶¶~~
- ~~Conduct that constitutes sexual assault, dating violence, domestic violence or stalking under the Clery Act, 20 U.S.C. § 1092(F)(6)(A)(v), or the Violence Against Women Act of 1994, 34 U.S.C. § 12291(a)(10).~~

The School's "educational programs or activities" include events and circumstances that are subject to the School's disciplinary authority. All other terms relevant to a Title IX complaint shall be construed in accordance with the current Title IX regulations and any relevant case law.

5. Required Reporting of Sex Discrimination. The School will notify all ~~non-confidential~~ employees that they must report any information about conduct that reasonably may constitute sex discrimination, including ~~sexual-based~~ harassment, immediately to the Title IX Coordinator.

6. Response to Complaints. Upon notification of conduct that reasonably may constitute sex discrimination or receiving a complaint of sex discrimination, the Title IX Coordinator shall:

- Treat the Complainant and Respondent equitably,
- Offer and coordinate supportive measures as appropriate,
- Notify the Complainant and Respondent of the grievance procedures and any available informal resolution process,
- Initiate the grievance procedures, as appropriate,
- If the grievance procedures are initiated, notify the parties **in writing** a) of sufficient information to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s); b) that the information provided to the parties will be updated if additional allegations are raised during the grievance procedure, c) that retaliation is prohibited, ~~and~~ d) that the parties are entitled to an equal opportunity to an accurate description of the relevant and not otherwise impermissible evidence, and that the parties are entitled to access the evidence upon the request of either party after receiving the description, **e) that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process, f) that parties may have an advisor of their choice, who may be but is not required to be, and attorney, and g) includes any provision of the code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.** ~~This notification may be provided orally or in writing.~~
- Determine whether a complaint may be dismissed under Section 9, below, and
- Determine whether to initiate a complaint if one is not otherwise filed.

For purposes of this Policy, the term "**formal complaint**" means any **document filed by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegations of sexual harassment.** ~~oral or written request to the School that objectively can be understood as a request for the School to investigate and make a determination about alleged sex discrimination.~~

7. Supportive Measures. The Title IX Coordinator shall offer supportive measures as appropriate to both the Complainant and alleged Respondent to restore or preserve access to the School's educational program and activities, without unreasonably burdening the other party or being imposed for punitive or disciplinary reasons and shall be offered without charge. Supportive measures may include counseling, extension of class deadlines, class modifications

or class schedule changes, no-contact orders, and/or increased monitoring and supervision, as deemed appropriate by the Title IX Coordinator. The Title IX Coordinator may modify or terminate supportive measures for either or both parties at the conclusion of the grievance process or an informal resolution.

If the Complainant or Respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP Team or the School's Section 504 Coordinator to determine how to comply with the student's IEP or Section 504 Plan in implementing any supportive measures.

Either the Complainant or Respondent may appeal the supportive measures to the School's Superintendent if they are dissatisfied with the supportive measures offered. There is no additional right of appeal from the Superintendent's decision on appeal.

8. Emergency Removal/Administrative Leave. The School may remove a student who is a Respondent from the School's educational program or activity on an emergency basis, provided that the school undertakes an individualized safety and risk analysis and determines that removal is necessary ~~because there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment and justifies removal. to protect the Complainant or another individual from an imminent threat to health or safety.~~ If a student has an IEP or a Section 504 Plan, the decision to remove the student on an emergency basis must be coordinated with one or more members of the student's IEP Team or the Section 504 Coordinator to ensure compliance with relevant IDEA or Section 504 requirements. A Respondent ~~must be notified of the decision for emergency removal and provided an opportunity to challenge the decision immediately following the removal through an~~ ~~may appeal an~~ of the emergency removal decision to the School's Superintendent. There is no additional right of appeal from the Superintendent's decision on appeal.

The School may place an employee who is a Respondent on administrative leave while allegations are investigated and resolved in accordance with this Policy.

#### 9. Summary Dismissal of Complaint.

A. Permissive Dismissal. The Title IX Coordinator ~~or investigator~~ ~~may~~ dismiss a complaint if:

- ~~The School is unable to identify the Respondent after taking reasonable steps to do so;~~
- ~~The Complainant voluntarily requests withdrawal of the complaint or any of the allegations of the complaint in writing, the Title IX Coordinator declines to initiate a complaint, and the School determines that the conduct alleged in the complaint would not constitute sex discrimination under Title IX even if proven;~~
- ~~The School is unable to identify the Respondent after taking reasonable steps to do so;~~
- The Respondent withdraws from the School or terminates their employment with the School; or

- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

**B. Mandatory Dismissal.** The Title IX Coordinator *must* dismiss a complaint if:

- The School determines that the conduct alleged in the complaint, even if proven, would not constitute sex ~~discrimination~~ **harassment** under Title IX, and before dismissing the complaint for this reason, the School will make reasonable efforts to clarify the allegations with the Complainant.
- The conduct alleged, even if proven, did not occur against a person in the United States;
- The conduct alleged, even if proven, did not occur in the School's education program or activity.



Upon dismissal of a complaint or any allegations contained in a complaint, the Title IX Coordinator or investigator will promptly and simultaneously provide written notice of the dismissal and the reason(s) for the dismissal to the Complainant and Respondent. The Title IX Coordinator or investigator will also notify the Complainant that a dismissal may be appealed and will provide the Complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then the Title IX Coordinator or investigator will also notify the Respondent that the dismissal may be appealed.

Dismissals may be appealed only based on a) a procedural irregularity that would change the outcome, b) new evidence that would change the outcome and was not reasonably available when the dismissal decision was made, or c) the Title IX Coordinator, the investigator or the Decision Maker had a conflict of interest that would change the outcome. If a dismissal is appealed, the appeal procedures will comply with the Title IX Regulations, and the appeal will be decided by the Superintendent.

If a complaint is summarily dismissed, the School may nevertheless take whatever additional disciplinary action it deems appropriate against the Respondent under its Student Code of Conduct and procedures related thereto. The School will also offer supportive measures to the parties, as appropriate, and take other prompt and effective steps, as appropriate to ensure that sex discrimination does not continue or recur, assuming that it did occur.

10. General Principles Governing Grievance Process. Following the receipt of a complaint, the Title IX Coordinator or an assigned investigator who has had training in Title IX investigations will conduct an investigation of the allegations, unless they are summarily dismissed in accordance with Section 9. The investigation will include an objective evaluation of all relevant available evidence that is not otherwise impermissible, and may include witness interviews, review of relevant documents, and consultation with other staff members as necessary. Categories of impermissible evidence that will not be considered or accessed during the investigation are set forth in the Title IX Regulations. Any credibility determinations made by the Title IX Coordinator or investigator will not be based on a person's status as a Complainant, Respondent, or witness.



The Title IX Coordinator or investigator must be free from any conflicts of interest or bias.

The School will attempt to resolve all complaints alleging a violation of this Policy within 65 business days, not including any time for an appeal of the Determination (as defined below). The School will follow reasonably prompt timeframes for the major stages of the grievance procedures, including the following: evaluation of a complaint (the decision whether to dismiss or investigate a complaint) within 15 business days of the receipt of a complaint; investigation to be completed within 30 business days of the determination to investigate a complaint; and a determination within 20 business days of the completion of the investigation of a complaint. Those time frames may be extended on a case-by-case basis for good cause, including as required by the circumstances of the investigation and equity to the parties, with written notice to the parties of the new deadlines and the reason for the delay. The Title IX Coordinator or investigator will not wait for the conclusion of any law enforcement investigation or criminal proceeding to begin the Title IX investigation, but the Title IX Coordinator or investigator may consider such investigations or proceedings in determining an appropriate timeline in which to resolve a complaint. The School's decision to extend these timeframes is not subject to appeal.

The Title IX Coordinator or investigator will take reasonable steps to protect the privacy of the parties and witnesses during the grievance process. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses, consulting with family members or an advisor, or otherwise preparing for or participating in the grievance process. Again, retaliation is prohibited against anyone involved in the grievance process by either party.

If a Complainant or a Respondent has an IEP or a Section 504 Plan, the Title IX Coordinator or investigator will consult with one or more members of the student's IEP Team or the Section 504 Coordinator to ensure compliance with relevant IDEA or Section 504 requirements during the grievance process.

11. Investigation. The investigation will be premised on a presumption that the Respondent is not responsible for the alleged sex discrimination. The burden of proof is on the School to prove a violation of this Policy by a preponderance of the evidence, which means that it is more likely than not that the Respondent engaged in the prohibited behavior.

The School will determine whether the Title IX Coordinator will investigate the allegations or whether a separate individual who is trained in Title IX requirements will investigate the allegations. The School will also determine ~~whether the Title IX Coordinator or the investigator,~~ **the Decision Maker, who must be different from the Title IX Coordinator and Investigator, will act as the Decision Maker** and make the final determination. These role determinations will be made on a case-by-case basis.

Both the Complainant and the Respondent will have a reasonable opportunity to present witnesses and other evidence to the Title IX Coordinator or investigator. The Title IX Coordinator or investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.



Before the ~~Decision Maker makes a Determination~~ Investigator completes a final investigation report

on the complaint, each party will have an equal opportunity to access the relevant and not impermissible evidence in the following manner:

- The Title IX Coordinator or investigator will provide an accurate description of the evidence, along with an opportunity to access the evidence upon request of either party.
- The Title IX Coordinator or investigator will allow the parties a reasonable opportunity to respond to the description of the evidence, a minimum of at least 10 days to submit a written response.
- Except as allowed by law, the Title IX Coordinator or investigator will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance process.

In addition, if the Decision Maker needs to assess a party's or witness's credibility – if it is in dispute and is necessary to evaluate one or more of the allegations in the complaint – the Decision Maker will provide the parties with written, advance notice that the Decision Maker will question one or more of the parties and/or witnesses. Although the parties may not participate in or attend such questioning, the Decision Maker will provide the parties with an accurate description of the credibility determination made based on the questioning prior to making a Determination on the complaint.

Before the Decision Maker makes a determination of responsibility, the Investigator will prepare an investigation report that fairly summarizes the relevant evidence and provide the report simultaneously to the Parties, their advisor(s) if any, and the Decision Maker, at least 10 days prior to the Decision Maker's determination of responsibility.

12. Determination of Responsibility. Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Decision Maker will make the determination regarding responsibility (the "Determination"). Prior to the written determination, the Decision Maker will permit each party the opportunity to submit written, relevant questions that a party wants asked of any party of a witness and facilitate such questions and answers. The Decisionmaker will:

- Provide notice to the parties of their ability to submit written, relevant questions that they want asked of any party or witness;
- Provide each party the answers to those questions;
- Permit additional, limited-follow up questions from each party.

The Decision Maker will issue a written Determination that includes:

- A statement of the allegations;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearing held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the recipient's code of conduct to the facts;
- A determination of responsibility for each allegation;
- The rationale for the Determination;
- Any disciplinary sanction the recipient imposes on the Respondent;
- Any ongoing remedies or supportive measures offered to either Party; and
- A description of the right to an appeal, how to request an appeal, and the permitted bases for an appeal.

The Complainant and the Respondent will be notified concurrently of the Determination.

If the Decision Maker determines that sex discrimination occurred, the Title IX Coordinator will, as appropriate, a) coordinate the provision and implementation of remedies to the Complainant and any other people identified as having had equal access to the School's education program or activity limited or denied by sex discrimination, b) coordinate the imposition of any disciplinary sanctions on the Respondent, including notifying the Complainant of any disciplinary consequences, and c) take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur.

Students or employees found to have violated Title IX will be subject to disciplinary sanctions. Such disciplinary sanctions include, but are not limited to:

- For a Respondent student, participation in counseling services; revocation of privileges related to extra-curricular programs including sports; no-contact orders; schedule changes; short-term or long-term suspension; or expulsion.
- For a Respondent employee, participation in counseling services; no-contact orders; reassignment; suspension without pay; or termination of employment.

This Policy prohibits the Complainant, the Respondent and any witnesses from knowingly making a false statement or providing false evidence in connection with a Title IX investigation. The School may take disciplinary action under the Student Code of Conduct or employee handbook against individuals who make such false statements, provided that there is evidence of such falsehoods independent of the Determination regarding whether sex discrimination occurred.

13. Informal Resolution. In lieu of resolving a complaint using these grievance procedures, the parties may instead elect to participate in an informal resolution process. Allegations may be resolved informally only if the complaint does not allege that a School employee engaged in sex-based harassment of a student. The Title IX Coordinator or investigator will consider the age of the students involved, if any, and the nature of the alleged conduct into account when determining whether to offer an informal resolution, understanding that for younger students, informal resolution may be more appropriate to resolve complaints than the use of the grievance procedures.

Both parties to a formal complaint must voluntarily agree to participate in an informal resolution, after being provided with notice of the allegations, the requirements of the informal resolution process, the right to withdraw from the process, the fact that agreeing to a resolution will be binding and final, and what information might be used in the grievance process, should a party withdraw from informal resolution. As part of the informal resolution process, the Title IX Coordinator or investigator may engage in interviews and other fact finding. Available methods of informal resolution include arbitration, mediation, and restorative justice procedures, and will be led by a qualified facilitator, who may be the Title IX Coordinator. Either party may withdraw from informal resolution at any time before agreeing to a resolution and resume the grievance process. If a party withdraws and elects to process with the grievance process, the facilitator of the informal resolution process will not be involved in the grievance process as either the investigator or the Decision Maker. Once an informal resolution is agreed to by the parties, it becomes binding and final on them. The Title IX Coordinator or the investigator has the discretion to decline informal resolution for some complaints, including complaints of sexual violence, and instead require compliance with these grievance procedures.

14. Retaliation. Title IX prohibits retaliation for reporting or participating in an investigation of a report regarding sex discrimination. No person shall be retaliated against by the School in any way or subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having participated in any proceeding under this Policy. In addition, it shall be a violation of this Policy for any person to retaliate against another individual, including against other students, for the purposes of interfering with that individual's Title IX rights or because an individual has participated or refused to participate in proceedings under this Policy. Individuals may be subject to actions under this Policy and/or under the Student Code of Conduct or the employee handbook for retaliation in violation of this Policy.

15. Recordkeeping. The School will maintain all documents related to allegations of sex discrimination for at least seven years. The records maintained by the School will include at least information regarding actions taken to respond to information about conduct that may constitute sex discrimination, informal resolutions, and complaint resolutions using the grievance procedures.

16. Training. The School will provide annual training on the requirements of this Policy, including employee reporting requirements, and other relevant Title IX information to all employees, including those involved in implementing this Policy. Such training will also be provided at the time of hire.

Any documents used for such training will be publicly available upon request.

17. Appeal of Determination. Either the Complainant or the Respondent may appeal from the Determination by submitting a notice of appeal that includes the bases of the appeal to the Decision Maker within 10 business days of the date of the Determination. Written notice of the appeal will be provided to both parties by the School. Either party may file a written response in support of or challenging the Determination and the bases for the appeal within 5 business days of the date on which written notice of the appeal was provided to all parties.

An appeal may be filed on the following bases only:

- A procedural irregularity affected the outcome of the matter,
- There is newly discovered evidence that could affect the outcome of the matter and that was not available at the time the Determination was made, and/or
- The Title IX Coordinator, the investigator or the Decision Maker had a conflict of interest or bias that affected the outcome of the matter.

The appeal will be decided by the School Governing Board on written submissions from the parties only. No hearing will be held for an appeal.

The School Governing Board will simultaneously provide the parties with a written decision regarding the appeal, which will describe the result of the appeal and the rationale for the decision.

# Coversheet

## Discussion and Consideration of the FY26 Proposed Budget

<b>Section:</b>	IV. Action Items #1
<b>Item:</b>	A. Discussion and Consideration of the FY26 Proposed Budget
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Proposed FY26 Budget .pdf

Charter school

Western School of Science and Technology

Charter name

d.b.a. (as applicable)

County

Maricopa

CTDS number

078221000

FY 2026

State of Arizona

Instructions

Charter School Annual Budget

Proposed

Version

Charter website link of posted budget

www.western.cfacademy.school

By the Governing Board

We hereby certify that the budget for the school year 2026 was

Proposed	June 27, 2025
Adopted	
Revised	

Date

Signed	Title

1. Total budgeted revenues for fiscal year 2025

\$

#ERROR!

2. Estimated revenues by source for fiscal year 2026

Local	1000	\$	125,864
Intermediate	2000	\$	
State	3000	\$	6,214,857
Federal	4000	\$	637,343
TOTAL		\$	6,978,065

Charter school contact employee:

Adrian Espana

Telephone:

623-249-3900

Email:

aespana@wsst.school

The FY 2026 budget file for the version described at left will be uploaded through the School Finance Budget System on ADE's website by

July 5, 2025

Type the date as MM/DD/YYYY

School official signature	School official signature
Nancy Carbajal	Adrian Espana
School official (typed name)	School official (typed name)

Average teacher salary (A.R.S. §15-189.05)

☐ Check box if the school is new and will begin operations in FY 2026.

1. Average salary of all teachers employed in budget year 2026	\$	62,867
2. Average salary of all teachers employed in prior year 2025	\$	66,791
3. Increase in average teacher salary from the prior year 2025	\$	-3,924
4. Percentage increase		-5.9%

Comments on average salary calculation (optional):

Charter school		Western School of Science and Technology			County	Maricopa		CTDS number		078221000	
Expenses		Instructions	Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ decrease	
								Prior year 2025	Budget year 2026		
1000 Schoolwide Project and 1500-1999 Other Special Projects											
100 Regular education											
1000 Instruction		1.	833,674	179,506	117,772	29,776	17,293	#ERROR!	1,178,021	#ERROR!	1.
Support services											
2100 Students		2.	521,980	137,405		4,115	2,032	#ERROR!	665,532	#ERROR!	2.
2200 Instruction		3.	533,190	122,634	(0)	55		#ERROR!	655,879	#ERROR!	3.
2300 General administration		4.			137,136			#ERROR!	137,136	#ERROR!	4.
2400 School administration		5.	790,381	181,788	282,453	52,932	20,726	#ERROR!	1,328,280	#ERROR!	5.
2500 Central services		6.						#ERROR!	0	#ERROR!	6.
2600 Operation & maintenance of plant		7.	187,467	43,117	127,107	76,801	289,723	#ERROR!	724,215	#ERROR!	7.
2900 Other support services		8.						#ERROR!	0	#ERROR!	8.
3000 Operation of noninstructional services		9.			41,174	287,931	50,000	#ERROR!	379,104	#ERROR!	9.
4000 Facilities acquisition & construction		10.						#ERROR!	0	#ERROR!	10.
5000 Debt service		11.					378,400	#ERROR!	378,400	#ERROR!	11.
610 School-sponsored cocurricular activities		12.						#ERROR!	0	#ERROR!	12.
620 School-sponsored athletics		13.						#ERROR!	0	#ERROR!	13.
630, 700, 800, 900 Other programs		14.				24,356		#ERROR!	24,356	#ERROR!	14.
Subtotal (lines 1-14)		15.	2,866,692	664,450	705,642	475,966	758,173	#ERROR!	5,470,923	#ERROR!	15.
200 Special education											
1000 Instruction		16.	141,965	34,152	37,676	7,312		#ERROR!	221,105	#ERROR!	16.
Support services											
2100 Students		17.						#ERROR!	0	#ERROR!	17.
2200 Instruction		18.						#ERROR!	0	#ERROR!	18.
2300 General administration		19.						#ERROR!	0	#ERROR!	19.
2400 School administration		20.						#ERROR!	0	#ERROR!	20.
2500 Central services		21.						#ERROR!	0	#ERROR!	21.
2600 Operation & maintenance of plant		22.						#ERROR!	0	#ERROR!	22.
2900 Other support services		23.						#ERROR!	0	#ERROR!	23.
3000 Operation of noninstructional services		24.						#ERROR!	0	#ERROR!	24.
4000 Facilities acquisition & construction		25.						#ERROR!	0	#ERROR!	25.
5000 Debt service		26.						#ERROR!	0	#ERROR!	26.
Subtotal (lines 16-26)		27.	141,965	34,152	37,676	7,312	0	#ERROR!	221,105	#ERROR!	27.
400 Pupil transportation		28.			28,034	38		#ERROR!	28,072	#ERROR!	28.
530 Dropout prevention programs		29.						#ERROR!	0	#ERROR!	29.
540 Joint career & technical ed. & vocational ed. center		30.						#ERROR!	0	#ERROR!	30.
550 K-3 Reading		31.						#ERROR!	0	#ERROR!	31.
Subtotal (lines 15 and 27-31)		32.	3,008,657	698,602	771,351	483,316	758,173	#ERROR!	5,720,100	#ERROR!	32.
1010 Classroom Site Project (from page 3, line 6)		33.	482,618	144,158	0	0		#ERROR!	626,776	#ERROR!	33.
1020 Instructional Improvement Project (from page 2, line 5)		34.						#ERROR!	41,904	#ERROR!	34.
1071 English Language Learner Project (from page 4, line 11)		35.	2,500	627	5,000	2,000	0	#ERROR!	10,127	#ERROR!	35.
1072 Compensatory Instruction Project (from page 4, line 22)		36.	0	0	0	0	0	#ERROR!	0	#ERROR!	36.
1100-1499 Federal and State projects (from page 2, line 32)		37.						#ERROR!	637,343	#ERROR!	37.
Total (lines 32-37)		38.	3,493,775	843,388	776,351	485,316	758,173	#ERROR!	7,036,250	#ERROR!	38.

Charter school Western School of Science and Technology

County Maricopa

CTDS number 078221000

Federal and State projects			
Instructions			
		Prior year 2025	Budget year 2026
<b>1100-1399 Federal projects</b>			
1.	1100-1130 ESEA Title I-Helping Disadvantaged Children	#ERROR!	210,284
2.	1140-1150 ESEA Title II-Prof. Dev. And Technology	#ERROR!	19,758
3.	1160 ESEA Title IV-21st Century Schools	#ERROR!	15,249
4.	1170-1180 ESEA Title V-Promote Informed Parent Choice	#ERROR!	
5.	1190 ESEA Title III-Limited Eng. & Immigrant Students	#ERROR!	10,127
6.	1200 ESEA Title VII-Indian Education	#ERROR!	
7.	1210 ESEA Title VI-Flexibility and Accountability	#ERROR!	
8.	1220 IDEA, Part B	#ERROR!	68,873
9.	1230 Johnson-O'Malley	#ERROR!	
10.	1240 Workforce Investment Act	#ERROR!	
11.	1250 AEA-Adult Education	#ERROR!	
12.	1260-1270 Vocational Education-Basic Grants	#ERROR!	
13.	1280 ESEA Title X-Homeless Education	#ERROR!	
14.	1290 Medicaid Reimbursement	#ERROR!	
15.	1300 Charter School Implementation Proj. (Stimulus)	#ERROR!	
16.	13__ Impact Aid	#ERROR!	
17.	1310-1399 Other Federal Projects	#ERROR!	313,052
18.	Total federal projects (lines 1-17)	#ERROR!	637,343
<b>1400-1499 State projects</b>			
19.	1400 Vocational Education	#ERROR!	
20.	1410 Early Childhood Block Grant	#ERROR!	
21.	1420 Extended School Year-Pupils with Disabilities	#ERROR!	
22.	1425 Adult Basic Education	#ERROR!	
23.	1430 Chemical Abuse Prevention Programs	#ERROR!	
24.	1435 Academic Contests	#ERROR!	
25.	1450 Gifted Education	#ERROR!	
26.	1456 College Credit Exam Incentives	#REF!	
27.	1460 Environmental Special Plate	#ERROR!	
28.	1465 Charter School Stimulus Fund	#ERROR!	
29.	14__ Arizona Industry Credentials Incentive	#REF!	
30.	Other State Projects	#ERROR!	
31.	Total State projects (lines 19-30)	#ERROR!	0
32.	Total federal and State projects (lines 18 and 31)	#ERROR!	637,343
Capital acquisitions		Prior year 2025	Budget year 2026
1.	0181 Intangible assets	#ERROR!	
2.	0191 Land and land improvements	#ERROR!	
3.	0192 Site improvements	#ERROR!	
4.	0194 Buildings and building improvements	#ERROR!	
5.	0196 Equipment	#ERROR!	
6.	0198 Construction in progress	#ERROR!	
7.	Total capital acquisitions (lines 1-6)	#ERROR!	0
8.	Total capital acquisitions, if any, budgeted on lines 1-6 above for	#ERROR!	0

Special education programs by type			
		Program 200 prior year 2025	Program 200 budget year 2026
1.	Total all disability classifications	#REF!	221,105
2.	Gifted education	#ERROR!	
3.	ELL incremental costs	#ERROR!	
4.	ELL compensatory instruction	#ERROR!	
5.	Remedial education	#ERROR!	
6.	Vocational and technical ed.	#ERROR!	
7.	Career education	#ERROR!	
8.	Total (lines 1-7)	#REF!	221,105
9.	Expenses budgeted for transporting students with disabilities (as defined in A.R. S. §15-761) unique to the IEP	#ERROR!	
Instructional Improvement Project			
Indicate amounts budgeted in Project 1020 for the following:			
		Prior year 2025	Budget year 2026
1.	Teacher compensation increases	#ERROR!	41,904
2.	Class size reduction	#ERROR!	
3.	Dropout prevention programs	#ERROR!	
4.	Instructional improvement programs	#ERROR!	
5.	Total Instructional Improvement (lines 1-4)	#ERROR!	41,904
Proposed ratios for special education		Selected expenses by type (Must be included on page 1)	
Teacher-pupil	1 to 17.0	Audit services	15,500
Staff-pupil	1 to 16.0	Classroom instruction	5,692,028
State equalization assistance budgeted for food service expenses			
Enter the amount of State equalization assistance budgeted for food service, function 3100:			288,161
Debt service			
Interest 6850			284,723
Redemption of principal			378,400



Charter school

Western School of Science and Technology

County

Maricopa

CTDS number

078221000

Expenses	Instructions		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Totals		% Increase/ decrease
							Prior year 2025	Budget year 2026	
Classroom Site Project 1010									
1000 Instruction		1.	482,618	144,158			#ERROR!	626,776	#ERROR!
2100 Support services—students		2.					#ERROR!	0	#ERROR!
2200 Support services—instruction		3.					#ERROR!	0	#ERROR!
2300 Support Services - General Administration		4.					#ERROR!	0	#ERROR!
3300 Community services operations		5.					#ERROR!	0	#ERROR!
Total Classroom Site Project (lines 1-5)		6.	482,618	144,158	0	0	#ERROR!	626,776	#ERROR!

Classroom Site Project 1010 budgeted property payments	
Property disbursements	
Interest 6850	
Redemption of principal	

Charter School Western School of Science and Technology County Maricopa CTDS number 078221000

Expenses	Instructions	Number of personnel		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ decrease
		Prior year	Budget year						Prior year 2025	Budget year 2026	
English Language Learner Project - 1071											
260 Special education—ELL incremental costs											
1000 Instruction	1.	#ERROR!		2,500	627		1,000		#ERROR!	4,127	#ERROR!
Support services											
2100 Students	2.	#ERROR!					1,000		#ERROR!	1,000	#ERROR!
2200 Instruction	3.	#ERROR!				5,000			#ERROR!	5,000	#ERROR!
2300 General administration	4.	#ERROR!							#ERROR!	0	#ERROR!
2400 School administration	5.	#ERROR!							#ERROR!	0	#ERROR!
2500 Central services	6.	#ERROR!							#ERROR!	0	#ERROR!
2600 Operation & maintenance of plant	7.	#ERROR!							#ERROR!	0	#ERROR!
2900 Other support services	8.	#ERROR!							#ERROR!	0	#ERROR!
Program 260 subtotal (lines 1-8)	9.	#ERROR!	0.00	2,500	627	5,000	2,000	0	#ERROR!	10,127	#ERROR!
430 Pupil Transportation—ELL incremental costs											
Support services											
2700 Student transportation	10.	#ERROR!							#ERROR!	0	#ERROR!
Total expenses (lines 9 and 10)	11.	#ERROR!	0.00	2,500	627	5,000	2,000	0	#ERROR!	10,127	#ERROR!

Expenses		Number of personnel		Salaries 6100	Employee benefits 6200	Purchased services 6300, 6400, 6500	Supplies 6600	Other 6800	Totals		% Increase/ decrease
		Prior year	Budget year						Prior year 2025	Budget year 2026	
Compensatory Instruction Project - 1072											
265 Special education—ELL compensatory instruction											
1000 Instruction	12.	#ERROR!							#ERROR!	0	#ERROR!
Support services											
2100 Students	13.	#ERROR!							#ERROR!	0	#ERROR!
2200 Instruction	14.	#ERROR!							#ERROR!	0	#ERROR!
2300 General administration	15.	#ERROR!							#ERROR!	0	#ERROR!
2400 School administration	16.	#ERROR!							#ERROR!	0	#ERROR!
2500 Central services	17.	#ERROR!							#ERROR!	0	#ERROR!
2600 Operation & maintenance of plant	18.	#ERROR!							#ERROR!	0	#ERROR!
2900 Other support services	19.	#ERROR!							#ERROR!	0	#ERROR!
Program 265 subtotal (lines 12-19)	20.	#ERROR!	0.00	0	0	0	0	0	#ERROR!	0	#ERROR!
435 Pupil transportation—ELL compensatory instruction											
Support services											
2700 Student transportation	21.	#ERROR!							#ERROR!	0	#ERROR!
Total expenses (lines 20 and 21)	22.	#ERROR!	0.00	0	0	0	0	0	#ERROR!	0	#ERROR!

Instructions

FY 2026 Summary of charter school proposed budget

CTDS number 078221000

1000 Schoolwide Project	Totals		% Increase/ decrease
	Prior year 2025	Budget year 2026	
100 Regular education	#ERROR!	1,178,021	#ERROR!
1000 Instruction	#ERROR!		#ERROR!
Support services			
2100 Students	#ERROR!	665,532	#ERROR!
2200 Instruction	#ERROR!	655,879	#ERROR!
2300 General administration	#ERROR!	137,136	#ERROR!
2400 School administration	#ERROR!	1,328,280	#ERROR!
2500 Central services	#ERROR!	0	#ERROR!
2600 Operation & maintenance of plant	#ERROR!	724,215	#ERROR!
2900 Other support services	#ERROR!	0	#ERROR!
3000 Operation of noninstructional services	#ERROR!	379,104	#ERROR!
4000 Facilities acquisition & construction	#ERROR!	0	#ERROR!
5000 Debt service	#ERROR!	378,400	#ERROR!
610 School-sponsored cocurricular activities	#ERROR!	0	#ERROR!
620 School-sponsored athletics	#ERROR!	0	#ERROR!
630, 700, 800, 900 Other programs	#ERROR!	24,356	#ERROR!
Regular education subtotal	#ERROR!	5,470,923	#ERROR!
200 Special education	#ERROR!	221,105	#ERROR!
1000 Instruction	#ERROR!		#ERROR!
Support services			
2100 Students	#ERROR!	0	#ERROR!
2200 Instruction	#ERROR!	0	#ERROR!
2300 General administration	#ERROR!	0	#ERROR!
2400 School administration	#ERROR!	0	#ERROR!
2500 Central services	#ERROR!	0	#ERROR!
2600 Operation & maintenance of plant	#ERROR!	0	#ERROR!
2900 Other support services	#ERROR!	0	#ERROR!
3000 Operation of noninstructional services	#ERROR!	0	#ERROR!
4000 Facilities acquisition & construction	#ERROR!	0	#ERROR!
5000 Debt service	#ERROR!	0	#ERROR!
Special education subtotal	#ERROR!	221,105	#ERROR!
400 Pupil transportation	#ERROR!	28,072	#ERROR!
530 Dropout prevention programs	#ERROR!	0	#ERROR!
540 Joint career & tech. ed. & voc. ed. center	#ERROR!	0	#ERROR!
550 K-3 Reading	#ERROR!	0	#ERROR!
Total	#ERROR!	5,720,100	#ERROR!

The budget of Western School of Science and Technology for fiscal year 2026 was officially proposed by the Governing Board on June 27, 2025. The complete budget may be reviewed by contacting Adrian Espana at 6232493900 or aespana@wsst.school.

Special education programs	Totals		% Increase/ decrease
	Prior year 2025	Budget year 2026	
Total all disability classifications	#REF!	221,105	#REF!
Gifted education	#ERROR!		#ERROR!
ELL incremental costs	#ERROR!		#ERROR!
ELL compensatory instruction	#ERROR!		#ERROR!
Remedial education	#ERROR!		#ERROR!
Vocational and technical ed.	#ERROR!		#ERROR!
Career education	#ERROR!		#ERROR!
Total	#REF!	221,105	#REF!

Expenses by project			
	Totals		% Increase/ decrease
	Prior year 2025	Budget year 2026	
Schoolwide	#ERROR!	5,720,100	#ERROR!
Classroom Site Project	#ERROR!	626,776	#ERROR!
Instructional Improvement	#ERROR!	41,904	#ERROR!
English Language Learner	#ERROR!	10,127	#ERROR!
ELL Compensatory Instruction	#ERROR!	0	#ERROR!
Federal projects	#ERROR!	637,343	#ERROR!
State projects	#ERROR!	0	#ERROR!
Capital acquisitions	#ERROR!	0	#ERROR!
Total expenses	#ERROR!	7,036,250	#ERROR!

Average teacher salary	
Average salary of all teachers employed in the budget year 2026	62,867
Average salary of all teachers employed in the prior year 2025	66,791
Increase in average teacher salary from the prior year 2025	(3,924)
Percentage increase	-5.9%
Comments on average salary calculation (optional):	

Charter school Western School of Science and Technology

County Maricopa

This tab presents information on the amount and planned use of the Charter's project balances to increase transparency and provide decision-makers, other stakeholders, and the public more complete financial information. Other than the FY : amounts included on this tab are estimates.

Instructions

Estimated FY 2025 project balances and planned uses in FY 2026 and thereafter

All Projects

1.	<a href="#">FY 2024 final ending project balance</a>	2,917,012
	If the final ending project balance does not agree with the submitted FY 2024 AFR, revise the AFR and resubmit to ADE	
2.	<b>FY 2025 activity, year-to-date and estimated through June 30</b>	
	<a href="#">(a) FY 2025 revenues</a>	6,968,378
	<a href="#">(b) FY 2025 expenses, indirect costs, reversions, capital acquisitions, and redemption of principal</a>	6,804,839
3.	<b>Estimated FY 2025 ending project balance</b>	3,080,551
	<a href="#">(a) With donor restrictions/Restricted</a>	0
	<a href="#">(b) Without donor restrictions/Unrestricted</a>	3,080,551
	(c) Total (must agree to line 3 above)	3,080,551
4.	<b>Estimated FY 2025 ending project balance and planned uses</b>	
	<a href="#">(a) Deficit balance</a>	0
	<a href="#">(b) Planned to be spent in FY 2026</a>	0
	<a href="#">(c) Planned to be spent in FY 2026 to support operations of other school sites within the same charter management organization</a>	0
	<a href="#">(d) Maintained for spending after FY 2026</a>	3,080,551
	(e) Total project balance (should agree to amount on line 3)	3,080,551

5. [Comments \(optional\)](#)

CTDS number 078221000

2024 ending project balance amounts, all

Charter school

Western School of Science and Technology

County Maricopa

CTDS number 078221000

Charter information

Select from drop-down

1. Student Information System (SIS) Vendor

Edupoint (Synergy)

2. Accounting Information System

Quickbooks

3. Is the Charter exempt from the Uniform System of Financial Records for Charter Schools (USFRCS)?

Yes

4. Select the type of organization from the drop down menu and report the management organization details (if applicable):

**Charter Management Organization (CMO)** - A non-profit organization that operates or manages a network of charter schools (either through a contract or as the charter holder) linked by centralized support, operations, and oversight.  
**Education Management Organization (EMO)** - A for-profit entity that operates or manages a network of charter schools (either through a contract or as the charter holder) linked by centralized support, operations, and oversight.  
**Single Management (non-profit)** - A non-profit organization that is not a CMO or EMO and that provides management services to one charter school.  
**Single Management (for-profit)** - A for-profit entity that is not a CMO or EMO and that provides management services to one charter school.

Please contact ADE's School Finance Budget Team with questions about completing this section.

4.a Management organization type

Single Management (non-profit)

Management organization details (if applicable):

4.b Organization name

4.c Employer Identification Number

4.d Address 1

4.e Address 2

4.f City

4.g State

4.h Zip

Base support level weights (Group A weights) [A.R.S. §§15-943 and 15-185]

Please **uncheck** each box that **does not** apply. Unchecking a box indicates the criteria does not apply to the charter school. If all boxes are unchecked, the small school weight adjustment does not apply to the school.

For any boxes that are checked, please provide the required additional information described. Failure to provide complete and accurate information may result in inaccurate State aid calculations and future corrections/ADM audit findings.

Charter schools not sponsored by the Arizona State Board for Charter Schools should contact ADE's School Finance payment team by email at [SFPaymentTeam@azed.gov](mailto:SFPaymentTeam@azed.gov).

			Additional information
<input type="checkbox"/>	The organizational structure or management agreement of your charter holder requires your charter holder or charter school to contract with a specific management company.	No additional information required	

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	The governing body of your charter holder has identical membership to another charter holder in this State.	No additional information required	
	Your charter holder is a subsidiary of a corporation that has other subsidiaries that are charter holders in this State.	No additional information required	
	Your charter holder holds more than 1 charter in this State.		

Individual charter school counts

Enter total student counts for the charter school for PSD, K-8, and 9-12 students. Student count must be estimated student counts based on actual registration of students. Actual registration of PSD and kindergarten students should be divided by 2 to get estimated student counts for kindergarten. After the 100th day in session, the ADE FY 2026 ADM20 should be used, available via ADE Connect, AzEDS Portal. Schools approved to provide at least 200 days of instruction will adjust their FY 2027 budget for discrepancies between the FY 2026 100th-day and 200th-day student counts. (The Total K-UE report is used for K-8 and/or 9-12)

PSD-12 student count	PSD	K-8	9-12
Non-AOI student count		170.0000	350.0000
Full-time AOI student count		+	+
Part-time AOI student count		+	+
Total student count	=	= 170.0000	= 350.0000

Charter holder total charter school counts (complete only if 1 or more criteria above are checked)

Enter total student counts for PSD, K-8, and 9-12 students for all of the charter holder's affiliated charter schools. This table must be completed unless all boxes have been unchecked to indicate that the charter holder has no affiliated charter schools.

PSD-12 student count	PSD	K-8	9-12
Non-AOI student count			
Full-time AOI student count		+	+
Part-time AOI student count		+	+
Total student count	=	= 0.0000	= 0.0000

Support level weights (Group B weights)-[A.R.S. §§15-943, 15-185 & 15-808]

Student count add-ons

Before the 100th day in session, schools may use estimated student counts based on actual registration of students to determine the add-on weighted counts or counts may be left blank. After the 100th day in session for all schools, the student counts to determine the add-on weighted counts should be obtained from the following ADE reports:

K-3 and K-3 Reading: ADM20 –

ELL: English Learners (ELL) Students Served in Programs Under A.R.S. §15-754, ELL20

Children with Disabilities: SPED20

- 1. English Learners (ELL)
- 2. K-3
- 3. K-3 Reading

Non-AOI student count	AOI full-time student count	AOI part-time student count
95.4240		

4. Hearing Impairment (HI)			
5. MD-R, A-R, and SID-R (1)	6.8200		
6. MD-SC, A-SC, and SID-SC (2)			
7. Multiple Disabilities Severe Sensory Impairment			
8. Orthopedic Impairment (Resource)			
9. Orthopedic Impairment (Self Contained)			
10. Preschool-Severe Delay (P-SD)			
11. DD, ED, MIID, SLD, SLI, and OHI (3)	48.2681		
12. Emotional Disability (Private)			
13. Moderate Intellectual Disability (MOID)			
14. Visual Impairment (VI)			
15. Free and Reduced-Price Lunch (FRPL) (4)	517.8160		
16. Educational Programs for Gifted Pupils (G) (5)			
17. Total weighted student count (lines 1 through 16)	668.3281	0.0000	0.0000

- (1) MD-R (Multiple Disabilities-Resource), A-R (Autism-Resource), and SID-R (Severe Intellectual Disability-Resource)
- (2) MD-SC (Multiple Disabilities-Self-Contained), A-SC (Autism-Self-Contained), and SID-SC (Severe Intellectual Disability-Self-Contained)
- (3) DD (Developmental Delay for children in kindergarten through age 10), ED (Emotional Disabilities), MIID (Mild Intellectual Disability), SLD (Specific Learning Disability), SLI (Speech/Language Impairment), and OHI (Other Health Impairments)
- (4) Schools may use ADE's FRPL20-summary ADM report and/or FRPL30-site summary ADM report in AzEDS to estimate FY 2026 eligible student counts. This weight applies to all students in schools with community eligibility.
- (5) Schools may use ADE's GIFT20-summary ADM report in AzEDS to estimate FY 2026 eligible student counts.

Base support level adjustments [A.R.S. §§15-943 & 15-185]

1.

X

Check box if the school has been approved to provide at least 200 days of instruction by ADE.

A.R.S. §15-902.04 allows schools that provide *at least* 200 days of instruction to increase the base level amount by 5 percent. To be eligible for this increase in funding, the school must be approved for 200 days of instruction by ADE and its sponsor. Schools must receive approval from ADE for FY 2026 prior to June 1, 2025. Please contact ADE's School Finance account analyst team by email with questions concerning at least 200 days of instruction at [SFAAnalystTeam@azed.gov](mailto:SFAAnalystTeam@azed.gov).
2.

Decrease for federal and State monies received for M&O purposes

Enter the amount received from federal or State agencies for basic maintenance and operation of the school (except for ESEA Title VIII). Do not include federal or State grants that are received for a specific purpose. (A.R.S. §15-185)

In accordance with A.R.S. §15-185(P), the Auditor General has determined that the following federal monies meet the definition of “monies intended for the basic maintenance and operations of the school” (as referred to in that subsection), that must be used to reduce the base support level and State equalization assistance, as directed by A.R.S. §15-185(D). This list is not necessarily all-inclusive. The Auditor General may determine in the future that other federal or State grants meet the definition of “monies intended for the basic maintenance and operations of the school.”

\$ \_\_\_\_\_



1. Indian School Equalization Program entitlements received for:

- Instructional costs (basic program, gifted & talented programs, and small school adjustment)
- Bilingual instruction costs (supplemental programs–bilingual program)
- Exceptional child education costs (exceptional child programs)
- Student Transportation Fund costs
- School Board Training Fund costs (school board supplement)

Indian School Equalization Program entitlements received for boarding costs, dormitory costs, intense residential guidance costs, and pre-kindergarten costs would not be subject to the reduction.

2. Administrative cost grant entitlements received.

3.	FY 2024 nonfederal audit service actual expense	\$ 11,900.00
	Schools must include audit costs for FY 2026 under "Selected expenses by type" on Budget page 2 to receive this increase. Enter the amount expended for audit services in FY 2024 from nonfederal monies to obtain the allowable increase in BSL for the budget year. Do not include the costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of school's reports to ASBO and GFOA for certification or for the preparation of the Meritorious Budget Award application to ASBO). A.R.S. §15-914(F) allows schools to increase their base support levels if audit costs will be incurred for the budget year.	
4.	FY 2024 federal audit service actual expense	\$ 6,000.00
	Enter the amount expended for audit services in FY 2024 from federal monies. Do not include the costs of consulting or other nonaudit services paid to audit firms (e.g., application fees paid for submission of school's reports to ASBO and GFOA for certification or for the preparation of the Meritorious Budget Award application to ASBO).	
5.	Adjustment for remote instructional time [A.R.S. §15-901.08]	\$
	This line should be left blank for budget adoption. If a school provides instructional time in a remote setting beyond the thresholds prescribed in A.R.S. §15-901.08(C)(3)(b)(i) in any school year, ADE shall calculate the total percentage of remote instructional time that exceeded the threshold and fund that percentage of the base support level at 95 percent of the base support level that would otherwise be calculated for the school. ADE will notify schools of the adjustment amount, if any. Enter the amount provided by ADE, if any, as a negative number.	













Charter school Western School of Science and Technolc County Maricopa CTDS number 078221000

Base support level weights calculation [A.R.S. §§15-943 and 15-185]

Table 1 - Individual charter school counts		
Support level weights to be used for:	K-8	9-12
Student count 0.001-99.999		
Support level weight	1.3990	1.5590
Student count 100.000-499.999		
Student count constant	500.0000	500.0000
Student count	- 170.0000	- 350.0000
Difference	= 330.0000	= 150.0000
Weight adjustment factor	x 0.0003	x 0.0004
Support level weight increase	= 0.0990	= 0.0600
Support level weight constant	+ 1.2780	+ 1.3980
Support level weight	= 1.3770	= 1.4580
Student count 500.000-599.999		
Student count constant	600.0000	600.0000
Student count	- 0.0000	- 0.0000
Difference	= 0.0000	= 0.0000
Weight adjustment factor	x 0.0012	x 0.0013
Support level weight increase	= 0.0000	= 0.0000
Support level weight constant	+ 1.1580	+ 1.2680
Support level weight	= 0.0000	= 0.0000
Student count 600.000 or more		
Support level weight	1.1580	1.2680

Table 2 - Charter Holder Total Charter School Counts (only calculated if one or more criteria are checked on the Data Entry Tab)		
Support level weights to be used for:	K-8	9-12
Student Count 0.001-99.999		
Support level weight	1.3990	1.5590
Student count 100.000-499.999		
Student count constant	500.0000	500.0000
Student count	- 0.0000	- 0.0000
Difference	= 0.0000	= 0.0000
Weight adjustment factor	x 0.0003	x 0.0004
Support level weight increase	= 0.0000	= 0.0000
Support level weight constant	+ 1.2780	+ 1.3980
Support level weight	= 0.0000	= 0.0000
Student count 500.000-599.999		
Student count constant	600.0000	600.0000
Student count	- 0.0000	- 0.0000



Difference	=	0.0000	=	0.0000
Weight adjustment factor	x	0.0012	x	0.0013
Support level weight increase	=	0.0000	=	0.0000
Support level weight constant	+	1.1580	+	1.2680
Support level weight	=	0.0000	=	0.0000
Student count 600.000 or more				
Support level weight		1.1580		1.2680

Support level

1. Support level weight from Table 1	<u>1.3770</u>	<u>1.4580</u>
2. Support level weight from Table 2 (based on small school weight eligibility)	<u>0.0000</u>	<u>0.0000</u>
3. Support level weight (lesser of lines 1 and 2, as applicable, as shown on BSA 55-1)-	<u>1.3770</u>	<u>1.4580</u>

Base support level amounts from total K-3 and total K-3 Reading weighted student counts

A.R.S. §15-211 requires schools to submit a plan to ADE by October 1 for improving the reading proficiency of its pupils in kindergarten programs and grades 1-3. The plan must include a budget for spending monies from both the K-3 and K-3 Reading support level weights. Schools must use monies generated by the K-3 Reading weight only on instructional purposes intended to improve reading proficiency for pupils in kindergarten through 3rd grade with particular emphasis on pupils in kindergarten through 2nd grade. The K-3 Reading weight will only be included in the School's BSA 55-1 after the School's K-3 Reading Program Plan is approved by the State Board of Education. Contact ADE's Move on When Reading program area with questions at <http://www.azed.gov/mowr/>

Total weighted student count			
	K-3	K-3 Reading	
Non-AOI	0.000	0.000	
AOI FT*	0.000	0.000	
AOI PT*	0.000	0.000	
Total	0.000	0.000	
	K-3	\$	<u>0.00</u>
	K-3 Reading	\$	<u>0.00</u>

\*AOI counts shown reflect applicable full-time or part-time funding ratio.





Western School of Science and Technology Basic Calculations For Equalization Assistance FY 2026							
Grade Levels	Non-AOI Student Count	AOI-FT Student Count	AOI-PT Student Count	Support Level Weight	Non-AOI Weighted Student Count	AOI-FT Weighted Student Count	AOI-PT Weighted Student Count
PSD		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
K-8,UE	170.0000			1.3770	234.0900	0.0000	0.0000
9-12	350.0000			1.4580	510.3000	0.0000	0.0000
Regular Education Unweighted Student Count	520.0000	0.0000	0.0000				
Total of Unweighted Student Count			520.0000				
Regular Education Weighted Student Count					744.3900	0.0000	0.0000
Total of Weighted Student Count							744.3900
Add Ons	Non-AOI Student Count	AOI-FT Student Count	AOI-PT Student Count	Support Level Weight	Non-AOI Weighted Student Count	AOI-FT Weighted Student Count	AOI-PT Weighted Student Count
ELL	95.4240			0.1150	10.9738	0.0000	0.0000
K-3				0.0600	0.0000	0.0000	0.0000
K-3 (Reading)				0.0400	0.0000	0.0000	0.0000
HI				4.7710	0.0000	0.0000	0.0000
MD-R, A-R, SID-R	6.8200			6.0240	41.0837	0.0000	0.0000
MD-SC, A-SC, SID-SC				5.9880	0.0000	0.0000	0.0000
MD-SSI				7.9470	0.0000	0.0000	0.0000
OI-R				3.1580	0.0000	0.0000	0.0000
OI-SC				6.7730	0.0000	0.0000	0.0000
P-SD				3.5950	0.0000	0.0000	0.0000
DD, ED, MIID, SLD, SLI, OHI	48.2681			0.2920	14.0943	0.0000	0.0000
ED-P				4.8220	0.0000	0.0000	0.0000
MOID				4.4210	0.0000	0.0000	0.0000
VI				4.8060	0.0000	0.0000	0.0000
FRPL	517.8160			0.0220	11.3920	0.0000	0.0000
G				0.0070	0.0000	0.0000	0.0000
Group B - Add On Unweighted Student Count	668.3281	0.0000	0.0000				
Total Unweighted Group B Add On			668.3281				
Group B - Add On Weighted Student Count					77.5437	0.0000	0.0000
Total Weighted Group B Add On							77.5437

Western School of Science and Technology Basic Calculations For Equalization Assistance FY 2026			
Calculation For Base Support Level			
	Non-AOI Weighted Student Count	AOI-FT Weighted Student Count	AOI-PT Weighted Student Count
Regular Education Weighted Student Count	744.3900	0.0000	0.0000
Group B - Add On Weighted Student Count	+ 77.5437	+ 0.0000	+ 0.0000
Total Student Count	= 821.9337	= 0.0000	= 0.0000
AOI Funding Factor	x 1.0000	x 0.9500	x 0.8500
Weighted Student Count	= 821.9337	= 0.0000	= 0.0000
Total Weighted Student Count			821.9337
Base Level Amount (FY25)			\$5,263.65
Base Support Level	821.9337	x \$5,263.65	\$4,326,371.20

### Base Support Level Adjustments

## Audit Service Expense

**\$11,900.00**

### Adjustment For Remote Instructional Time Calculated By ADE

**\$0.00**

Adjusted Base Support Level

\$4,326,371.20

+ \$11,900.00

**\$4,338,271.20**

**Western School of Science and Technology**  
**Basic Calculations For Equalization Assistance**  
**FY 2026**

Calculation For CAA	PSD	K-8	9-12	
Student Count	0.0000	170.0000	350.0000	
Additional Assistance Per Student	x \$2,090.10	x \$2,090.10	x \$2,435.97	
Additional Assistance	= \$0.00	= \$355,317.00	= \$852,589.50	
Total Charter Additional Assistance				\$1,207,906.50
Additional Assistance Adjustments				
Adjusted Total Charter Additional Assistance				\$1,207,906.50
Equalization Assistance				
Adjusted Base Support Level	\$4,338,271.20			
Adjusted Total Charter Additional Assistance	+ \$1,207,906.50			
	= \$5,546,177.70			
Equalization Assistance				\$5,546,177.70
				\$5,546,177.70

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Page 1 of 3

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Page 2 of 3

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Page	Reference	Instruction	Summary of significant changes
<a href="#">Cover</a>	General	<p>These instructions will help charter schools prepare the budget. Within the forms, blue font and light blue highlights indicate that an instruction is linked to that specific line. We have provided an instructions button that links to any general instructions or to the first instruction for a page. The forms have been set to print without "objects" so that the instructions buttons do not print.</p> <p>The cells in the prior year columns on the budget forms contain formulas that will bring forward budget amounts from the FY 2025 budget forms. However, the cells have not been protected so users may also enter the information manually. To bring forward amounts automatically, the most recently revised FY 2025 budget must be saved as budget25.xlsx in the C:\CSFORMS folder. If the file is not named budget25.xlsx, the formulas will not function properly. Excel will ask the user to update information when the budget26.xlsx file is opened. Users should review amounts reported in the prior year column to ensure they agree to the school's most recently revised FY 2025 budget.</p> <p>Schools should complete the Data Entry page before completing pages 1 through 4. To ensure that the Arizona Department of Education (ADE) can properly access the school's data, do not change formulas without specific instructions from either the Arizona Auditor General's Office, Accountability Services Division, or ADE, School Finance.</p>	
<a href="#">Cover</a>	CTDS number	This cell will only accept entries of 9 digits. Do not include any slashes, dashes, etc. Enter the school's CTD number plus 3 zeros.	
<a href="#">Cover</a>	Version	<p>The version of the budget being submitted on the cover page is formatted with a drop-down menu. Select the appropriate choice from the menu: Proposed or Adopted.</p> <p>All information on the cover page must be completed/updated when the proposed or adopted budget is printed out for the Governing Board to sign.</p>	
<a href="#">Cover</a>	Charter website link	In accordance with A.R.S. §15-185(M), schools that maintain a website must post a copy of the proposed budget or budget summary and hearing notification on the school's website. Schools should paste a clickable link on the Cover tab to their school web page where the proposed budget or budget summary was posted.	Added a line for schools to paste a clickable link to their web page where the proposed budget or budget summary was posted. ADE no longer requires schools to send an email to School Finance with a clickable link to its website, if the link is provided in this space.
<a href="#">Cover</a>	Estimated revenues	Base estimated revenues by source for FY 2026 on the best information available at the time the budget is prepared. Estimated revenues may be more or less than estimated expenses.	
<a href="#">Cover</a>	Average teacher salary	In accordance with A.R.S. §15-189.05, a school's budget shall include the prominent display of the average salary of all teachers the school employed for the budget and prior years, and the increase in the average salary of all teachers the school employed for the budget year reported in dollars and percentage. Schools must also prominently post this information on their home page separately from its budget. The statute does not provide a definition of a teacher. Each charter should be consistent in the type of salary information included in this table from year to year. An optional comment box is available to provide any additional detail regarding the average teacher salary calculation. Schools should revise the average teacher salary information anytime it submits a revised budget to ADE.	



<a href="#">'Page 1'IA1</a>	General	<p>Only report budgeted expenses for 1000-Schoolwide Project and 1500-1999-Other Special Projects on lines 1 through 32. Do not include the Classroom Site Project (project code 1010), Instructional Improvement Project (project code 1020), Structured English Immersion Project (project code 1071), Compensatory Instruction Project (project code 1072) or Federal and State projects (project codes 1100 through 1499) expenses.</p> <p>Report budgeted expenses for programs 200-special education and 270-vocational and technical education on lines 16-27. Report budgeted expenses for program 400-pupil transportation on line 28.</p> <p>Do not report depreciation or amortization expense on the budget forms. Only report purchases of capital assets including right-of-use assets acquired through finance leases (land and land improvements, site improvements, buildings and building improvements, equipment, and construction in progress) in the capital acquisitions section of page 2.</p>	
<a href="#">'Page 1'IA1</a>	Program 550	<p>Schools should budget for K-3 Reading Program expenses in program code 550.</p> <p>The State Board of Education must give approval to a school before any portion of the monies generated by the K-3 Reading support level weight may be distributed to the school. A.R.S. §15-211. Contact ADE's Move on When Reading program area with questions concerning the K-3 Reading plan requirement and approval status at:</p> <p><a href="http://www.azed.gov/mowr/">http://www.azed.gov/mowr/</a></p>	
<a href="#">'Page 1'IA1</a>	Federal and State projects, line 37	Include the total of federal and State project expenses (project codes 1100 through 1499 from page 2) on line 37. Schools should not include federal and State project expenses with other Schoolwide Project expenses on lines 1 through 36.	
<a href="#">'Page 1'IA1</a>	Employee benefits	Schools participating in the Arizona State Retirement System should budget at the rate of 12.00 percent for covered positions. For positions subject to the Alternate Contribution Rate, schools should budget at the rate of 9.75 percent.	Updated contribution rates.
<a href="#">'Page 2'IA1</a>	Federal and State projects	Separate accountability is required for each federal and State project. Therefore, charter schools should estimate the expenses for each federal or State project in which the school participates. The totals on line 32 should agree with the total columns for federal and State projects on line 37 of page 1. A.R.S. §15-1261 requires charter schools to establish an E-rate Project to account for any E-rate funding the school receives. Include monies budgeted for the E-rate Project within Other Federal Projects on line 17.	
<a href="#">'Page 2'IA1</a>	College Credit Exam Incentives	Schools that receive monies from the college credit by examination incentive program per A.R.S. §15-249.06 should deposit them in Project 1456—College Credit Exam Incentives. Schools must distribute at least 50 percent of the bonus monies received from this program to the classroom teacher for each student who passes a qualifying exam and to other teachers of relevant subjects who instructed that student, including but not limited to teachers in the same department or subject matter that contributed to the student passing the exam, as identified by the governing body or the school principal. The remainder of any bonus monies received from this program must be allocated by the school principal on behalf of students who receive a passing score and may be used for teacher professional development or student instructional support, reimbursement of exam fees, or instructional materials.	

<a href="#">'Page 2'IA1</a>	Arizona Industry Credentials Incentive	Schools that receive monies from the Arizona Industry Credentials Incentive Project per A.R.S. §15-249.15 should deposit them as a separate State project using project object code beginning with 14XX. Monies received must be used for instructional costs and professional development for a career technical education program teacher to become a certifying professional for an approved certificate, credential or license; to offset the students' cost of certification, credentialing or licensure; for developmental costs related to creating, expanding or improving an approved site of a certificate, credential or license career technical program or course; for instructional hardware, software or supplies required for the certification, credentialing or licensure; for career exploration in any school grade and awareness activities for parents, students and the community for the approved sectors.
<a href="#">'Page 2'IA1</a>	Other State Projects	Budgeted expenditures related to monies remaining in Project 1457—Results-based Funding should be reported on line 28—Other State Projects, along with any other State project funds not included on lines 19 through 29 above.
<a href="#">'Page 2'IA1</a>	Capital acquisitions	<p>Enter the increase in the capital asset accounts (intangible assets, land and land improvements, site improvements, buildings and building improvements, equipment, and construction in progress) for assets to be acquired by purchase, finance lease, or construction for all projects.</p> <p>If the school budgets for capital acquisitions related to the K-3 Reading Program, include the increase in the capital asset accounts for those acquisitions by asset type on lines 1 through 6. The total of all capital acquisitions for the K-3 Reading Program should be reported on line 8.</p>
<a href="#">'Page 2'IA1</a>	Special education programs by type	Schools budgeting for special education expenses in program code 200 should report amounts allocated by program type on page 2. Supporting documentation should be retained for the allocation of expenses budgeted for individual special education programs.
<a href="#">'Page 2'IA1</a>	Special education programs by type, line 1	Schools should budget total expenses for the disability classifications defined in A.R.S. §15-761.
<a href="#">'Page 2'IA1</a>	Special education programs by type, line 9	Schools should budget for total transportation expenses within program 400 for transporting students whose IEPs will require transportation as necessary for the provision of free and appropriate public education (FAPE).
<a href="#">'Page 2'IA1</a>	Selected expenses by type	<p>Audit services expense should be the total audit costs to be incurred during the budget year.</p> <p>Classroom instruction expenses should be the total of expenses budgeted in function code 1000 for program codes 100, 200, and 500 for the budget year.</p>
<a href="#">'Page 2'IA1</a>	State equalization assistance budgeted for food service expenses	Schools participating in the National School Lunch Program are required to spend a portion of their State equalization assistance to support the operation of their food service program. Schools must report on their budget the amount of State equalization assistance that will be expended for their food service program during the 2026 school year. This amount will be used to determine school compliance with State matching requirements pursuant to CFR Title 7, §210.17(a). ADE's Health and Nutrition Services will verify that the amount reported on the budget was reported as spent when schools' annual financial reports are submitted. Direct any questions related to State matching requirements to Health and Nutrition Services at (602) 542-8700.
<a href="#">'Page 2'IA1</a>	Instructional Improvement Project	See USFRCS page III-B-1 for guidance on using the Instructional Improvement Project (Project 1020).
<a href="#">'Page 2'IA1</a>	Instructional Improvement Project, lines 3 and 4	Instructional Improvement Project monies spent for dropout prevention programs and instructional improvement programs must be spent for maintenance and operation purposes only.

<a href="#">'Page 2'IA1</a>	Debt service	Debt service amounts should include budgeted interest and redemption of principal for all programs. Interest should be budgeted expenses for object code 6850. Redemption of principal should include budgeted principal payments on finance leases and other long-term debt that will be recorded as a reduction of the related liability.
<a href="#">'Page 3'IA1</a>	Classroom Site Project	Schools receive revenues from the Classroom Site Project (CSP) each year. A.R.S. §15-977(G)(1) requires the Joint Legislative Budget Committee to calculate an estimated per pupil amount each year. For FY 2026, the estimated cash payment is \$842 per “Group A weighted” pupil (BSA55 Tab, Total of Non-AOI weighted student count, AOI full-time weighted student count, and AOI part-time weighted student count on row 13). The FY 2026 CSP YTD Payments Reports will be available on ADE's website beginning in August 2025 at <a href="https://schoolfinancereports.azed.gov/">https://schoolfinancereports.azed.gov/</a> . ADE uses schools' FY2026 100th day student count as reported in the schools's FY 2026 ADM20A and ADM30 reports.  Updated the estimated CSP per pupil amount.-
<a href="#">'Page 3'IA1</a>	Classroom Site Project	Expenses made from the CSP (1010) should be made in accordance with A.R.S. §15-977 and must be used to supplement, rather than supplant, existing monies. Schools may establish any CSP subprojects (1011-1019) to track monies for specific allowable purposes or separately account for carryover balances and other one-time CSP monies. One total budget for all CSP monies must be reported here, in Project 1010.  Line 4 should include expenses for teacher liability insurance premiums made from Project 1010.
<a href="#">'Page 3'IA1</a>	Classroom Site Project budgeted property payments	Include allowable budgeted property disbursement, interest, and redemption of principal payments made in accordance with §15-977. Property disbursements should include budgeted payments for capital acquisitions, not including related lease or other debt service payments. Budgeted interest expenses will be charged to object code 6850. Redemption of principal should include budgeted principal payments on finance leases and other long-term debt that will be recorded as a reduction of the related liability.
<a href="#">'Page 4'IA1</a>	English Language Learner Project	See USFRCS page III-B-2 for guidance on using the English Language Learner Project (Project 1071). To efficiently record English Language Learner expenses, schools should be using program code 260, special education—ELL incremental costs and program 430, pupil transportation—ELL incremental costs, as applicable.
<a href="#">'Page 4'IA1</a>	Compensatory Instruction Project	See USFRCS page III-B-2 for guidance on using the Compensatory Instruction Project (Project 1072). To efficiently record English language learner and compensatory instruction expenses, schools should be using program codes 265, special education—ELL compensatory instruction and program 435, pupil transportation—ELL compensatory instruction, as applicable.
<a href="#">Budget Summary</a>	General	The information on the Budget Summary is self-populating and will be automatically brought forward from the other pages of the Budget.
<a href="#">Project balances</a>	Line 1	Report FY 2024 final ending project balances as reported in FY 2024 AFR. If the final ending reserve balance doesn't agree with the FY 2024 AFR, <u>revise the AFR and resubmit to ADE.</u>
<a href="#">Project balances</a>	Line 2 (a)	Report FY 2025 revenues. Enter actual amounts to date plus estimated amounts for the remainder of FY 2025, including all FY 2025 amounts that the charter anticipates receiving during the encumbrance period.
<a href="#">Project balances</a>	Line 2 (b)	Report FY 2025 expenses, indirect costs, reversions, capital acquisitions, and redemption of principal in all projects. Enter actual amounts to date plus estimated amounts for the remainder of FY 2025, including all FY 2025 amounts that the charter anticipates spending during the encumbrance period.
<a href="#">Project balances</a>	Line 3 (a)	Report FY 2025 estimated restricted ending project balance amounts. These amounts consist of donor-restricted or legally obligated resources. For-profit charter schools may report estimated appropriated retained earnings.

Project balances	Line 3 (b)	Report FY 2025 estimated unrestricted ending project balance amounts. These are amounts available for use in general operations and not subject to donor or grantor restrictions or legal obligations. For-profit charter schools may report estimated unappropriated retained earnings.
Project balances	Line 4 (a)	For projects with a negative estimated FY 2025 ending project balance, enter the negative project balance amount on this line. These projects have deficit balances because expenses exceeded available resources from current revenues and prior year project balances and reduce the amount of resources available in future years.
Project balances	Line 4 (b)	Report FY 2025 estimated ending project balance amounts that the Charter plans to spend to support FY 2026 budgeted spending after using all available FY 2026 revenues. Any nonspendable amounts included in ending project balance such as current prepaid assets should be included in this line if the charter plans to use them in FY 2026. Otherwise, such nonspendable assets should be included on line 4(d) based on the charter's plan to use them to benefit a future year, as applicable.
Project balances	Line 4 (c)	Report FY 2025 estimated ending project balance amounts that the charter plans to spend in FY 2026 to support the operation of other school sites that operate within the same charter management organization (CMO). <u>This line only applies to charter schools that operate under the same CMO.</u> CMO detail is reported on the contact page in this form.
Project balances	Line 4 (d)	Report amounts the charter estimates it will maintain for spending after FY 2026, including amounts reserved to manage cash flows in future budget years to cover such things as revenue shortfalls, emergencies, and/or other unforeseen circumstances.
Project balances	Line 5	Section C is optional. Charter schools can use this section to include additional information about its project balances and planned spending. Charters can also use this section to list projects included in restricted and unrestricted lines.

# Coversheet

## Discussion and Consideration of the FY26 Faculty Handbook

<b>Section:</b>	IV. Action Items #1
<b>Item:</b>	B. Discussion and Consideration of the FY26 Faculty Handbook
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Proposed FACULTY Handbook FY 26.pdf



**Western School of Science and Technology:  
A Challenge Foundation Academy, Inc.  
Faculty Handbook  
2025-2026**

**PENDING BOARD APPROVED**

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# Section 1: Introduction to Western

## 1.1 Introduction

For the benefit of all employees, we would like to acquaint you with the policies governing employment with Western School of Science and Technology: A Challenge Foundation Academy, Inc. ("the School" or "Western"). This manual sets out and explains the School's basic employment policies and supersedes all previous manuals and written or implied policies. It may become necessary to modify, change, update, revoke, replace or even terminate the policies outlined in this manual, and the School reserves the right to make changes at any time at its discretion. The School will endeavor to inform you of changes, but failure to notify you will not affect the validity or enforcement of the policy. The language contained in this manual is provided for informational purposes only. It does not, nor is it intended to, create any contractual rights or obligations, and it is not a contractual agreement.

This manual applies to all employees of the School. At all times, the School remains solely responsible for the interpretation of this handbook's provisions and its application. In applying its policies and procedures, the School retains the right to make decisions based on the Administration's assessment of its needs and consideration of the specific facts and circumstances presented by each situation. If you have questions regarding this Employee Handbook, please discuss them with your immediate supervisor. We look forward to working with you to build Western's program and care for each child. We take great pride in our accomplishments and the difference we make in the transformation of the entire Maryvale community.

## 1.2 Mission

Western School of Science and Technology: A Challenge Foundation Academy, Inc., exists to transform Maryvale by improving low-income West Phoenix students' opportunities for advancement in the new global technological economy through needed preparation for the academic rigors of college graduation leading to career success.

## 1.3 Vision

Western School of Science and Technology: A Challenge Foundation Academy, Inc., will sustainably address the educational and economic needs of Arizona's Latino youth. The school's success provides a proof point in the Maryvale neighborhood that low-income underserved youth can access the educational skills necessary to be successful in the new economy, be prepared for college persistence and graduation, and become integral parts of Arizona's new global economy.

Western School of Science and Technology: A Challenge Foundation Academy aims to be the first A-rated high school in the Maryvale neighborhood.

## 1.4 Core Values

**Achievement:** The belief that all students, regardless of background, can achieve high levels of academic success.

**Innovation.** The belief that success comes from a process of trying new things. This is especially important in the STEM fields.

**Respect.** The belief that all individuals bring something different to the table, and those differences are important and valued in actions and in words.

**Responsibility.** The belief that all stakeholders must do what they can to improve the future of both Maryvale and Arizona.

**Relevance.** The belief that the purpose of education is to link young scholars with applicable knowledge, skills, and dispositions relevant to Arizona's new global, technological economy to transform the unique and diverse Maryvale community.

## 1.5 Foundational Beliefs

The founding team of Western wholeheartedly espouses the following foundational beliefs as the core of its philosophy for improving student achievement outcomes in the Maryvale neighborhood.

1. College preparation, application, acceptance, matriculation, and graduation are crucial to students' career success.
2. An educational focus on the fields of science, technology, engineering, and math (STEM fields) is essential for competitiveness in the new, global economy.
3. Strong and inextricable links between schools and communities must exist for schools to achieve their academic mission.

Best wishes for much success.

Executive Director

Western School of Science and Technology: A Challenge Foundation Academy, Inc.

## Section 2: Nature of Employment

### 2.1 At-Will Employment

Employment at Western is “at will,” and Western may terminate employment at any time, with or without cause or without further notice. Western distributes new Employment Agreements annually. Employees are not guaranteed renewal of the Employment Agreement, and employment does not automatically carry over. It is the employee’s responsibility to return the Employment Agreement to the School by the deadline, or the Employment Agreement may become null and void.

### 2.2 Immigration Law Compliance

Western is committed to complying fully with the Immigration Reform and Control Act of 1986 and the applicable provisions of Arizona Revised Statutes § 23-211 et seq. In accordance with these laws, Western hires only individuals who are United States citizens or who are otherwise legally authorized to work in the United States.

As a condition of employment, each newly hired employee must complete the federal Employment Eligibility Verification Form I-9 and present valid documentation establishing both identity and authorization to work in the United States. This process must be completed prior to the employee’s first day of employment. Failure to comply with this requirement will result in withdrawal of any employment offer or immediate termination of employment.

Former employees who are rehired must complete a new Form I-9 and follow the same procedures as new hires. Western also participates in the federal E-Verify program to confirm the employment eligibility of all new employees, as required by law.

### 2.3 Fingerprinting Requirement

#### 2.3a Start Date Adjustment

The start date indicated in this offer is contingent upon the candidate’s ability to provide a current, valid Arizona IVP Fingerprint Clearance Card. If the card is not available at the time of offer acceptance, the official start date will be adjusted to the date on which the clearance card is presented.

#### 2.3b Exemptions and Exceptional Determinations

A person, including contractors, subcontractors, vendors, or any employee of these entities, is exempt from the requirements of A.R.S. § 15-512 if their normal job duties are not likely to result in independent access to or unsupervised contact with pupils. The School's Superintendent, Principal, and Operations Director have the authority to determine exception based on an analysis of the person's job duties.

## 2.3c Background Check and Fingerprint Clearance Card

All employees of Western will undergo a criminal background check process by the Arizona Department of Public Safety. Per A.R.S. § 15-183(C)(5), all employees are required to maintain a valid IVP fingerprint clearance card issued by the Arizona Department of Public Safety.

### Employee Responsibilities

- It is the employee's responsibility to apply for, complete payment for, and provide this clearance as a condition of employment.
- Employees must maintain a valid IVP fingerprint clearance card at all times.
- Employees must immediately notify their supervisor if the clearance has been revoked or has expired.
- Employees must immediately report if they are arrested for or charged with a non appealable offense. Failure to do so constitutes unprofessional conduct, resulting in immediate dismissal from employment.

### Unpaid Leave and Termination

- Employees will begin an immediate unpaid leave of absence for up to 5 days for resolution or review if they do not possess a valid fingerprint clearance card at any time during their employment.
- Inability to maintain a valid fingerprint clearance card is cause for immediate termination.
- If a new employee is unable to obtain a valid IVP fingerprint clearance card, they must immediately notify their supervisor and/or Human Resources ("HR") of the results. This will lead to immediate termination, though the individual may be eligible for rehire upon obtaining and presenting a valid IVP fingerprint clearance card to HR.

## 2.4 Equal Employment Opportunity

The School is an Equal Employment Opportunity ("EEO") employer and does not discriminate against employees or qualified job applicants on the basis of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, gender identity, or any status protected by applicable law. This policy extends but is not limited to recruitment, selection, compensation, benefits, promotion, training, and termination.

## 2.5 Americans with Disabilities Act and Americans with Disabilities Amendments Act

Western is committed to complying fully with the Americans with Disabilities Act (“ADA”) and the Americans with Disabilities Amendments Act (“ADAAA”) along with applicable federal, state, and local law to ensure equal opportunity in employment for qualified persons with disabilities.

Western will also make reasonable accommodations for employees whose work requirements may interfere with a religious belief unless doing so poses undue hardship on the company. All employment practices and activities are conducted on a nondiscriminatory basis. Hiring procedures are designed to provide persons with disabilities meaningful employment opportunities. To the extent required by law, reasonable accommodations for qualified individuals with known disabilities will be made unless doing so would be an undue hardship. Western is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability or particular religious belief. This policy is neither exhaustive nor exclusive. Western is committed to taking all actions necessary to ensure equal employment opportunity in accordance with the ADA, ADAAA, and all other applicable federal, state, and local laws. Persons needing to request an accommodation must contact their campus supervisor and/or Human Resources.

Western complies with all applicable federal and State laws in accordance with the ADA.

### 2.5a Disability Defined

An individual is considered to have a disability if he or she:

- (a) has a physical or mental impairment that substantially limits one or more major life activities;
- (b) has a record or history of such an impairment; or
- (c) is regarded as having such an impairment, whether the perception is accurate or not.

A qualified individual with a disability is an applicant or employee who possesses the requisite skills, experience, education, and other job-related qualifications for a position, and who, with or without reasonable accommodation, can perform the essential functions of that position.

### 2.5b Reasonable Accommodation

A reasonable accommodation is any modification or adjustment to a job or work environment that enables a qualified individual with a disability to apply for a position, perform the essential functions of a job, or enjoy equal access to the benefits and privileges of employment.

Qualified applicants or employees with disabilities who require reasonable accommodations must submit a request to Human Resources (HR). Upon receiving such a request, the School will engage in an *interactive process* with the individual to assess the need for accommodation and to identify potential solutions. This process may involve requesting documentation from the individual's healthcare provider(s) to better understand the nature of the disability, the limitations involved, and possible accommodation options.



The School will work collaboratively with the employee or applicant to determine whether the disability can be reasonably accommodated. If so, the School will explore and seek to implement a mutually agreeable solution. Reasonable accommodations may vary based on the individual's needs and job responsibilities.

Please note:

- The School is not obligated to provide the specific accommodation requested if an effective alternative exists.
- The School reserves the right to select among effective accommodations.
- The School is not required to make an accommodation that would cause *undue hardship*, defined as significant difficulty or expense in relation to the size, resources, or nature of the operation.

As part of its commitment to flexibility and inclusion, the School may offer unpaid leave as an accommodation, for a period of up to two weeks, depending on the circumstances and operational feasibility.

## 2.6 Pregnant Workers Fairness Act

In compliance with the federal Pregnant Workers Fairness Act (PWFA), Western will provide reasonable accommodations to qualified employees and applicants with known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would impose an *undue hardship* on the operation of the School.

Reasonable accommodations may include, but are not limited to:

- Modification of work schedules or job duties
- Additional breaks for hydration, rest, or bathroom use
- Temporary reassignment to less strenuous or hazardous duties
- Assistance with manual labor
- Provision of seating or lifting restrictions

Employees or applicants in need of accommodation must notify Human Resources (HR) and engage in the *interactive process* to determine appropriate accommodations based on individual

circumstances and medical needs. Documentation from a healthcare provider may be requested to support the accommodation request.

Western is committed to fostering an inclusive work environment and ensuring that pregnant workers and individuals with related medical conditions have equal access to employment opportunities and workplace support.

## 2.6a Accommodation for Pregnant Employees

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to human resources ("HR"). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Western will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Western prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

## 2.7 Pump Act

In accordance with the Fair Labor Standards Act (FLSA) and as part of Western's commitment to supporting family-friendly workplace practices, Western provides reasonable break time for employees to express breast milk for their nursing child for up to one (1) year after the child's birth. This break time will be provided each time the employee has a need to express milk.

Western will also provide a private location, other than a bathroom, that is shielded from view and free from intrusion by coworkers and the public, for the purpose of expressing breast milk. This space will be functional for the purpose of expressing milk and available as needed during the workday.

Supervisors and Human Resources will work together with employees to ensure accommodations are provided in a manner that meets both the employee's needs and the operational requirements of the workplace. Employees needing lactation accommodations should notify Human Resources to make arrangements.

Western is committed to maintaining a supportive environment for nursing parents and will not tolerate discrimination or retaliation related to lactation accommodation requests.

## 2.7a Accommodation for Lactating Employees

For up to 1 year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Western has a designated area in the HR Office for this purpose. Employees must reserve the room by contacting [HR@wsst.school.com](mailto:HR@wsst.school.com).

A small refrigerator reserved for the storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

# Section 3: Employment Status and Records

## 3.1 Personnel Files

Western maintains a personnel file for each employee. These files contain essential employment documents, including but not limited to:

- Employment applications and resumes
- Documentation of trainings and certifications
- Records of salary increases and employment status
- High school and/or college transcripts
- Disciplinary records
- Performance evaluations
- Other employment-related documentation

Personnel files are the property of Western and are considered confidential. Access to personnel files is limited to authorized Western administrators, board members, or individuals permitted by applicable laws and regulations who have a legitimate business and need to review the information.

Employees may request to review the contents of their own personnel file by providing reasonable advance notice. Reviews must take place in the presence of a designated representative of Western and at a mutually agreed-upon time during normal business hours. Copies of documents may be provided upon request in accordance with Western's policies and applicable laws.

It is the responsibility of each employee to ensure that their personal information on file remains accurate and up to date. Employees must promptly notify Human Resources of any changes to:

- Mailing address
- Telephone number
- Emergency contact information
- Name or number of dependents
- Any other relevant personal data

Please note that some records maintained by Western may be subject to disclosure under applicable public records laws.

## 3.2 Employment Checks

To ensure the highest standards of quality among faculty members at Western, the Human Resources department will conduct thorough background checks on all applicants prior to extending an offer of employment. This process includes:

- **Employment Reference Checks:** HR will contact previous employers or relevant references to verify the applicant's work history, performance, and qualifications.
- **Education Verification:** HR will verify the educational credentials claimed by the applicant, including degrees, certifications, and any other relevant academic qualifications.

This process is essential in maintaining a high level of professionalism and ensuring that all faculty members meet the standards set forth by Western. Any discrepancies or issues arising from the verification process may impact the employment decision.

### 3.3 Transcripts

Western requires unofficial transcripts during the hiring process for all employees for whom a degree is a part of the requirements for employment. On the day of hire, faculty must submit their official transcript to begin work.

For positions that require only a **high school diploma**, applicants may submit either a **copy of their diploma** or an **official transcript** to meet the education verification requirements.

This policy ensures that all educational qualifications are accurately documented and verified before an employee commences their role at Western.

### 3.4 Resume and Work History

Western places great importance on the accuracy of the information provided in the job application and resume submitted by employees. All applicants and employees are expected to provide truthful, complete, and accurate details regarding their qualifications, work history, and any other relevant information.

Any **misrepresentations**, **falsifications**, or **material omissions** in the application or resume may result in **exclusion from further consideration** for employment or, if the individual has already been hired, **immediate termination**.

For verification purposes, all work history must include **start month and year** and **end month and year**. This information may be verified through **employee-provided pay stubs** or by contacting the administrator of the previous employer to confirm the accuracy of employment details.

Western reserves the right to verify any information provided and will take appropriate action if discrepancies are found.

### 3.5 Tenure

Western does not have a tenure or seniority system.

### 3.6 Employment Classifications

All employees at Western will be classified as either **full-time** or **part-time** and as either **exempt** or **non-exempt**, in accordance with applicable labor laws and School policies.

Additionally, the School may hire **consultants** and/or **temporary employees** on a need basis. Consultants and temporary employees will not be eligible for the same benefits as regular full-time or part-time employees, unless otherwise specified by their agreement or contract.

The classification of an employee will be determined based on the nature of the position, the employee's work schedule, and other relevant criteria.

### 3.6a Full-Time Employees

Full time employees are those scheduled to work 35 or more hours per week. All full-time employees are eligible to participate in the School's benefits program. Full time employees may be "exempt" or "non-exempt," as defined in 3.6c and 3.6d.

### 3.6b Part-Time Employees

Part-time employees are defined as those who work fewer than 35 hours per week. Due to their reduced work schedule, part-time employees are **not** eligible to participate in the School's benefits program, including but not limited to medical, dental, vision insurance, and retirement plans.

### 3.6c Exempt Employees

Exempt employees are those whose positions meet specific guidelines established by the Fair Labor Standards Act and state law and who are exempt from overtime pay requirements. These employees generally hold professional roles (such as teachers and counselors) or administrative positions. As exempt employees, they are not entitled to receive overtime compensation for hours worked in excess of 40 hours per week.

### 3.6d Non-Exempt Employees

Employees paid an hourly rate are typically non-exempt employees who work the schedule agreed upon at the time of employment and are not exempt from overtime pay requirements. The School is entitled to change this schedule as needed. Employees paid at an hourly rate may or may not be eligible for employee benefits. A written agreement documenting the School's decision to grant hourly employees employee benefits is required before such benefits become effective. Employees who work more than 40 hours in a week must obtain written approval from their supervisor in advance.

### 3.6e Consultant

Consultants are independent contractors who work under a consultancy agreement. Consultants have no employee status and are not eligible for benefits.

### 3.6f Temporary Employee

Temporary employees are those whose employment with the School is for a limited period, generally not exceeding two academic quarters or five months, whichever is greater. Temporary employees are not entitled to participate in the School's benefits program.

### 3.6g Leased Employees and Independent Contractors

Leased employees and independent contractors are not employees of the School and are not entitled to any benefits from Western. Employees who switch positions because of a promotion, transfer, or otherwise will be informed in writing by the Executive Director of any change in exemption status. Please direct any questions regarding employment classification or exemption status to the HR Specialist.

## 3.7 Recording Time

### 3.7a Accurate Time Recording

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Western to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties. Nonexempt employees should accurately record the time they begin and end their work as well as the beginning and ending time of each meal period. Employees should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. The supervisor will review and initial the time record before submission for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

### 3.7b Overtime

Overtime work must always be approved by the employee's supervisor in the pay period in which the overtime is performed. Employees should seek approval for overtime prior to working beyond their regular schedule, and any overtime hours worked without prior approval may not be compensated.

This policy ensures that overtime is properly managed and aligns with the School's operational needs.

### 3.7c External Funding

For purposes of external funding received by Western, any Western employee may be required to keep and maintain a log of time worked relative to the specified activity within the grant or funding.

## 3.8 Informal Classroom Observations, Coaching, Performance Review, and Evaluation

Western School of Science and Technology (WSST) has developed a robust, multi-faceted system to observe, coach, and evaluate the effectiveness of instructional practices among all teachers and staff. Our approach aligns with the Arizona Educator Effectiveness Framework (AEEF) and is grounded in continuous improvement, data-informed practices, and reflective goal-setting.

### Informal Performance Reviews and Observations

Informal performance reviews occur regularly throughout the year and may take the form of scheduled conferences, walkthroughs, or impromptu discussions. These are intended to support professional growth and are non-evaluative in nature.

Teachers can expect frequent informal classroom observations from various members of the leadership team. These visits provide real-time, actionable feedback that fosters reflective practice and instructional improvement. Outcomes of these informal coaching conversations may lead to goal refinement, strategy shifts, or access to targeted professional development.

The purpose of these observations and feedback loops is to empower teachers to refine their practice, improve student outcomes, and maintain a culture of high expectations and continuous learning.

### Instructional Coaching

Instructional coaching is a structured process involving cycles of observation, feedback, implementation, and reflection. Teachers engage in coaching cycles with school leaders and instructional coaches, particularly when growth needs are identified. Coaching supports include:

- Reviewing classroom evidence aligned to the AEEF rubric.
- Reflecting on instructional delivery, engagement, and data usage.
- Setting short-term, measurable goals connected to specific rubric dimensions.
- Monitoring progress through student data and classroom performance.



- Partnering with the instructional coach as needed for intensive support.

The coaching process is documented and aligned with teachers' individual professional growth plans.

## Goal Setting and Professional Development

Teachers collaborate with supervisors to develop annual goals using the **WSST Goal-Setting and Professional Development Plan**. These goals are grounded in student performance data, instructional observations, and rubric-aligned areas for growth. Teachers identify specific action steps, targeted outcomes, and evidence of progress.

The goal-setting process is revisited during mid-year formative reviews and reflected upon at the end-of-year conference to assess impact on both instruction and student achievement.

## Formal Performance Evaluation

Each teacher undergoes a formal performance evaluation aligned to the AEEF rubric. The evaluation comprises four weighted domains:

- **Domain 1:** Planning and Preparation (20%)
- **Domain 2:** Instructional Practice (40%)
- **Domain 3:** Classroom Environment (20%)
- **Domain 4:** Professional Responsibilities (20%)

Teachers are evaluated based on multiple data sources including classroom observations, student assessment results, and progress toward professional goals. At least 25% of each teacher's summative evaluation will be based on student academic performance data, as required by Arizona law.

Four performance ratings are used:

- **Ineffective**
- **Developing**
- **Effective**
- **Highly Effective**

Teachers new to WSST may receive a “New to Western” status until their first formal evaluation is completed.

The formal evaluation process includes:

- A pre-observation goal-setting conference
- A classroom observation using the **Supervisor Observation Evidence Sheet**
- A post-observation conference with documented feedback and next steps
- A final summative evaluation and rating

## Evaluation Outcomes and Employment Decisions

- Teachers rated “**Ineffective**” in their second semester evaluation will not be offered contract renewal.
- Teachers rated “**Developing**” will be placed on a targeted Performance Improvement Plan with monthly check-ins.
- Teachers rated “**Effective**” or “**Highly Effective**” are eligible for contract renewal and performance-based compensation.

## Commitment to Support and Excellence

WSST is committed to supporting each teacher’s professional journey. By investing in quality teaching and coaching, we ensure student success. Teachers are encouraged to communicate their needs and collaborate with school leaders to meet high standards and improve outcomes for all learners.

**Western Faculty will receive feedback in work performance reviews/evaluations at least once yearly based on goals set at the beginning of the school year with a mid-year check-in.**

## Section 4: Schedules and Compensation

### 4.1 Salaries and Wages

Western considers several factors in determining an employee's salary structure, including but not limited to:

- **Past Teaching Performance and Experience:** This includes previous teaching experience at Western or other institutions, as well as demonstrated success and impact on student learning.
- **Level of Education:** Employees' educational qualifications will be considered in determining salary.
- **Additional Work Responsibilities and Commitment:** The scope of additional responsibilities the employee takes on, as well as their overall depth of commitment to the School's mission and goals, will be taken into account.

Personnel will be paid semi monthly, on the 5th and 20th, via check or direct deposit.

### 4.2 Pay

Western pays employees on a bi-monthly schedule, with 24 pay periods each year. Employees will receive payment on the 5th and 20th of every month.

#### **Direct Deposit Enrollment**

To enroll in direct deposit, employees must complete a direct deposit application and submit it to Human Resources. This ensures that employees' pay is deposited directly into their designated bank account.

#### **Withholding and Deductions**

Western will withhold applicable federal, state, and/or city taxes from employee paychecks. In addition, other authorized deductions, including health care plan contributions and retirement withdrawals, will also be made as required.

#### **Garnishments**

In cases where an employee's wages are garnished by a court order, Western is legally required to withhold the garnished amount from the employee's paycheck and remit it as directed by the court.

## Payroll Errors

Western strives to ensure employees are paid correctly and on time. If an employee identifies a discrepancy in their paycheck, they should promptly notify Human Resources. Human Resources will resolve any errors as quickly as possible.

- **Underpayment:** If an employee is underpaid, the missing amount will be corrected and compensated on the next scheduled payday.
- **Overpayment or Insufficient Deductions:** If an employee is overpaid or has insufficient deductions withheld by \$50 or less, an adjustment will be made in the next scheduled pay period. Employees will be notified at least five calendar days in advance of the adjustment.
- **Overpayment of \$50 or More:** In the event of an overpayment of \$50 or more, Western and the employee will agree on an acceptable payback schedule. Overpayments may be collected up to one year from the date the employee is notified of the error.

## 4.3 Classroom Site Fund

### Classroom Site Fund

Classroom Site Fund monies are allocated in compliance with Arizona Revised Statutes § 15-977.

- All monies distributed from the fund are intended for use at the school site. Teacher compensation distributed pursuant to this section shall supplement, and not supplant, teacher compensation monies from any other sources.
- 2025-2026 Board Approved Classroom Site Fund Plan

Category	WSST CSF Plan
Performance Pay Criteria	Based on Effective Evaluation,CTM Attendance, Attend School Games (2 games per semester with a total of 4 games per year, 1 dance or community event ) Committee Engagement Hours, Club Engagement Hours, Substituting
Payment Amount	\$3500 w/o Clubs, \$1750 (Ineffective and w/oClubs) \$5500 w/Clubs, \$2750 (Ineffective w/Clubs) (1 per semester or 1 per year)
Eligibility	Must complete performance goals and professional growth through goals
Evaluation Impact	Effective
Opt-Out Option	Yes
Extra Stipends	None
Appeals Process	Appeals handled by Performance Committee

Payment Schedule	December and May
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These funds must be used in accordance with the limitations outlined by A.R.S. § 15-977.

## Section 5: Time Off

### 5.1 School Vacations, Holidays, and Vacations

**Teachers:** With the exception of personal days (outlined below) teachers do not receive vacation time. Full-time teachers are not expected to work on days the School is closed for school vacations or holidays. However, teachers will continue to receive their salary during school vacations and holidays.

**Full-Time Administrators:** School vacations and holidays for full-time administrators are detailed in administrators' contracts.

### 5.2 Paid Sick

#### Earned Paid Sick Time

All employees, full and part time, received 5 days (40 Hours) of "Earned Paid Sick Time" in compliance with the Arizona's Fair Wage and Healthy Families Act and applicable state laws.

#### Use of Earned Paid Sick Time:

- A. The Employee will put in Sick Time request in Inova and notify their immediate supervisor by telephone message, email message or text message.
- B. A request for Sick Time will include the expected duration of the absence, if known. Unless Sick for a planned absence has been scheduled with the employee's immediate supervisor, the employee will make a good faith effort to give notice of an absence no later than two (2) hours before the start of his or her regular workday and report by 3:00 p.m. on the day of the absence whether he or she will return to work the next day.
- C. When use of Sick Time is foreseeable, the employee will make a reasonable effort to schedule Sick Time in a manner that does not unduly disrupt the operations of the school.

- D. For Sick Time of three (3) or more consecutive workdays, Western requires the employee to provide a health care provider's note, in writing or electronic form, or other reasonable documentation.
- E. Unused Sick Leave will not roll over to the following year.

**For employees requesting sick leave related to domestic violence, sexual violence, abuse, or stalking, the following documents are considered reasonable:**

- A police report
- A protective order, injunction against harassment, general court order, or other evidence from a court or prosecuting attorney
- A signed statement from a domestic violence or sexual violence program or victim services organization confirming that the employee or their family member is receiving services related to domestic violence, sexual abuse, or stalking
- A signed statement from a witness advocate affirming that the employee or family member is receiving services related to domestic violence, sexual abuse, or stalking
- A signed statement from an attorney, member of the clergy, or medical professional affirming that the employee or their family member is receiving services related to domestic violence, sexual abuse, or stalking
- An employee's written statement confirming their status or their family member's status as a victim of domestic violence, sexual violence, abuse, or stalking, with sufficient identifying information.

**Non-Retaliation:**

- The School prohibits retaliation against any employee who requests or uses paid sick leave in accordance with this policy.

## 5.3 Paid Time Off

Employees are encouraged to manage their time off responsibly to ensure the smooth operation of the School. All full-time, 11-month and 12-month employees are eligible for PTO.

All eligible employees begin accruing Paid Time Off (PTO) starting from the first day of employment. Employees hired after the beginning of the fiscal year will accrue on a pro-rated basis. PTO accrual table below:

Employee Type	PTO (Annual)	PTO Accrual/Paycheck
11-Month Employee	6 days (48 hrs)	2.00 hrs
12-Month Employee	14 days (112 hrs)	4.67 hrs

The following outlines the PTO request procedure:

- A. PTO requests will be reviewed and approved based on staffing needs and operational requirements. Supervisors will make reasonable efforts to accommodate requests while ensuring sufficient staffing levels.
- B. PTO should be requested in advance using Inova.
- C. PTO may not be used during blackout periods (e.g., the first two weeks of school, state testing weeks), unless approved by an administrator
- D. Unapproved PTO requests will result in either a deduction from available PTO or, if PTO is not available or the absence is excessive, a reduction in compensation.docked PTO time or, potentially, compensation.

### Unpaid Leave

Employees who have exhausted their PTO and sick leave may request unpaid leave, which is subject to approval and may impact compensation and benefits.

### 5.3a Paid Time Off Buyout

Western employees are eligible to receive a Paid Time Off (PTO) payout upon separation from employment.

- A minimum of five (5) days and a maximum of five (5) days multiplied by years of service, up to a cap of 320 hours, of unused PTO may be paid out.
- The payout will be included in the employee's final paycheck and calculated at the employee's current hourly rate at the time of separation.

Employees must be in good standing and meet the service requirement to qualify for this benefit.

## 5.4 Substitute Teachers

### 5.4a Lesson Plans for Substitute Teachers

When a teacher knows they will be absent, it is their responsibility to provide lesson plans for a substitute teacher. Teachers must submit their plans to [coverage@wsst.school.com](mailto:coverage@wsst.school.com) at least 24 hours before their scheduled absence.

Lesson plans must include:

- All components outlined in the School's Emergency Lesson Plan Requirements.
- The location of all printed copies of student handouts and instructional materials.

Failure to provide appropriate plans in a timely manner may result in administrative follow-up and/or disciplinary action.

### 5.4b Google Classroom and Canvas Classroom Assignments

Teachers who post assignments in Google Classroom or on Canvas must still submit all documentation to [coverage@wsst.school.com](mailto:coverage@wsst.school.com), and should also ensure their instructional coach and principal have access to their online classroom spaces.

### 5.4c Emergency Lesson Plan Folder Requirements (Emergency Sub-Tub)

Teachers must complete a Sub Folder with at least three days of classwork prior to the start of the school year, update it regularly, and keep it on file in the office. **All teachers of record are required to have three days of emergency lesson plans available at all times.**

This folder should contain all the information a substitute may need, including the following:

- Classroom policies and procedures (e.g., bathroom visits, office referrals)
- Daily duty schedule
- Detailed daily subject-by-subject lesson plans for the current week
- Location of teacher's textbooks, manuals, and answer keys
- Time-filler activities
- Details about the children who have special needs or accommodations
- Seating charts
- Safety procedures (e.g., fire drill, lockdown)

In the case of an emergency, please email [coverage@wsst.school](mailto:coverage@wsst.school) with details.

Failure to prepare and maintain a Substitute Folder as described above may result in disciplinary action, including but not limited to a formal written warning.



## 5.5 Punctuality and Attendance Policy

Western expects all employees to arrive to work on time each scheduled workday. Consistent punctuality is essential to maintaining a productive, reliable, and respectful work environment.

- **Unexplained late arrivals**—defined as arriving after the designated start time without prior notice or approval—are monitored on a monthly basis.
- More than **three (3) unexplained late arrivals in a calendar month** may result in corrective action, which can include:
  - Postponement or denial of a salary increase
  - Written warnings or other steps in a progressive disciplinary process
  - Termination of employment in cases of repeated or severe infractions

Employees who anticipate being late or absent must notify their supervisor **as early as possible** prior to the start of the workday, following established call-in procedures.

Western is committed to supporting employees facing temporary or extenuating circumstances. If punctuality becomes a concern due to personal or health-related issues, employees are encouraged to speak with their supervisor or Human Resources for guidance and possible accommodations.

### 5.5a Voluntary Resignation

An employee who is absent from work for **three (3) consecutive workdays without notifying their supervisor** will be considered to have voluntarily resigned from their position. The effective date of resignation will be recorded as the last day the employee physically reported to work.

**Exception:** This policy does not apply in cases of documented medical emergencies, including hospitalization or situations where the employee is physically unable to communicate. In such cases, the employee or a designated representative should notify the employer as soon as reasonably possible to maintain employment status.

## 5.5b Paid Time Off (PTO) Daily Usage Limit

To ensure adequate coverage and maintain operational effectiveness, Western limits the number of employees who may take paid time off (PTO) on the same day.

- A maximum of nine (9) employees may be approved for PTO on any given workday.
- PTO requests will be approved on a first-come, first-served basis.
- Employees are encouraged to submit PTO requests as early as possible to increase the likelihood of approval.
- Supervisors reserve the right to deny or reschedule PTO requests based on staffing needs and coverage requirements.

This policy helps ensure that Western continues to provide a consistent and supportive learning environment for students by maintaining adequate staff presence at all times.

## 5.6 Leaves of Absence

### 5.6a Family and Medical Leave

Western, as a public body, follows the direction of the Family and Medical Leave Act ("FMLA"). Faculty should discuss any needs under the purview of this Act with HR. In general, if family or medical circumstances dictated in the FMLA require an employee's absence for more than the remaining PTO days, the employee can submit a formal request for family or medical leave to HR.

FMLA leave is available to eligible faculty members meeting the following criteria: (a) have been employed by the School for at least 12 months (which need not be consecutive), (b) have been employed by the School for at least 1,250 hours of service during the 12 months immediately preceding the commencement of the leave, and (c) be employed at a worksite where 50 or more faculty members are located within 75 miles of the worksite. The time an employee is on military leave will count toward this time.

When an employee requests FMLA leave or when the School learns an employee's leave may be for an FMLA-qualifying reason, the School will notify the employee of their eligibility for FMLA leave within five business days, absent extenuating circumstances. Employee eligibility is determined (and notice will be provided) at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period. All FMLA absences for the

same qualifying reason are considered a single leave, and employees' eligibility due to that reason remains during the applicable 12-month period.

The FMLA provides eligible faculty members with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles faculty members to certain written notices concerning their potential eligibility for and designation of FMLA leave and under certain circumstances may be entitled to reasonable accommodation upon return to employment.

The FMLA provides eligible faculty members up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. The time is determined on a rolling 12-month period, measured backward from the date the faculty member uses FMLA leave. Leave may be taken for one or a combination of the following reasons:

- To care for the faculty member's child after birth, adoption placement, or foster care within one (1) year of the child's birth, adoption, or placement.
- To care for the faculty member's spouse, son, daughter, or parent (but not in-law) who has a serious health condition, including adult children with disabilities consistent with federal law
- For the faculty member's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the faculty member unable to perform their job
- For any qualifying exigency due to a faculty member's spouse, son, daughter, next of kin, or parent being a military member on active duty or call to active-duty status with the Armed Forces

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that prevents the faculty member from either performing the functions of their job or participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be (a) a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, (b) incapacity due to pregnancy, or (c) incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. The School is entitled to reasonably inquire on one or more occasions about the employee's intent to return to the School.

Qualifying exigencies may include attending certain military events, arranging for childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the School notifies employee of other arrangements, when an employee receives pay from the School during FMLA leave, the School will deduct the

employee's portion of the group health plan premium from the employee's paycheck in the same manner as if the employee were actively working.

The School's obligation to maintain healthcare coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the School will send a letter notifying the employee that coverage will be dropped on a specified date unless the copayment is received before that date.

If an employee does not return to work at the end of the leave period, they will be required to reimburse the School for the cost of the premiums the School paid for maintaining coverage during their FMLA leave. This does not apply to employees who cannot return to work because of a serious health condition and uses their PTO, compensatory time, sick days, or bereavement time.

Employees should contact HR with questions regarding this FMLA policy. The School is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to (a) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (b) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. Faculty members should contact HR immediately if they believe their FMLA rights have been violated. The School will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees may also file FMLA complaints with the U.S. Department of Labor or bring private lawsuits alleging FMLA violations.

### 5.6b Paid FMLA Policy

Western supports employees by offering paid FMLA leave for qualifying events. Employees with an approved FMLA request will receive 50% of their regular pay for the first six weeks of leave and 50% for the last six weeks. Health insurance benefits continue during leave.

### 5.6c Paid Parental Leave

Western provides up to 12 work weeks of paid leave for faculty members to care for their child after birth, or for adoption or foster care placement, within one year of the birth, adoption, or placement. The 12-month period is determined based on the date the faculty member begins FMLA leave.

Faculty members are eligible for 50% of their regular pay during this leave period by default. To receive the full 50% of their regular pay, faculty must complete the minimum required pre-work for their position prior to the start of the leave.

- **For teachers**, the required pre-work includes:
  - Preparing 12 weeks of lesson plans
  - Providing mastery assignments and retake mastery assignments
  - Preparing scoring sheets for all mastery assignments
- **For all other positions**, the required pre-work will be outlined and approved by the faculty member's manager and HR. Both the manager and HR must sign off on the completed tasks for the faculty member to qualify for the full 50% pay benefit.

### 5.6d Military Leave

Employees who are members of the U.S. National Guard or the U.S. military services and are involuntarily called to duty or required to attend training camp will be allowed an unpaid leave of absence. Employees should provide their supervisor and HR with copies of their military orders as far in advance as possible.

If an employee is out for fewer than 90 days, the employee is guaranteed the same position upon return. If an employee is away from duty longer than 90 days, they are guaranteed a similar position upon return. If an employee is out fewer than 31 days, the employee must return immediately upon release minus travel time home and an eight-hour rest period. Absences of 30–180 days require return within 14 days of release, and those of more than 180 days require return within 90 days of release.

This policy applies to persons who are absent for military service if their cumulative absence for uniformed service does not exceed 5 years. Employees are reinstated with the same length of service, status, and pay as well as other benefits determined by seniority as if they had not been absent. Employees do not accrue vacation or sick days while on military leave. The employee will be eligible for the additional sick days and/or vacation benefits when they return to work.

If an employee is away for fewer than 180 days, the rate paid for benefits remains the same. If the employee is away for more than 180 days and, provided the School qualifies for COBRA coverage, the employee will have the opportunity to continue benefits for an additional 18 months at COBRA rates. If the leave is fewer than 30 days, the benefit premiums will be deducted from the first paycheck upon return. If the leave is more than 30 days, the employee must contact the HR to arrange for payment while on leave. Failure to make timely payments may result in cancellation of benefits. If an employee elects to discontinue coverage while on leave, they must submit a letter with military orders attached stating that they have military coverage and want to cancel health benefits.

Upon an employee's return from service, health insurance will be reinstated without any waiting period or exclusion from preexisting conditions (whether COBRA was elected or not). This rule

does not apply to any illness or injury determined by the Secretary of Veteran Affairs to have been incurred in or aggravated during performance of military service.

Employees may not, under any circumstances, engage in non-military employment or a competitive business while on any kind of leave of absence.

### 5.6e Jury and Witness Duty

Western encourages employees to perform jury duty when called. Employees subpoenaed for jury duty will be given a leave of absence for the period served. Employees are eligible to receive the difference between the jury pay received and the base pay they would have earned at work. Employees must present a copy of the court subpoena or notice Human Resources as soon as they receive it. Employees are expected to return to work on the day or portion of a day they are released from jury duty.

### 5.6f Bereavement

Full-time employees are eligible to receive up to **four (4) paid days off** in the event of the death of an immediate family member. Additional time off may be granted under the following options:

- **Unpaid leave**, subject to supervisor approval
- **Use of accrued personal leave** for additional time, as available

#### **Definition of Family**

For purposes of bereavement leave, “family” is defined as the employee’s:

- Spouse or domestic partner
- Child (biological, adopted, foster, or step)
- Parent (biological, step, or in-law)
- Sibling (including step-siblings)
- Grandparent
- Grandchild

#### **Documentation Requirement**

To verify the need for bereavement leave, employees must submit one of the following forms of documentation to Human Resources:

- Funeral program
- Prayer card
- Published obituary

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, or bonuses.

### 5.6g Voting Leave

The School believes that every employee should have the opportunity to vote in any municipal, county, state, or federal election or general or special primary. Employees are entitled to two consecutive hours off work to vote. Western reserves the right to select the excused hours.

Employees should notify their supervisor of time needed for voting leave as soon as possible. Upon return from voting leave, they must present a voter's receipt to their supervisor as soon as possible. Time off for voting shall be paid unless the time to vote is available outside of working hours.

### 5.6h Religious Accommodation

The School permits absences from work for employees to participate in religious observances and holidays provided that (a) work schedules can be accommodated without undue hardship to the School, (b) the time off is charged to paid time off or is without pay, and (c) appropriate advance notice has been given to the employee's supervisor. These absences must be arranged with the employee's supervisor, who is encouraged to accommodate the employee.

### 5.6i Witness Leave

Employees are given the necessary time off without pay to attend or participate as a witness in a court proceeding as required by state law. Employees should notify HR of the need for witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## Failure to Follow Time-Off Procedures

Western School of Science and Technology expects all employees to follow established procedures when requesting paid or unpaid time off. These procedures are in place to ensure proper coverage, minimize disruption, and maintain fairness and accountability across the team.

### Request Process

Employees must request time off in accordance with the guidelines outlined in the **Paid Time Off (PTO)** and **Leave of Absence** sections of this handbook. This includes:

- Submitting requests in advance through Inova and notifying appropriate supervisor
- Receiving formal approval before taking time off, unless in emergency situations
- Notifying leadership as soon as possible in the event of an unplanned or emergency absence

### **Non-Compliance**

Failure to follow the appropriate procedures for requesting time off may result in the following actions:

1. **Verbal or Written Warning:** A reminder or formal notice may be issued for a first-time or minor infraction.
2. **Unpaid Leave:** Time off taken without prior approval may be classified as unpaid and unexcused, regardless of available PTO balance.
3. **Progressive Discipline:** Continued or intentional disregard for time-off procedures may lead to progressive disciplinary actions, including but not limited to:
  - Formal write-ups
  - Performance improvement plans
  - Suspension
  - Termination of employment
4. **Impact on Evaluations:** Repeated non-compliance may negatively affect performance reviews, opportunities for advancement, or eligibility for incentives.

### **Expectations**

Employees are expected to maintain regular, reliable attendance and to communicate responsibly and professionally about any changes to their availability.



## Section 6: Employee Benefits

### 6.1 General

This section describes general features of the group benefits currently available to employees. Complete details of the plans are available in official plan documents, such as insurance contracts and master plan documents. If there is any contradiction between the information in this handbook and the information in official plan documents, the plan documents will govern in all cases.

The School anticipates continuing to make available the School benefits described in this section. However, the School reserves the right to amend or terminate these benefits at any time, or to increase employee premium contributions.

The School currently offers general health, dental, and vision insurance for its employees. For more information regarding the employee benefits program, please contact HR.

### 6.2 Benefits

#### 6.2a. Health, Dental, and Vision Coverage

Western offers health, dental, and vision insurance coverage. Employees will receive detailed information upon hire and at the start of every school year.

An employee may enroll in the medical plan when they are first eligible or during annual open enrollment. In some instances, the employee may be able to enroll in the Western plan at a time other than open enrollment (e.g., if a spouse loses medical coverage). To qualify under these conditions, enrollment must be requested within 30 days of the event. More information is available from HR.

Western also offers a health savings account and will contribute \$50 per month to the account of any employees who choose this plan.

#### 6.2b Medicare

All employees are required by federal statute to participate in the federal government Medicare program. Medicare is currently deducted at 1.45% of gross salary earnings. The federal government has the authority to change this rate without notice.

#### 6.2c Domestic Partners

Western offers domestic partner health and dental coverage along with individual and family plans.

## 6.2d Workers Compensation

In addition to health and dental benefits, the School has workers' compensation insurance. This program covers any injury or illness sustained during the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or immediately if the employee is hospitalized.

All injuries suffered on the job, no matter how minor, must be reported immediately to the employee's supervisor. If an employee suffers a serious work-related injury, the employee should contact HR, who will assist in obtaining the worker's compensation insurance forms. Failure to immediately notify the supervisor or Western about a work-related injury or illness may result in the loss of workers' compensation benefits for that injury or illness.

Neither Western nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity, whether sponsored or sanctioned by Western or not.

## 6.2e Short- and Long-Term Disability Coverage

The School offers short- and long-term disability insurance coverage. The details of this insurance benefit depend on what plan the employee selects.

Eligibility requirements and details for this insurance benefit are detailed separately in the insurance policy and are subject to change if/when the insurance policy changes. More information is available from HR.

## 6.3 Continuation of Benefits (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives employees and qualified beneficiaries the opportunity to continue health insurance coverage (including medical, dental, and vision) under Western's health insurance plan when a qualifying event would normally result in the loss of eligibility. Common qualifying events include resignation, termination of employment except when termination is due to an employees' gross misconduct, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

The School provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for continuing coverage under Western's health insurance plan. The notice contains important information about the employee's rights, obligations, and cost of benefits under COBRA.

## 6.4 Retirement Benefits

Western is a part of a 401(k) plan. Full-time employees may enroll in the program after 90 days of employment. Employees who have been with Western for 90 days through their third year of employment are eligible for a 50% match on up to 6% of their base salary. Employees who have been with Western more than three years are eligible for a 50% match of up to 8% of their base salary.

Directors and Instructional Coaches are designated as “Leadership” and eligible for a 50% match on up to 10% of their base salary.

## 6.5 Remote Work

Remote work days are not guaranteed and may be granted only with prior approval from school leadership. These days are considered an exception, not a standard practice, and must be requested in advance with a clear justification (e.g., professional development, extenuating personal circumstances). Staff must be available during regular work hours and meet all instructional or operational responsibilities while working remotely.

## 6.6 Business Travel

### 6.6a Who Is Reimbursed

Western faculty shall be reimbursed for business expenses incurred while on authorized Western business.

### 6.6b Reimbursement Process

Western employees requesting reimbursement must email their reimbursement request along with all relevant receipts to:

 [thewesternschoolofscienceandtechnology@bill.com](mailto:thewesternschoolofscienceandtechnology@bill.com)

Please note the following:

- **Receipts are required** for all reimbursement requests.
- Reimbursements are **subject to approval** by the Director of Business & Financial Services.

### 6.6c Reimbursable Expenses – Airfare

Western will reimburse employees for the least expensive direct, nonstop commercial airfare in coach class from the airport nearest the traveler’s home or office to the airport nearest the destination. Airline reservations should be made at least 14 days in advance of travel. Any

additional expenses related to companion travel are the employee's responsibility. Preferred carriers may be used if the airfare is equivalent to the lowest available fare. Typically, Western: CFA purchases airfare for faculty.

#### 6.6d Reimbursable Expenses – Taxi

Taxi fare will be reimbursed if essential for business purposes. Receipts are required.

#### 6.6e Reimbursable Expenses – Automobile

The use of private autos for School business will be reimbursed at the School's standard rate per mile (generally the IRS prescribed rate) to the extent the mileage exceeds the employee's normal commuting distance. When an employee uses their auto for School business, the owner or driver of the vehicle is the responsible party in the event of an accident.

#### 6.6f Decision to Use Rental Car

The decision to use rental cars rather than other forms of public transportation should be made on the basis of balancing costs against convenience and availability.

#### 6.6g Reimbursable Expenses – Meals

The cost of an employee's meals will be reimbursed when the employee is required to take an overnight trip away from their base city. As a general guideline, individual meal expenses, including nonalcoholic beverages and tips, should not exceed \$57 per day per person. Exceptions may be approved for cities with higher costs of living, including New York, Washington D.C., Los Angeles, San Francisco, and international cities.

#### 6.6h Reimbursable Expenses – Lodging

Lodging at the single-room rate for days of meetings, including the nights before and after if flight schedules require such stays, are reimbursable with original receipts.

#### 6.6i Miscellaneous Business Expenses

The following expenses are reimbursable, if reasonable: (a) parking (long-term economy parking only), (b) office supplies, (c) road and bridge tolls, and (d) reasonable tips to baggage handlers and others. Original receipts are required for parking and office supplies.

#### 6.6j Lodging Expenses

When lodging accommodations have been arranged by Western and the traveler elects to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by Western. Reimbursement is not made for transportation between the alternate lodging and meeting site. When a companion accompanies the traveler, it is the employee's responsibility to determine the added cost for double occupancy and related expenses and make the appropriate adjustment in their reimbursement request.

## 6.6k Non-Reimbursable Expenses

The following expenses are non-reimbursable:

- First-class or other upgrades in air travel
- Fines associated with traffic or parking tickets or other violations of the law resulting from an employee's conduct
- Auto mileage for personal autos when the distance traveled is for work commutes or personal reasons
- Personal entertainment and services not necessary for the employee to conduct School business, such as sightseeing tours, barber or beauty shop services, books, health club charges, movies, aspirin, and cold tablets
- Entertainment costs, including movies, liquor, or bar costs
- Any costs over \$25 that are not first cleared by the Superintendent

## 6.7 Children in the Workplace

Maintaining the safety of Western employees, students, guests, and visitors and preventing unsafe behaviors are key priorities of Western. Because Western is a school, the workplace is typically not an appropriate place for children of employees. However, Western recognizes that employees may occasionally want to bring children to the workplace for brief visits, specific campus events, situational convenience, or family emergencies.

### 6.7a Policy

For purposes of this policy, "child" or "children" means a person or persons less than 18 years of age and not enrolled at Western. Children are not to be brought to the workplace on a regular basis in lieu of childcare. Generally, an employee who brings a child into the workplace shall not leave the child unsupervised.

### 6.7b Procedure

Employees are expected to arrange appropriate childcare during work hours. Bringing children to work should be rare and limited to emergencies. Employees are responsible for obtaining permission from Executive Director prior to bringing children into the workplace. Approval may not be granted in all circumstances or on all occasions. Requests should be made in writing.

### 6.7c Requirements

An employee who brings a child to work must:

- Be the individual who primarily supervises and cares for the child while in the workplace
- Prevent any breach of confidential information
- Teachers are not permitted to supervise employees' children or their own during the school day under any circumstances

- Children may not be left in classrooms during instruction time or unsupervised in any part of the school
- Address with management any issues related to a child's infectious disease
- Ensure the child does not interfere with the learning environment or student achievement
- Accept full responsibility, including financial, for all aspects of the child's behavior including, but not limited to, safety of the child, disruption to coworkers and their duties, unauthorized or inappropriate use of school resources, and any damage to property or injury to persons.

Administration and supervisors have the authority to deny the presence of children in the workplace at their sole discretion. Administration and employee supervisors may revoke previously granted permission for the employee to bring the child into the workplace. Any employee who violates this policy may be subject to the disciplinary action defined in prior sections.

## Section 7: Technology

### 7.1 Laptops

New faculty may receive a laptop computer during Teacher & Staff Leadership Academy, New Teacher & Staff Academy, or their first week of employment. Damage or loss of laptop computers distributed to faculty are the financial responsibility of faculty and should be reported to Western immediately. Employees may use this laptop at the School or at home. The following are critical elements of the laptop policy:

- Employees are expected to care for the laptop in a responsible manner and will assume liability for any damage to the laptop that occurs as a result of negligence.
- Employees will keep the laptop looking the same as when they received it. No altering with stickers, patches or anything that would leave residue on the [laptop. At the end of the staff members employment and stickers or patches are left of laptop there will be a \\$100 cleaning fee taken from employees last paycheck for cleaning.](#)
- Employees assume responsibility for leaving the laptop in a secure place, both at School and away from School. Teachers are encouraged to lock their classrooms when leaving.
- Employees may not install new software or hardware on the computer without the permission of Western.
- Teachers who fail to return the laptops by the end of their contract or the timeline given by HR if employment ends before the contract expires will owe Western \$750.
- Returning teachers who have signed an employment contract for the subsequent school year will be allowed to keep their laptop for one academic year.
- Teachers are responsible for the care of their laptops and will be charged for any damage up to, but not limited to, the replacement cost of the laptop if it cannot be repaired. Up to \$750.

## 7.2 Email Accounts

The email system provided by Western for employee use in conducting School business is the property of Western. All communications and information transmitted by, received from, or stored in the system are School records and the property of Western. The email system is to be used for School purposes only; personal use is prohibited. Employees have no right to personal privacy of any material stored in, created, received, or sent over the Western email system.

Employees should check their email at least once a day during the work week.

### 7.2a Deleting Emails

Any emails pertaining to Western students, faculty, or other School business cannot be deleted. These documents are considered School property and are open for public records requests.

### 7.2b Western's Ownership of Emails

Western, in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the email system for any reason and without the permission of any employee.

Authorized employees of Western have the right to retrieve and read any email messages. Other employees should treat email messages as confidential and accessed by only the intended recipient. Employees are not authorized to retrieve or read email messages that are not sent to them. Any exception to this policy must receive the prior approval of Western administration.

### 7.2c Email Password

The confidentiality of any message stored in, created, received, or sent from the Western email system is not ensured. Use of passwords or other security measures does not in any way diminish Western's rights to access materials on its system or create any employee privacy rights on the messages and files on the system. Any password used by employees must be revealed to Western, as email files may need to be accessed by the School in an employee's absence.

### 7.2d Spam and Attachments

It is extremely important that faculty do NOT open attachments or click links from sources that are at all unknown. These are the primary cause for viruses spread through the School's network. As a rule, if you are not 100% certain the source is reliable, do not open the attachment or click the link.



## 7.2e Email Signature

All faculty must display the Western email signature on their email messages. See the IT Specialist guide to set up the signature block.

## 7.2f Email Use

The email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Western administration. If uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, employees should resolve all doubts in favor of not transferring the information and consult or contact the appropriate entity.

Employees are reminded to be courteous to other system users and always conduct themselves professionally. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on Western letterhead.

Email messages must be addressed to the proper recipients. Always check the recipient names before sending to reduce the possibility of misdirected communications. For jobs that include responding to work-related email requests on an informal and unofficial basis (e.g., a personal reference for a colleague or student), messages should clearly state that the employee's views are not necessarily those of the School. Employees should be aware that Western is identifiable in their email address. Therefore, recipients may perceive the message as representative of the School, regardless of any disclaimers. No emails should be critical of the School's employees, students, or services. It is critical that employees do not reveal any legally defined confidential information of the School or its vendors, students, or employees.

## 7.3 Communications and Information Systems

The School provides employees with computer equipment and online access to internal and external networks, including the internet, so that employees may communicate more efficiently and accomplish the School's goals. The School's email and other computer applications are intended for use by employees engaged in administrative or educational work. Employees who use these systems for personal communications are subject to the terms of this policy.

### 7.3a No Expectation of Privacy

The School's computer equipment and internal and external networks, including the internet, are intended for business use, and all computer information, voicemail, and electronic messages are considered School records. The School retains the right and the ability to enter at any time into any of these systems, without prior approval or knowledge of the employee, to inspect and review any and all data contained in those systems and to monitor voicemail or electronic messages at any time, with or without notice. As such, employees should not assume that any



information placed, contained, stored, sent, or received on the School's systems is private or confidential. There should be no expectation of privacy by any employee with regard to the School's electronic equipment.

If employees abuse their right to use the internet, it will be taken away. In addition, employees may be subject to disciplinary action, including possible termination, and civil and criminal liability, if applicable.

### 7.3b Disclaimer of Liability for Use of Internet

Western is not responsible for material viewed or downloaded from the internet by users. The internet is a worldwide network of computers that contains millions of pages of information, which may include offensive, sexually explicit, and inappropriate material. It is difficult to avoid at least some contact with this material while using the internet. Even innocuous searches may lead to sites with highly offensive content. Posting an email address on the internet may lead to receipt of unsolicited email containing offensive content. Users accessing the internet do so at their own risk.

### 7.3c Conserving Resources

Employees must not deliberately waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive time on the internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

### 7.3d Monitoring Computer Use

The School has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, sites visited by employees on the internet, chat groups and newsgroups, material downloaded or uploaded from the internet by users, and email sent and received by users.

### 7.3e Blocking of Inappropriate Content

The School may use software to identify inappropriate or sexually explicit internet sites and block them from School network access. In the event an employee encounters inappropriate or sexually explicit material while browsing on the internet, they must immediately disconnect from the site, regardless of whether the site was subject to School blocking software.

### 7.3f Prohibited Activities

Material that is (a) fraudulent, harassing, embarrassing, sexually explicit, or profane; (b) concerns race, color, religion, sex, national origin, age, disability, military status, sexual orientation, gender identity, or any status protected by applicable law; or (c) violates U.S. Equal

Employment Opportunity laws and Western's policies against sexual or other harassment may not be downloaded from the internet or displayed or stored on Western computers. Employees encountering or receiving such material should immediately report it to their supervisor or IT. Any violation of those policies is grounds for discipline up to and including discharge.

### 7.3g Games and Entertainment Software

Employees may not use the School's internet to download games or other entertainment software, including wallpaper and screensavers, or play games over the internet.

### 7.3h Illegal Copying

Employees may not copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material. Employees may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of IT.

### 7.3i Accessing the Internet

To ensure security and to avoid the spread of viruses, employees accessing the internet through a computer attached to Western's network must do so through an approved internet firewall. Accessing the internet directly by modem is strictly prohibited unless the computer is not connected to the School's network.

While the School provides internet access to its employees as part of its work resources, it does not monitor the content of every accessible website. Provision of a particular website or posting board does not imply the School's endorsement or approval of the content of or posting on such sites. The School reserves the right but is not obligated to place appropriate limits on the sites it makes available.

Access to the School internet service is a privilege, not a right. The Executive Director reserves the right to deny, revoke, or suspend user privileges and/or to take other disciplinary action, up to and including suspension or termination, for violations of this policy. The School will advise appropriate law enforcement agencies of illegal activities conducted through the School's internet service and cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. Abuse of this policy will result in disciplinary action, up to and including termination.

### 7.3j Virus Detection

Files obtained from sources outside the School may contain dangerous computer viruses that could damage the School's computer network. These include disks brought from home; files downloaded from the internet, newsgroups, bulletin boards, or other online services; email attachments; and files provided by students, other employees, or vendors. Employees should never download files from the internet, accept email attachments from outsiders, or use disks

from non-School sources without first scanning the material with School-provided virus-checking software. Any employee who suspects that a virus has been introduced into the School's network must notify IT immediately. Violations of this policy will be taken seriously and may result in disciplinary action, including termination, and civil and criminal liability, if warranted.

Use of the internet via Western's computer system constitutes consent by the user to all of the terms and conditions of this policy.

Western reserves the right to modify this policy at any time with or without notice.

Employees are required to sign an Email and Internet Policy Acknowledgment form as a condition of employment upon acceptance of an employment offer by Western.

Use of computer equipment or online access provided by the School is subject to the following general conditions:

- Use of computer equipment and online access should be for the school's purposes and not for personal use.
- Use of equipment or online access provided by the School for any illegal purpose is prohibited. Such use includes, but is not limited to:
  - Gaining unauthorized access to or intentionally damaging computer systems or networks or the information contained within them.
  - Committing theft, fraud, or other criminal acts of any kind.
  - Distributing or obtaining illegally copied software, graphics, sounds, text, or other material.
  - Sending or posting harassing or threatening messages or pornographic or indecent content.

The School will cooperate with law enforcement to prosecute offenders when warranted. Employees must report any suspected, accidental, or intentional illegal action. The School has the right to monitor all online communications to ensure appropriate and lawful purposes and limit connections solely to School-related resources. All information stored on School computers, including all email communication belongs to the School. The administration may inspect all School computers and information at any time. No direct third-party physical or electronic access to School facilities, information, or computers of any type or for any reason may be granted without the express permission of the Superintendent. Online communications may be subject to interception by persons outside the School, and such interception may not be detectable. Therefore, no confidential information should be sent online by any means without the use of appropriate security methods, such as code names or, in certain cases, encryption (i.e., using software to scramble any messages before they are sent and descramble them upon receipt). Any encryption software should be provided or approved by the School, and the School should have a copy of all encryption and decryption "keys" used.

To protect the School from infringement actions, employees may not download or save any material from any online source, however retrieved, unless (a) they have taken measures to verify source reliability and (b) the material can be legally downloaded without copyright or trademark violation.

Downloading data, information, images, and other material from an outside source increases the risk of introducing viruses and other damaging agents to School computers. Employees should not retrieve material from outside sources, particularly from those not known to them. Any material downloaded from an outside source should be checked immediately for viruses and other damaging elements.

The following are basic safety rules to follow when using the School's communication materials.

- Never reveal any identifying information about students, such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Never share passwords or use another person's password. Internet passwords are provided for each employee's use only. Employees should immediately change any password they suspect someone has discovered.

### 7.3k Chat Rooms, Weblogs, and Social Networking Sites

Access to chat rooms, weblogs (blogs), and social networking sites (e.g., Facebook) is subject to similar restrictions as internet access. When using School computers, access to chat rooms, blogs and social networking sites is prohibited unless such use is for an official School posting or related to official School business.

An employee's profile and/or email address may reveal the School's name. Messages may be seen as representing the School, regardless of any disclaimers. Posting any message critical of the School, its employees, or Board Members is prohibited. Employees who have obtained express authorization to post a message in a chat room or on a blog unrelated to official School business must always state that any opinions expressed are not those of the School.

Employees should not use work chromebooks to post personal messages in a chat room, on a blog, or on a social networking site.

Employees should not accept current students as "friends" or connections on personal social networking sites (e.g., Facebook). Employees should not "friend" or network with current or former minor students through Facebook or other social media sites.

Employees may communicate with students outside of school using their work email addresses, calling students' parents, or using the approved Parent Square communication tool. Employees cannot communicate with students through personal social media accounts such as Snapchat, Twitter, Instagram, TikTok, Facebook, and Pinterest; nonapproved communication tools such as Discord, Signal, and Whatsapp; or calling or texting from their personal number.

## 7.4 Computer Use

The School's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail, or other computer or electronic means of communication or storage, regardless of whether they have private access or an entry code into the computer system. The School reserves the right to monitor the use of its computer system.

An employee's occasional use of Western's computer facilities to type a term paper for an educational course or prepare an announcement for a charitable event is acceptable. However, to keep these uses to a reasonable level, approval to use the system in such a manner must be given by the employee's supervisor. Using the computer facilities for other than educational or charitable activities, following the procedures described above, is not permitted.

Western: CFA may purge files on its computers at any time without notice.

### 7.4a Software

All employees shall use software only in accordance with the license agreement. Unless otherwise stated in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Employees must adhere to the following to comply with the School's software licensing agreements:

- Employees will use all software in accordance with applicable license agreements.
- Legitimate licensed copies of software will promptly be provided to all employees who, at the School's discretion, require the software to perform their School duties.
- No employee will make any unauthorized copies of any software under any circumstances. Anyone found copying software other than for backup purposes is subject to termination. Any person illegally reproducing software may be subject to civil and criminal penalties, including fines and imprisonment. Western does not condone illegal copying of software under any circumstances, and anyone who makes, uses, or otherwise acquires unauthorized software shall be appropriately disciplined.
- Western will not tolerate the use of any unauthorized software in the School.
- No employee shall give School software to any outsiders, including students.
- No employee shall install any software on School computers except that provided by the School for installation.
- Any employee who determines there may be a purposeful or accidental violation of the software policy shall notify the Superintendent.
- All software installed and/or used on School computers shall be properly licensed through appropriate procedures.

## 7.5 Use of Telephones, Copy Machines, and Other Communication Devices

In an effort to balance employees' private personal use of Western devices with the responsibilities to the School, the School has implemented the following guidelines regarding the use of such devices in the workplace.

### 7.5a School Telephones

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Employees should confirm information received from the caller.

On occasion it may be necessary for employees to make or accept personal calls on school phones during the workday. When possible, such calls should be limited to planning/off periods, and they should not interfere with the employee's job duties or performance.

Absent prior supervisor approval, employees are prohibited from making or accepting long distance calls for personal matters at the School's expense.

Employees are subject to discipline, up to and including termination, when the non-business use of mobile telephones and devices adversely affects their job performance or causes disruption in the workplace. Unauthorized or improper use of communication devices constitutes grounds for discipline, up to and including termination.

Per the School's long-distance policy, employees must charge personal long-distance calls to their personal telephone, credit card, or home telephone number.

### 7.5b School Voicemail

Western uses a voicemail answering system. Employees are responsible for maintaining the confidentiality of their assigned passwords and recording professional and identifiable voicemail messages. Employees should check their voicemail at least weekly. As with all School systems, voicemails may be recorded, monitored, and reviewed by authorized School personnel. There is no expectation of privacy for voicemails.

### 7.5c School Copier

Western provides a copy machine for employee use for school-related programs.

### 7.5d Additional Guidance

Per Western's 501(c)(3) designation, employees may not use School telephones, computers, email accounts, internet, or copy machines for political purposes. Improper use could jeopardize Western's tax-exempt status.

## Section 8: Workplace Safety and Environment

### 8.1 Media Relations Policy

#### 8.1a Background

Western strives to advance its mission by communicating openly and honestly through consistent messages with its constituents, including the media. It is important for all Western faculty and Board members to reinforce these messages by referring all calls from any media source to the appropriate authorized contact.

#### 8.1b Policy

Only the Superintendent, Board President, or other individual(s) explicitly designated by the Board in writing is authorized to speak with the media. Employees, Board Members (other than the President) and members acting in the capacity of a committee or caucus are not to make statements, provide information for distribution, or provide background information to the media unless specifically directed to do so by the Executive Director and/or the Board. All press releases or other promotional materials are to be approved by the Executive Director or their designee prior to dissemination. Failure to comply with the School's media policy is grounds for disciplinary action.

#### 8.1c Main Contacts

Executive Director and Board President.

#### 8.1d Procedure for Media Requests

Employees must refer all inquiries from any media, such as newspaper, radio, TV, cable access, magazines, and trade organizations, whether calls or visits, to the Superintendent. If the Executive Director is not available, employees should take the following steps:

- Obtain the reporter's name, phone number, and deadline.
- Let the reporter know the Executive Director or another faculty member will return the call by a specific time and date.

Western seeks to provide informed responses to all questions by third parties, not just the press. Thus, all inquiries should be immediately directed to the Executive Director who will decide how to provide the most appropriate response.



## 8.2 Personal Property and Workplace Searches

Teachers may bring their own property to school for use in their classroom or desk. The School is not responsible for any personal property lost or stolen during or outside of school hours.

To ensure the safety and property of employees, students, and the School, the School reserves the right to inspect all packages, parcels, purses, handbags, briefcases, or any other possessions or articles carried to and from work areas. There is no reasonable expectation of privacy with regard to items brought onto the School premises. Each employee must cooperate with searches fully. Refusal to cooperate may lead to disciplinary action, up to and including termination.

## 8.3 Use and Care of Equipment

All equipment, furniture, and other materials provided by the School are the property of the School. Faculty are expected to treat all equipment with the utmost care and use them only in the context of School-related business.

## 8.4 Safety and Building Issues

### 8.4a Closed Campus

Under no circumstances are students allowed to leave the School building without parent or guardian permission. After students have entered the School in the morning, they may not leave the building unless they are signed out at the Main Office. Unless the School has received prior written permission authorizing unaccompanied departure, students must be under the escort and supervision of an authorized adult.

### 8.4b Visitors

All visitors are required to report to the Main Office upon entering the building. Visitors will be given a visitor sticker or other identification and/or escorted to their destination. Any visitor who does not report to the office or is found in the building without authorization will be asked to leave immediately.

### 8.4c Fire Safety

If a faculty member sees fire, sees or smells smoke, or hears a fire alarm, they should follow the procedures outlined in Western's emergency guidance documents. Students should follow the direction of the faculty and exit the building to the designated locations, where faculty will line them up by class and take attendance. During the first week of school and at least once monthly throughout the school year, students and faculty will participate in fire drills to ensure the entire School community is familiar with the appropriate response in the event of an emergency.



## 8.4d Parking

The School is not responsible for loss, damage, or theft of faculty vehicles or any personal property within vehicles. Faculty are advised to lock their car doors.

## 8.4e Facility Needs and Repair

Employees should submit a facilities work order for all facility needs and repair requests. Any graffiti, particularly in the bathrooms or on School desks, should be reported immediately. Keeping the School clean and functioning smoothly sends a strong message to community members about the extent to which we value our work and our workplace.

## 8.5 Emergency Drills

Employees will receive detailed procedures for fire drills, lockdowns, and other potential emergency situations at the beginning of the school year.

## 8.6 Animals on Campus

Western prohibits bringing a pet to work or having a pet in Western-controlled buildings and premises. Employees with a valid need for having a pet on campus must contact Human Resources in advance.

# Section 9: Employee Conduct and Disciplinary Action

## 9.1 Code of Conduct, Discharge, and Other Discipline

As an integral member of the School, employees are expected to accept certain responsibilities, adhere to acceptable School practices, and exhibit a high degree of personal integrity at all times. This involves respecting the rights and feelings of others and refraining from any behavior that might be harmful to employees, coworkers, students, and/or the School. You are expected to observe the highest standard of professionalism at all times. These guidelines are fundamental in nature and are matters of judgment and common sense. Because it is impossible to list guidelines to cover every situation, an action's absence from this list will not prohibit the School from taking disciplinary action, up to and including immediate termination, when the School believes, in its sole discretion, that such action is warranted. These guidelines do not in any way alter employees' at-will employment relationship with the School. The School may terminate an individual's employment at any time and for any reason with or without cause or notice. The School expects employees to follow rules of conduct that will protect the interests and safety of all students, employees, and the School. Types of behavior and conduct the

School considers inappropriate that may result in disciplinary action, up to and including discharge, include, but are not limited to:

1. Misconduct involving students
2. Any conduct (e.g., striking, fighting, threatening, etc.) endangering the life, safety, or health of any fellow employee, child, or visitor on School premises
3. Boisterous or disruptive activity in the workplace
4. Negligence or improper conduct leading to damage of School-owned or -issued property
5. Sleeping while on the job
6. Violating nondiscrimination and/or employee harassment policies, sexual or otherwise
7. Disclosing confidential information, including information protected by the Family Educational Records and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA)
8. Excessive or patterned absenteeism or tardiness
9. Excessive, unnecessary, or unauthorized use of the School's supplies or telephones, particularly for personal purposes
10. Reporting to work intoxicated or under the influence of non-prescribed drugs or the possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drug
11. Fighting or using obscene, abusive, or threatening language or gestures
12. Stealing from the School or fellow employees, misappropriation of School assets, or failure to report knowledge of such acts
13. Possession of firearms or weapons on the School's premises or during the course of employment-related activities
14. Disregarding safety or security regulations
15. Falsification of timekeeping records, applications, work records, or any other records/reports required through the course of business
16. Insubordination (i.e., failure to comply with lawful direction from management and/or immediate supervisor)
17. Failure to notify manager of work absence in accordance with policy
18. Defacing or damaging School property
19. Repeatedly failing to follow the Children in the Workplace Policy
20. Any action that has the potential to negatively affect good relations between the School and its employees or between the School and any of its students
21. All forms of substandard performance
22. Work of unacceptable quality or quantity
23. Social media posts that share negative views of Western policy, students, family, faculty, or Board Members
24. Excessive absenteeism or tardiness
25. Violations of School policies or procedures
26. Misconduct, insubordination, any other form of improper conduct, and conduct that presents even the appearance of impropriety

## 9.2 Problem Resolution Procedure with Faculty Members

If an employee encounters a work-related problem or feels another faculty member has said something untoward, they are encouraged to address the issue directly with the person involved. A professional work environment requires the ability to have constructive conversations aimed at resolving issues for the improvement of the school. If a threat of bodily harm or harassment has occurred, the employee should speak with their immediate supervisor immediately before proceeding to HR.

Employees are encouraged to take concerns, issues, and complaints involving a coworker directly to that person for discussion and resolution. If the two employees are unable to resolve their differences, they may at any time request a mediation meeting with their supervisor and/or HR where both employees are present. The resolution by the School Director shall be considered final.

## 9.3 Progressive Discipline

All employees are expected to meet Western standards, including work performance, attendance, personal conduct, job proficiency, and compliance with Western policies and procedures. If an employee does not meet these standards, Western may take verbal, written, or final corrective action, up to and including termination.

This policy is intended to support the fair, consistent, and impartial treatment of employees while ensuring prompt resolution of performance or conduct issues. Corrective action may be taken at any step, depending on the severity and circumstances of the situation.

In some cases, the employee's supervisor and/or a Human Resources representative may conduct an investigation to gather all relevant facts. This process may involve interviews with the employee involved, witnesses, and the review of applicable documentation. Employees are expected to fully cooperate in any internal investigation. Refusal to participate or interference with the investigation may itself result in disciplinary action, up to and including termination.

## 9.4 Termination of Employment and Resignations

### 9.4a. Voluntary Termination

The School will consider a faculty member to have voluntarily terminated their employment if the faculty member does any of the following:

- **Resignation:** The School requires 14 day notice of an employee's intent to resign per their employment contract.

- Fails to return from Leave: The faculty member does not return to work on the date specified following an approved leave of absence, unless otherwise protected by applicable state or federal law.
- Job Abandonment: The faculty member fails to report for work for three consecutive days or provide notice to the School of the need and reason for the absence.

*Faculty members must submit their written resignation notice at least 14 days before their intended last working day. Resignations submitted post-holiday break will be retroactively accepted, with the last working day counted as the last day the faculty member was present before the break. Faculty who do not return to work after a holiday break and resign will not be compensated for any days not worked and will lose their benefits immediately if no further paycheck is due. Returning to work on the first contracted day post-holiday break is mandatory to maintain compensation and benefits, with specific attendance required for faculty at the New Staff & Teacher Academy or Teacher & Staff Leadership Academy to qualify for July 1 payments. Exceptions may be considered for extraordinary circumstances. Noncompliance will result in the cessation of salary and benefits, and the school may reclaim any overpaid amounts.*

## 9.4b Involuntary Termination

An employee may be involuntarily terminated for including but not limited to: failure to meet job expectations, misconduct, excessive absenteeism, or other violations of rules of conduct or policies. The School reserves the right to discharge any employee at will, with or without cause and with or without prior notice.

In accordance with A.R.S. § 23-353, when an employee is discharged from the service of an employer, they shall be paid wages due to them within seven working days or the end of the next regular pay period, whichever is sooner. When an employee quits the service of an employer, they shall be paid in the usual manner all wages due to them no later than the regular payday for the pay period in which the termination occurred. If requested by the employee, such wages shall be paid by mail via check.

Western may schedule exit interviews at the time of employment termination. The exit interviews will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and repayment of outstanding debts to Western. Suggestions, complaints, and questions may also be voiced. Because employment with Western is based on mutual consent, both the employee and the School have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination. All accrued, vested benefits that are due and payable at termination will be paid within a reasonable time consistent with Arizona labor law. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of continuance.

## 9.4c Constructive Discharge

All School employees are encouraged to communicate to the employer when they believe working conditions have become intolerable and may cause them to resign. Under A.R.S. § 23-1502, an employee may be required to notify an appropriate representative of the employer in writing of a working condition they believe is intolerable, will compel them to resign, or constitutes a constructive discharge if they want to preserve the right to bring a claim against the employer alleging that the working conditions forced them to resign.

Under the law, an employee may be required to wait 15 calendar days after providing written notice before resigning to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence for up to 15 calendar days while waiting for the employer's response to their written communication about their working conditions.

## 9.4d Cost of Replacement

### 9.4d.1 Overview

In the event this Agreement and Employee's employment with the School is terminated prior to the expiration of the term of this Agreement, the parties acknowledge and agree that the School will incur additional expenses related to secure substitutes and a permanent replacement for Employee and that determining the amount of replacement costs with any certainty would be impossible in advance.

### 9.4d.2 Responsible Party

The parties agree to the following:

- In the event the School terminates the employee, the School will pay all costs to obtain a replacement for the employee.
- In the event the employee resigns and terminates their employment with the School without the prior written agreement of the School or 30 days' notice (90 days for Directors), the employee agrees to pay the School the amount of \$2,000 as liquidated damages, and not as a penalty. The parties agree that \$2,000 is a reasonable estimate of the School's cost of replacing the employee.

### 9.4d.3 Collection of Liquidated Damages

The liquidated damages may be withheld from any amount due and owing to the employee by the School. See 9.4d

### 9.4d.4 Appeal

Employees may submit an appeal request to the Board of Directors if their resignation is due circumstances beyond the control of the School or themselves, including, but not limited to, a

life-threatening illness and/or death of an immediate family member, the need to relocate to a residence more than 100 miles away from the school, or substantially similar events. Upon consideration of the circumstances, the Board, in its sole and absolute discretion, may modify or waive the \$2,000 payment.

### 9.4e Return of Property

Upon separation from the School, an employee must return all files, documents, records, laptops, passwords, credit cards, door and file keys, computer access codes or discs, instructional manuals, and other physical or personal property they have received, prepared, or helped prepare in connection with their employment with the School. Any copies, duplicates, reproductions, or excerpts thereof must be returned by the employee on or before their last day of work. Failure to return any School property may be subject to the following:

- **Deduction from Final Paycheck:** The School reserves the right to deduct the cost of any unreturned property from the employee's final paycheck in accordance with applicable state and federal laws.
- **Legal Action:** The School may pursue legal action to recover the value of any unreturned property and any additional costs incurred due to the employee's failure to return said property.

## 9.5 Personal Cell Phone

Western administration recognizes that mobile devices and smartphones have become an integral part of everyday life and believes they may be an asset in the workplace if used correctly (e.g., for productivity apps, calendars, business calls, etc.). This policy clarifies the allowances and restrictions of personal mobile device use.

The use of phones and other mobile devices should be reserved for

- Breaks or the lunch hour
- To briefly check important messages
- In an emergency, to make brief personal calls away from the working space of colleagues, guests, and customers
- To make business calls
- To use productivity apps or other useful job tools

Cell phones should not distract employees from business tasks. They should not be used for surfing the internet or gaming during work hours. Cell phones should never be used while driving, operating equipment, or supervising students. Cell phones should not be out in meetings unless the employee's manager has received notification of a potential emergency and need to step out to take a call. Teachers and employees supervising students may not be on their phones unless it is for a specific academic purpose—for example, entering a step into the Dean's List or checking a student's grade or assignment.

## 9.6 Tobacco-Free Workplace

Consistent with A.R.S. § 36-798.03, tobacco products are prohibited on all sites where students attend school, in school buses and vehicles, and at off-campus school-sponsored events. The school site includes school grounds, buildings, parking lots, playing fields, or anywhere an employee could be reasonably expected to encounter students during the school day. "Tobacco products" include electronic smoking devices and e-cigarettes containing nicotine cartridges. Any violation of this policy may result in disciplinary action.

## 9.7 Drug-Free Workplace

Western is committed to protecting the safety, health, and well-being of all students, employees, and other individuals in the workplace. Alcohol abuse and drug use pose a significant threat to School goals. The drug-free workplace program balances the School's respect for individuals with the need to maintain an alcohol- and drug-free environment. Western encourages employees to seek help with drug and alcohol problems.

### 9.7a Covered Workers

The drug-free workplace policy applies to any individual who conducts business for the organization or on School property. The policy applies but is not limited to full-time employees, part-time employees, consultants, contractors, volunteers, interns, and applicants. For the purpose of this policy, the term "employee" covers all of these individuals.

### 9.7b Applicability

Western's drug-free workplace policy applies to anyone representing or conducting business for the organization. Therefore, the policy applies during all working hours and while on School property.

### 9.7c Prohibited Behavior

It is a violation of the school's drug-free workplace policy for an employee to use, possess, give, sell, trade, and/or offer for free or for sale illegal drugs or intoxicants. Employees are prohibited from coming to work under the influence of alcohol or drugs or smelling of alcohol or drugs.

### 9.7d Notification of Convictions

As a condition of employment, each employee must abide by this policy and notify Western of any criminal drug violation within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.



## 9.7e Consequences

One of the goals of the drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If an individual violates the policy, however, the consequences may be severe. If a new hire violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test. If an employee violates the policy, appropriate action will be taken up to and including employment termination.

## 9.7f Assistance

Western recognizes that alcohol and drug abuse and addiction are treatable illnesses. Early intervention and support improve the success of rehabilitation. Western's drug-free workplace policy encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem. Treatment for alcoholism and/or other drug use disorders may be covered in whole or in part by the employee benefit plan. The financial responsibility for treatment, however, belongs to the employee.

## 9.7g Confidentiality

Access to all information received by the School under the drug-free workplace policy is limited to those who have a legitimate need to know in compliance with applicable laws.

## 9.7h Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Employees are not to report to work or be on duty while their ability to perform job duties are impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to

- Inform employees of the drug-free workplace policy.
- Investigate reports of dangerous practices.
- Clearly state consequences of policy violations.

## 9.7i Communication

Communicating the drug-free workplace policy to supervisors and employees is critical to the School's success. To ensure all employees are aware of their role in supporting the drug-free workplace program, all employees will receive a written copy of the policy. The policy will be reviewed with new employees in orientation.



## 9.7j Medical Marijuana

The School recognizes Arizona's medical marijuana law and shall not discriminate against a person in the hiring, termination, or imposition of any term or condition of employment or otherwise penalize a person on the basis of the person's status as an eligible medical marijuana cardholder or as a registered qualifying patient having a positive drug test for marijuana components or metabolites unless the person used, possessed, or was impaired by marijuana on School property, at a School event, or during the hours of the person's regular or extended hours of employment, or as prescribed by law.

## 9.8 Confidentiality of School Information

Confidential or proprietary information about the School, its students, or its employees acquired during the course of employment is to be handled in strict confidence and not to be discussed with persons outside the School. Confidential information includes, but is not limited to, the following:

- Building security information
- Compensation information
- Computer processes, programs, and codes
- Financial information
- Labor relations strategies
- New materials research
- Marketing strategies
- Research and development strategies
- Scientific data and formulae
- Scientific prototypes
- Student information
- Technological data
- Technological prototypes

Employees are responsible for the internal security of confidential and proprietary information. This obligation shall remain in effect during your employment at the School and at all times thereafter. Violation of this policy is a serious breach of confidence, may be a violation of the law, and may lead to disciplinary action, up to and including immediate termination.

FERPA affords parents, guardians, and individuals acting as a parent in the absence of a parent or guardian as well as students over 18 years of age certain rights with respect to the student's education records. FERPA will be addressed in detail during faculty orientation. Any violation of FERPA is prohibited.

## 9.9 Reference Checks

All inquiries regarding a current or former Western employee must be referred to HR or the Executive Director. Should an employee receive a written request for a reference, they should refer the request to the HR for handling. No School employee may provide a reference letter to or regarding any current or former employee without the permission of HR and/or the Superintendent. Under no circumstances should any employee release any information about any current or former School employees over the telephone. All telephone inquiries regarding any current or former employee of the School must be referred to HR. In response to an outside request for information regarding any current or former School employee, HR will furnish or verify only an employee's name, dates of employment, job title, and/or department unless the employee resigned or was terminated as a result of allegations concerning conduct described in A.R.S. § 15-550(A) or (B). No employment data will be released without a written authorization and release form signed by the individual who is the subject of the inquiry.

## 9.10 Conflicts of Interest

Employees of Western must be mindful of the need to conduct themselves in and outside of the School in a manner that will not bring criticism to themselves or the School. They have an obligation to conduct their affairs within guidelines that prohibit actual or potential conflicts of interest.

### Definition of Conflict of Interest

A conflict of interest arises when an employee is in a position to influence a decision that may result in a personal gain for themselves or a relative or close personal associate as a result of Western's business dealings.

For the purpose of this policy, a relative or close personal relationship includes:

- Spouse or domestic partner
- Parents, stepparents, or grandparents
- Children or stepchildren
- Siblings or stepsiblings
- Grandchildren
- Aunts, uncles, nieces, or nephews

### Disclosure Requirements

Employees must promptly and proactively disclose in writing to Human Resources and the Executive Director any actual, potential, or perceived conflicts of interest. This includes, but is not limited to:

- Employment or financial interest in any vendor or business affiliated with Western

- Outside employment with current Western students or their families
- Business relationships involving relatives or close personal associates that intersect with School operations

Note: A “presumption of guilt” is not created by the existence of such a relationship. However, disclosure is required so that appropriate safeguards can be put in place.

#### 9.10a Reporting Potential Conflicts of Interest

Any actual or potential conflict of interest must be promptly disclosed in writing to Human Resources and the Executive Director. Examples of potential conflicts include, but are not limited to:

- Business or financial relationships with vendors, students, or families
- Outside employment or consulting work that overlaps with School responsibilities
- Personal relationships that may affect objective decision-making

Review and Approval:

Approval will only be granted if it is determined that the outside relationship or activity:

- Does not interfere with the employee’s job duties or schedule
- Does not compromise the integrity or interests of the School
- Will not harm Western’s reputation or working environment

Each case will be reviewed individually, and documentation of the decision will be maintained by HR.

Consequences of Policy Violation:

Failure to disclose a conflict or engaging in an undisclosed or prohibited activity may result in immediate disciplinary action, up to and including termination of employment.

## 9.11 Recording

Western School of Science and Technology is committed to maintaining a respectful, transparent, and professional workplace. Unauthorized electronic surveillance such as recording or photographing colleagues without their knowledge and consent undermines trust, disrupts morale, and is inconsistent with our values of mutual respect and collaboration.

**Policy Overview:**

Employees are strictly prohibited from recording audio, video, or taking photographs of other employees without their **full knowledge and explicit consent**. This applies to all work-related situations, including but not limited to:

- Meetings
- Presentations
- Conversations
- Training sessions
- Internal communications
- Any business-related activity

This policy applies regardless of whether the recording is made using a phone, camera, computer, wearable device, or any other electronic equipment.

**Exceptions:**

This policy is **not intended to prohibit** employees from documenting or reporting:

- **Unsafe or hazardous working conditions**
- **Harassment, discrimination, or other policy violations**, when done in accordance with applicable laws and reporting protocols

Employees are encouraged to report any such concerns to Human Resources and may document evidence related to these specific situations when necessary.

Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment.

## 9.12 Dress Code

Western School of Science and Technology expects all employees to maintain a **clean, professional appearance** that reflects the School's high standards and commitment to excellence. Employee attire should align with the values of professionalism, respect for the learning environment, and appropriateness for the assigned role.

**General Standards**

- All clothing must be neat, clean, in good repair, pressed, and appropriately fitted.

- Attire must be free of offensive language, images, or references that contradict Western's values.
- Footwear should be safe and appropriate for the duties assigned.
- Employees are expected to wear professional business attire unless otherwise permitted or required based on their role.

### **Role-Specific Exceptions**

Certain positions may **require or permit alternate attire**, including but not limited to:

- Facilities and Maintenance
- Food Service Staff
- Physical Education Teachers

Such exceptions must be appropriate for the duties of the role and comply with general safety and hygiene standards.

### **Religious and Medical Accommodations**

If an employee requires an alternative item of clothing or footwear for religious or medical reasons, they should submit a request for accommodation to Human Resources. Western will make reasonable accommodations in accordance with applicable laws.

### **Casual Dress Allowances**

At the discretion of the Executive Director or Principal, employees may be allowed to dress more casually than normally required due to special circumstances. Examples include:

- Unusually hot or cold weather
- School spirit days
- Field trips
- Summer training or staff in-service days
- Warrior Thursdays – School t-shirts, college, or postsecondary wear permitted
- Spirit Fridays – Western or school-branded clothing permitted

These allowances do not replace the general expectation of neat, modest, and respectful attire.

The following are general guidelines for professional dress:

### 9.12a Acceptable Attire

- Professional dress
- Business casual
- Western polos
- School logo shirts (Warrior Thursdays and Spirit Fridays only)
- College and community partner shirts (Warrior Thursdays and Fridays only)
- Dress pants, slacks, and khakis
- Scrubs (for Health Assistants and Nurses)
- Dresses, skirts, and sweater-type dresses in a business-appropriate length
- Blouses, shirts, sweaters, and collared shirts
- Leggings only with a dress-length blouse or dress (top of knee)
- Shoes from high heels to sandals and wedges to open-toed shoes\*
- Footwear in good condition
- Facial hair that is neatly trimmed

*\*Not permitted for Facilities, Food Service, Physical Education teachers, and Health Assistants/Nurses.*

### 9.12b Unacceptable Attire

- Political candidate, party, or issue merchandise
- Flip-flops
- Shorts
- Tank tops
- Jerseys
- T-shirts (excluding Western, Western-affiliated organizations, and postsecondary logo options)
- Leggings
- Shorts, tank tops (excluding sleeveless blouses), sweatsuits, open-toed shoes without straps, and flip-flops

### 9.12c Physical Education

- Knee-length khaki shorts or solid color athletic shorts
- Solid color athletic pants (loose fitting)
- Polo shirts: Western-branded or solid color
- Long- or short-sleeve shirts with athletic wicking fabric, solid color
- Western Spirit wear shirts
- Clean athletic shoes
- Clean outerwear: jackets, gloves, brimmed hats (weather permitting)

- Wear sunscreen and clothing offering sun protection when working outdoors

### Non-Compliance and Progressive Discipline

If an employee is found to be in violation of the Dress Code, Human Resources will counsel the employee on appropriate, professional attire. Continued violations may result in progressive disciplinary action, up to and including termination.

### Employee Rights

Nothing in this policy should be interpreted as limiting or infringing upon any employee's rights under the National Labor Relations Act (NLRA) or other applicable federal or state employment laws.

## 9.13 Outside Employment

Western School of Science and Technology recognizes that employees may engage in outside employment or personal projects. However, it is essential that such activities do not interfere with the employee's responsibilities or obligations to the School.

### Outside Employment Guidelines

- Outside employment must **not conflict** with the employee's duties, schedule, or performance expectations at Western.
- Employees **may not perform** outside work **during working hours** or use any **School resources**, including facilities, supplies, equipment, or time, for non-School-related work.
- Any activity that **creates a conflict of interest**, perceived or real, or **detracts from the employee's commitment** to the School is strictly prohibited.

### Ownership of Work Product

- All work, materials, plans, intellectual property, and content created by an employee **in the course of employment with Western** is considered the **exclusive property of the School**.
- Employees may **not reproduce, sell, distribute, or repurpose** any work created for Western for other organizations or personal use without **written consent** from the Superintendent.
- The School assumes all work completed during employment is done on behalf of Western and falls under School ownership, unless **prior written approval** is granted by

the Executive Director or the Board.

- Further terms related to work ownership, intellectual property, and outside employment may be addressed in the **Employee Contract** or individual role agreements.

Employees with questions about outside employment or intellectual property ownership should consult **Human Resources** or the **Executive Director** for clarification or guidance before engaging in any outside work.

## 9.14 Workplace Harassment

Western is committed to providing a safe, respectful, and professional work environment free from any form of harassment, discrimination, or intimidation. Harassment in the workplace, whether verbal, physical, or visual, based on any legally protected characteristic—including sex, race, color, national origin, age, religion, disability, sexual orientation, or any other protected status—is strictly prohibited.

Harassment includes any unwelcome conduct that creates an intimidating, hostile, or offensive work environment. Examples include, but are not limited to:

- Offensive jokes, slurs, or name-calling
- Threatening or intimidating behavior
- Unwanted physical contact or gestures
- Displaying or circulating offensive materials or images
- Any form of sexual harassment, including unwanted sexual advances or requests for sexual favors be tolerated.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list of examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal or physical sexual advances or propositions
- Verbal abuse of a sexual nature



- Graphic verbal commentaries about an individual's body
- Sexually degrading words used to describe an individual
- Suggestive or obscene letters, notes, or invitations

Any employee who experiences or witnesses sexual or other unlawful harassment in the workplace must report it immediately to the Supervisor, HR, or Western Title IX Coordinator. Employees may raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual harassment will be investigated as quickly and discreetly as possible. To the extent possible, the names of the reporter, witnesses, and alleged harasser will be protected against unnecessary disclosure.

Any Supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise HR, Western's Title IX Coordinator, or any member of administration to facilitate a timely and confidential investigation. Anyone, regardless of position or title, found through investigation to have engaged in sexual or unlawful harassment will be subject to discipline up to and including discharge. Western prohibits any form of discipline or retaliation for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports.

## 9.14a Workplace Complaints and Grievances

Western encourages employees to raise concerns or issues promptly to maintain a positive and productive work environment. To support this, it's important to understand the difference between a **complaint** and a **grievance**, as each has its own process and purpose.

### Workplace Complaint

- A **complaint** is an informal or formal expression of dissatisfaction about workplace behavior, conditions, or treatment, including harassment, discrimination, or unfair conduct.
- Complaints are typically addressed through discussion, mediation, or informal resolution efforts.
- Employees are encouraged to report complaints as soon as possible to their Supervisor, Human Resources, or the Title IX Coordinator.
- Western strives to resolve complaints promptly, confidentially, and fairly to prevent escalation.

### Workplace Grievance

- **Grievance:** A formal complaint by an employee alleging a violation or misinterpretation of district policy/regulation that directly and specifically affects their terms and conditions of employment.

- **Non-Grievable Issues:**
    - Suspension or dismissal (governed by statute).
    - Assignment/reassignment/transfer (unless it results in reduced pay or is escalated to the Board by the Superintendent).
  - **Grievant:** The employee filing the grievance.
  - **Terms and Conditions of Employment:** Includes hours, compensation (including benefits), and directly affecting personnel policies (not educational policies for professionals).
  - **Day:** Any business day.
  - **Immediate Supervisor:** The lowest-level administrator with line authority over the grievant.
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## Grievance Process

### Informal Level

- **Timeline:**
    - **Initial Conference:** Must be within 10 days of when the employee knew (or should've known) about the issue.
    - **Subsequent Conferences:** Held within 5 days of the last meeting.
  - **Purpose:** Attempt to resolve the issue informally with the immediate supervisor before filing a formal grievance.
- 

### Formal Level

#### Level I

- **Filing Deadline:** Within 15 days of knowledge of the issue.
- **Requirements:** Submit in writing to the immediate supervisor. Must include:
  - Clear statement of the issue.
  - Specific policy alleged to be violated.

Outcome of informal conference.

Remedy sought.

- **Supervisor Response:** Written decision within 5 days. A personal conference may be requested by either party.

## Level II

- **Appeal Deadline:** Within 5 days of receiving Level I decision.
- **Submit To:** Executive Director.
- **Contents:**
  - Original grievance.
  - Supervisor's decision.
  - Clear reason for the appeal.
- **Executive Director Response:** Written decision within 5 days. A personal conference may be requested.

## Level III

- **Appeal Deadline:** Within 5 days of Level II decision.
- **Submit To:** Executive Director for **Governing Board** review.

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## General Provisions

- **Time Limits:**
  - Failure to appeal within time limits = acceptance of the decision.
  - Filing beyond 15 days from awareness = waiver of grievance.
- **Jurisdiction:**
  - Filing a grievance does **not** impede the authority of the Executive Director or the Board.

## 9.15 Faculty Liability for Student Welfare

All Western employees are responsible for the safety of students on the grounds, on the bus, and during all School-sponsored events.

### 9.15a Student Supervision

To minimize the occurrence of situations in which employees may incur liability for actions related to students, employees must not leave students unattended.

### 9.15b Classroom and Office Organization

To minimize the occurrence of situations in which employees may incur liability for actions related to students, each employee must ensure their classroom or office is locked at all times it is not occupied. Employees should organize classroom materials and equipment so as to minimize danger of injury to students and self.

If for any reason an area is unlocked for someone, the Western employee or authorized adult is responsible for ensuring the area is locked after use. Under no circumstances are custodians authorized to open a classroom for unsupervised student use.

### 9.15c Foster and Kinship Care of Students

Faculty members may foster or kinship foster students of the school if they possess the necessary state licensing and comply with the established process through the state agency or parents rather than engaging in direct conversations with Western students.

### 9.15d Mandated Reporter

All School personnel are mandated reporters of suspected abuse and/or neglect of minors. Western will provide annual training to all School personnel to facilitate identification of such potential reporting obligations. Mandated reporters are required to report suspected child maltreatment immediately when they have reasonable belief that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature. School employees shall immediately report or cause reports to be made of this information to a peace officer or child protective services.

### 9.15f Filming

No person is allowed to take videos, pictures, or other media of students or teachers at Western without the express written consent of the teachers and student parents/guardians without first notifying the Principal and/or Superintendent, who will give approval in writing or deny the request.

Employees cannot take photos or post on social media photos of Western students that show their faces or allow them to be identified. Photos posted on Western accounts may be reshared or reposted on personal accounts and social media pages.

### 9.15g Movies

The Governing Board recognizes that videos, movies, and other digital media that directly relate to the instructional program may be of benefit for classroom viewing. Any media shown must directly relate to the curriculum being taught. Whenever possible, pertinent clips should be shown rather than viewing the movie or video in its entirety.

For middle and high school classes and activities, movies, videos, and clips from movies may only be shown if they carry a MPAA G, PG, or PG-13 rating or equivalent. R-rated movies will not be used or shown in school; however, instructionally relevant clips from R-rated movies may be shown if the Principal or their designee has previewed and approved them. The instructional relevance of the digital media clip must be clearly demonstrated for approval. Teachers must inform the Principal of the intent to show the PG-13 film or R-rated film clip. Teachers must send home a permission slip and parents or guardians must sign off on their child viewing the film or clip. An alternate, educationally relevant activity must be provided for students without signed permission slips.

## 9.15h Corporal Punishment Prevention

Western does not allow corporal punishment, defined as inflicting or causing the infliction of physical pain on a student as means of discipline. For the purposes of this policy, corporal punishment does not include

- Physical pain, injury, or discomfort caused by the use of incidental, minor, or reasonable physical contact or other actions designed to maintain order and control, to quell a disturbance, or remove from the scene of a disturbance a student who threatens physical injury to persons or damage to property.
- The use of reasonable and necessary force to prevent a student from inflicting physical harm upon themselves.
- The use of reasonable and necessary force for self-defense or the defense of others.
- The use of reasonable and necessary force to obtain possession of weapons or other dangerous objects, controlled substances, or paraphernalia within the pupil's possession or control.

After an inquiry regarding any suspected incident, if there is proof to substantiate such an incident occurred contrary to this policy, the faculty member, contractor, or volunteer shall be subject to appropriate discipline.

## 9.15i Student Restraint

### 9:15i.a Definition

In this policy, the following terms are defined as follows:

- "Restraint" is any method used to restrict a person's ability to move freely or use one's body.
- "Seclusion" is any involuntary isolation in a restricted location without the ability to leave. Office referrals, in-school suspensions, and timeouts are not considered Seclusion.
- "Physical restraint" is being held by others.
- "Mechanical restraint" is being held by straps or another device.

Western recognizes that in some cases it may be necessary to physically restrain or seclude a student. Restraint or Seclusion should only be used in an emergency to protect students and faculty from imminent, serious physical harm. When used, only physical restraint is acceptable.

Only a faculty member with a restraint or seclusion certification on file HR may use a restraint technique. If restraint or seclusion is used, the Principal must be notified immediately, and the parents or guardians of the student must be notified that day. A debriefing between the faculty member reporting the need for the restraint or seclusion, the faculty member performing the restraint or seclusion, the Dean of Students, the Principal, and the Executive Director must occur within 48 hours of the restraint.

Any incidence of restraint or seclusion is to be reported using the incident report form and kept on file in the restrained or secluded student's file and the file of the faculty member performing the restraint or seclusion.

## 9.16 Whistleblower Protection

All employees will be protected from any disadvantage caused by raising legitimate concerns and shall report suspected illegal or prohibited activities within the organization, including, but not limited to, accounting irregularities, harassment, fraud, any activity jeopardizing Western's nonprofit status, or any other activity prohibited by Western.

## 9.17 Respectful and Professional Workplace

The following values and their practice ensure that students and faculty will be healthy, safe, engaged, supported, and challenged. The Respectful and Professional Workplace Policy is a Western commitment to comply with all anti discriminatory, anti harassment, and anti retaliation laws and policies against all faculty members. Violation or disregard for these laws and policies by an employee may be subject to corrective action up to termination.

**Be Civil.** Civility is about demonstrating mutual respect, kindness, and good manners, communicating in a way that highlights respect for humanity of others, even when disagreements arise. People work best when the environment is safe and nonthreatening.

**Be Considerate.** Diversity of beliefs, experiences, and perspectives can help Western strengthen its community. Western support people of all backgrounds and identities, including members of any sexual orientation, gender identity, gender expression, race, ethnicity, culture, nationality, immigration status, sex, age, religion, and mental or physical ability.

**Be Collaborative.** Western employees depend on each other to produce the best work they can as an organization. Employees should consider their decisions, language, and tone while working alongside others to be productive and achieve the best possible environment conducive for educating children.

**Be Courteous.** Employees should always conduct themselves appropriately. Do not insult, put down others, or gossip. Harassment and exclusionary behavior are never acceptable, including but not limited to the following:

- Threats of violence
- Aggressive confrontation verbally, in writing, or physically
- Discriminatory jokes and language
- Unwelcome sexual attention
- Sharing sexually explicit or violent material
- Personal insults, especially those using racist or sexist terms
- Advocating for, or encouraging, any of the above behavior

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK  
AND EMAIL, INTERNET, AND COMPUTER USE POLICY**

This Employee Handbook covers employees who work for Western School of Science and Technology: A Challenge Foundation Academy, Inc., referred to throughout this Handbook as “the School” or “Western.”

I hereby acknowledge receipt of Western’s Employee Handbook, which outlines the personnel policies of the School. I understand that the information contained in the Handbook represents guidelines only, and that the School may change, rescind, or add to any policies, benefits, or practices described in this Handbook at any time at its sole and absolute discretion with or without prior notice. I agree to read it thoroughly and agree to seek clarification from the Executive Director if there is any policy or provision in the policy I do not understand.

I understand that my use of Western’s email system constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (a) the email system and all information transmitted by, received from, or stored in that system are the property of Western; (b) the system is to be used only for business purposes and not for personal purposes; and (c) I have no expectation of privacy in connection with the use of the email system or the internet or with the transmission, receipt, or storage of information on that system. I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to Western’s monitoring my use of the email system and the internet at any time at its discretion, including printing and reading all emails entering, leaving, or stored in the system. As a condition of employment, I agree to abide by School rules and policies as stated herein or as subsequently changed. I understand that I can ask my supervisor at any time for further information on any subject contained in the Handbook.

Please sign and return to the HR Specialist.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Print Employee’s Name

\_\_\_\_\_  
Date



## EMPLOYEE HARASSMENT POLICY ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, have received and read the School's Harassment Policy.

It is the policy and practice of Western to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or creates an intimidating, offensive, or hostile work environment. I have reviewed the Harassment Policy and understand it is my responsibility to read and comply with all of the policies contained in the Handbook and any revisions made to it. I understand and agree to abide by this Policy.

Please sign and return to the HR Specialist.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Date

## Coversheet

### Discussion & Consideration of the FY26 Family Handbook, FY26 Athletic Handbook & Coaches Handbook

**Section:** IV. Action Items #1  
**Item:** C. Discussion & Consideration of the FY26 Family Handbook, FY26  
Athletic Handbook & Coaches Handbook  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** FY26 WSST Family Handbook.pdf  
Coaches Handbook.pdf  
25-26 Parent Student Athletic Handbook Final.pdf



**Western School of Science and Technology:  
A Challenge Foundation Academy  
Family Handbook  
2025-2026  
*Pending Board Approval***

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A student with a disability under the IDEA or Section 504 of the Rehabilitation Act is subject to discipline in the same manner as all students. Short-term discipline (i.e., less than 10 days) may be imposed with no additional due process provided other than that afforded to all students. However, the long-term suspension or expulsion of children with disabilities shall be in accordance with the IDEA and its implementing regulations and a Manifestation Determination Review (MDR) meeting shall occur before a student with a disability, or a student not yet eligible for services but under evaluation, can be removed from the School for more than 10 days.	67
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# 1.WSST Overview

## 1a. Introduction<sup>[1]</sup>

The team of Western School of Science and Technology: A Challenge Foundation Academy, Inc. wholeheartedly espouses the following foundational beliefs as the core of its philosophy for improving student achievement outcomes in the Maryvale neighborhood:

1. College and career preparation, application, acceptance, matriculation, and graduation are crucial to students' career success.
2. An educational focus on the fields of science, technology, engineering, and math (STEM fields) is essential for competitiveness in the new, global economy.
3. Strong and inextricable links between schools and communities must exist for schools to achieve their academic mission.

At Western School of Science and Technology: A Challenge Foundation Academy, Inc., the overall atmosphere for learning is everyone's responsibility – faculty, students and families – working together. Learning can only take place when students, teachers, administrators and families work together toward establishing a positive learning environment. The purpose of this handbook is to help each child and family become knowledgeable of the opportunities, benefits and responsibilities as a member of this team. Please read through the handbook carefully, discussing the expectations and resources with your child.

We are excited to be a part of your student's educational team, and we look forward to working together for the success of each child.

Best wishes for a successful year!

Principal Valeria Escobedo - [vescobedo@wsst.school](mailto:vescobedo@wsst.school)



## 1b.Mission Statement

Western School of Science and Technology: A Challenge Foundation Academy, Inc. exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the global technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

## 1c. Statement of Purpose

Western School of Science and Technology: A Challenge Foundation Academy, Inc. will provide parents the pathways to opportunity and academic rigor for children to matriculate to, attend, and graduate from college. However, parents are expected to be involved in their child's education and assist with school needs, as able. The students and their families living in Arizona will have the option of choosing a school that requires a commitment of students, parents and all staff members in the form of a contract. The Board of Directors feels it is sending an important message in that every stakeholder accepts and signs a contract of responsibility and commitment.

The four primary components of the Western School of Science and Technology: A Challenge Foundation Academy, Inc. **guaranteed and viable curriculum** that is focus on science, technology, engineering, and math (the "STEM" fields); Advanced Placement/**Honor Courses**; AVID and Blended Learning, and are aligned with the Arizona College and Career Ready Standards and were carefully chosen to improve student outcomes in the Maryvale community.

## 1d. School Contact Information

Principal Valeria Escobedo - [vescobedo@wsst.school](mailto:vescobedo@wsst.school)

Western School of Science and Technology: A Challenge Foundation Academy, Inc.

6515 West Indian School Road

Phoenix, AZ 85033

PHONE: (623) 249.3900

FAX: (623) 243-9030

<https://western.cfacademy.school/>

## 1e. Discrimination

It is the policy of Western School of Science and Technology: A Challenge Foundation Academy, Inc. to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, need for special education service, marital status, or public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents of alleged discrimination. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated and will result in disciplinary action.

## 1f. Terms

In this document, “parent” shall refer to each student’s legal guardian(s).

## 2. Equal Educational Opportunity

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, gender identity, religion, or disability. Western School of Science and Technology: A Challenge Foundation Academy, Inc. provides a nondiscriminatory learning environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available in the front office.

In the event a student experiences discrimination, the student should report the incident to an Administrator within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker’s concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

**Luis Vasquez, Human Resources**  
**[lvasquez@wsst.school](mailto:lvasquez@wsst.school)**

### 2a. Procedures for Filing Complaints

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or Administrator. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witnesses discrimination or harassment, shall immediately inform an Administrator of the report or complaint and complete a Statement of Facts form.

### 2b. Procedures for Investigation of the Report/Complaint

An administrator, or his/her designee, will investigate the incident. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The Administration shall contact an

outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by Administration.

## 2c. Investigative Findings

In all cases, regardless of whether a violation of school policy is found, or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

# 3. Academic Information

## 3a. Curriculum Overview

Facilitated by highly-effective teachers, the guaranteed and viable curriculum of Western School of Science and Technology: A Challenge Foundation Academy, Inc. shall be based upon the four foundations of a focus on the STEM subject areas, Advanced Placement/Honor Courses, AVID and Blended Learning – all aligned to the Arizona College and Career Ready Standards, ACT and the Advanced Placement Skills. Each student will be given the opportunity to master the standards in all content areas. Students will take coursework in the following areas:

- English language arts
- Social studies
- Mathematics
- Science
- Foreign language
- STEM elective courses
- College and career preparation courses
- Electives

## 3b. Academic Year

The length of the school year is 200 days. The school year is divided into four grading periods. Each grading period ends with report cards distributed.

The school calendar, which shows the last day of school as May 29, 2026, does not include days for inclement weather. In the unlikely event that additional days are used for inclement weather, the last day will be later depending on the number of additional days required.

**Scheduled Days****Minimum Pupil School Days**

August 2, 2024 – May 30, 2025

200

### 3c. Assessment Overview

**Assessment Overview**

At Western School of Science and Technology: A Challenge Foundation Academy, Inc., the continuous evaluation of student learning is a vital part of the instructional process. A variety of assessment tools are used to monitor academic progress, guide instruction, and ensure all students are on track for success. Below is an overview of the key assessments students will participate in throughout the school year.

**State-Mandated Assessments**

All students will take the assessments required by the state of Arizona to measure mastery of the Arizona College and Career Ready Standards. These include:

- AASA (Arizona's Academic Standards Assessment)
- ACT Aspire
- ACT
- AZSci (for Science)
- AZELLA (for English Language Learners)
- MSAA (for qualifying students with special needs)

These assessments provide important data on student achievement and help the school and state ensure students are meeting grade-level expectations.

**School-Wide Mid-Term and Final Assessments**

All students will take a **mid-term** and a **final assessment** in each core academic course. These exams are designed to measure content knowledge and skills at the midpoint and end of the academic year and ensure consistency in instructional outcomes across grade levels.

**Middle School Assessments (Grades 7–8)**

Students in middle school will participate in **Renaissance Learning DnA Standards-Based Assessments** three times a year in the following subjects:

- Math
- English Language Arts
- Science
- Social Studies

These assessments help teachers benchmark student progress and adjust instruction to meet individual learning needs.

---

### High School Assessments (Grades 9–12)

High school students in Grades 9 and 12 will take **Renaissance Learning DnA Course Assessments** three times a year in:

- Math
- English Language Arts
- Science
- Social Studies

These assessments provide data on student growth and support targeted academic planning.

---

### Elective Course Assessments (Grades 7–12)

All students enrolled in elective courses will participate in **beginning-of-year, mid-year, and end-of-year assessments**. These assessments are designed to monitor skill development, personal growth, and engagement in the arts, physical education, and other enrichment areas.

## 3d. Blended Learning

Blended learning – in-classroom learning supported by online instructional interventions – will provide real-time assessment data that will allow teachers to adjust instruction to support students.

Instructional Time Model (ITM) will be known as (i-Days) individualized learning assignments days that are designed for students to complete at home. Each semester includes a specific course that is part of their schedule and transcript. ITM assignments are assigned on specified i-Days. Students must submit their designated module by 11:59 pm in order to be considered present for that academic day and also receive a grade for that course. ITM assignments are required for each student.

### 3e. Parent Teacher-Student Conferences

Parent-Teacher-Student Conferences are held twice each year. Information will be sent home to schedule times with teachers. Parents are encouraged to use these times to meet with teachers to discuss their child's progress at school. Conferences with teachers and/or members of the administration can also be arranged as needed throughout the school year. Conference dates and information will be sent home with our students and announced.

### 3f. Report Cards and Interim Reports

Report cards will go home at the end of each quarter though Parent Square. In addition, Western School of Science and Technology: A Challenge Foundation Academy, Inc. will send home grade updates at the midpoint of each quarter through Parent Square. Some teachers may provide even more frequent communication regarding student grades. If families have a question about a student's grades, they should contact his or her teacher for that course directly.

In addition, Western School of Science and Technology: A Challenge Foundation Academy, Inc. offers a parent gradebook portal, ParentVue, through Synergy, our online gradebook. Parents will receive information regarding how to access their child's grades through ParentVue during the first couple weeks of school.

### 3g. Grading Scale for Grades 7 – 12

The following details the grading policy for Western School of Science and Technology: A Challenge Foundation Academy, Inc. to be used by teachers in determining final grades for courses based upon a combination of scores from the factors above.

Letter Grade	Percentage	GPA Points	GPA Honors/AP
A+	97%-100%	4.0	5.0
A	93%-96%	4.0	5.0
A-	90%-92%	4.0	5.0
B+	87%-89%	3.0	4.0
B	83%-86%	3.0	4.0
B-	80%-82%	3.0	4.0

<b>C+</b>	77%-79%	2.0	3.0
<b>C</b>	73%-76%	2.0	3.0
<b>C-</b>	70%-72%	2.0	3.0
<b>D+</b>	67%-69%	1.0	2.0
<b>D</b>	63%-66%	1.0	2.0
<b>D-</b>	60%-62%	1.0	2.0
<b>F/Incomplete</b>	59%-Below	0.0	0.0

Students and families may check their grades at any time using the StudentVue and ParentVue applications. Additionally, student report cards will be provided through Parent Square after the end of each interim and quarter with final grades.

### **Student Promotion (Grades 7 & 8)**

Students demonstrate mastery of standards based upon the following factors: grades on tests, quizzes, and Quarterly Formative Assessments and grades on classwork and projects.

Final grades will be calculated by averaging the student's grade percentages for all four quarters. Depending on when state assessment (AASA) results are received, state assessment results may also be included in the student's final grade, per applicable state statute and Department of Education requirements. Pursuant to Arizona law, only a teacher shall determine whether to promote a student based on the School's criteria. School Counselors will support the teacher in using the School's criteria.

In grades 7 and 8, grade level promotion decisions will be based upon the following factors: (1) a student earning a final grade of at least 60% in the core classes of English, Mathematics, Science and Social Studies; (2) or a score deemed by the Arizona Department of Education of applicable state statute to pass any requisite mandatory state assessment; (3) and attendance, for which a student must be present for 90% or more of the instructional days of the school calendar. <sup>[2]</sup>

### **Retention Prevention Process**

After Quarter 2 grades are calculated and report cards have been provided to the parents/guardians, counselors will review student performance to determine which, if any, students are not meeting the above listed criteria.

Parents will then be initially notified of the risk for retention. Parents, counselors, the student, and/or teachers will meet in a Retention Prevention Conference by February to determine a Retention Prevention Plan for the student. The plan will include a variety of interventions on the part of the student, the family, the teachers, and counselors to encourage improvement in the student's grades, achievement, or attendance. The Retention Prevention Plan will be documented, signed, and submitted to the Program Manager of Counseling. Counselors will then document progress regarding the interventions throughout Quarter 3.

At the end of Quarter 3, parents and students who are at the risk of retention based upon the above defined criteria but who were not identified at the end of Quarter 2 will be notified of the risk for retention. For all students notified of possible retention in either Quarter 2 or 3, parents, counselors, the student, and/or teachers will again (or for the first time) meet to assess progress towards (or determine) the goals set during the initial Retention Prevention Conference. The Retention Prevention Plan may remain in force but be adjusted to meet the student's current need. Again, the updated Retention Prevention Plan will be documented, signed, and submitted to the Program Manager of Counseling. Counselors will then document progress regarding the interventions throughout Quarter 3.

At the end of Quarter 4, counselors will review the final progress of all students who were placed on Retention Prevention Plans during Quarters 2 or 3. If the above listed criteria are not met for any students, counselors will submit those students' names and relevant documentation of Retention Prevention Plans to the Program Manager of Counseling.

The Program Manager of Counseling and/or Program Manager of Special Education (for students receiving special education services) will then determine if any of the following factors are true that may serve as exceptions to the promotion criteria: (1) the student's lack of progress is due to the student's qualification for special education services; (2) the student's lack of progress is due to the student's level of English proficiency as measured by the AZELLA test; (3) the student is at or above grade level in all subject areas measured by the end-of-year Galileo assessment; (4) the student is below grade level in any subject areas measured by the end of-year Galileo assessment but made significant growth in all subject areas measured by the same assessment.

If a student does not meet the stated criteria for promotion nor any of the above exception criteria, the Program Manager of Counseling and/or Program Manager of Special Education (for students receiving special education services), will recommend that the student be retained.

An end-of-year conference will then be called between the counselor, Program Manager of Special Education (for students receiving special education services), teachers, the student, and



parents to review the Retention Prevention Plan and student progress. Pursuant to Arizona law, only a teacher shall determine whether to retain a student based on the School's criteria.

### Credit and Graduation Requirements for High School Students

Western Tech: CFA's graduation requirements are aligned to, and surpass, Arizona minimum graduation and university admission requirements, aligned to the school's mission of preparing students for college graduation leading to career success:

<b>DISCIPLINE</b>	<b>WESTERN: CFA GRADUATION REQUIREMENT For Advanced Diploma</b>	<b>WESTERN: CFA GRADUATION REQUIREMENT For Standard Diploma</b>
<b>English Language Arts</b>	4 credits	4 credits
<b>Mathematics</b>	4 credits	4 credits
<b>Science</b>	4 credits	3 credits
<b>Social Studies/History</b>	3 credits	3 credits
<b>Foreign Language</b>	2 credits	2 credits
<b>Fine Arts/CTE</b>	1 credit	1 credit
<b>Physical Education</b>	1 credit	N/A
<b>College and Career Preparation</b>	1 credit	N/A
<b>Electives (STEM, College Prep, Intervention)</b>	4 credits	5 credits
<b>Total</b>	24 credits	22 credits

### **Process for Awarding Course Credit**

Students demonstrate mastery of standards based upon the following factors: grades on tests, quizzes, and Quarterly Formative Assessments and grades on classwork and projects.

Credit is awarded for high school courses by semester. Final semester grades will be calculated by averaging the student's grade percentages for the two quarters within that semester. Depending on when state assessment (AASA, ACT Aspire or ACT) results are received, state assessment results may also be included in the student's final grade, per applicable state statute and Department of Education requirements.

In grades 9 through 12, credit decisions will be based upon the following factors: (1) a student earning a final grade of at least 60% in the course; (2) and attendance, for which a student must be present for 90% or more of the meetings of the course. <sup>[3]</sup>

At the midpoint of each course, counselors will review student performance to determine which, if any, students are not meeting the above listed criteria. Parents will then be initially notified of the risk for not achieving credit. Parents, counselors, the student, and/or teachers will meet in a Credit Conference the next week to determine a Credit Action Plan for the student. The plan will include a variety of interventions on the part of the student, the family, the counselors, and/or the teachers to encourage improvement in the student's grades, achievement, or attendance. The Credit Action Plan will be documented, signed, and submitted to the Program Manager of Counseling. Counselors will then document progress and keep parents informed regarding the interventions throughout the second half of the course. At the end of the course, counselors will review the final progress of all students who were placed on Credit Action Plan. If the above listed criteria are not met for any students, counselors will submit those students' names and relevant documentation of Credit Action Plans to the Program Manager of Counseling.

The Program Manager of Counseling and Program Manager of Special Education (for students receiving special education services) will then determine if any of the following factors are true that may serve as exceptions to the promotion criteria: (1) the student's lack of progress is due to the student's qualification for special education services; (2) the student's lack of progress is due to the student's level of English proficiency as measured by the AZELLA test.

If a student does not meet the stated criteria for credit determination nor any of the above exception criteria, the student will not receive credit.

### **Policy for Participation in Promotion and Graduation Ceremonies**

Annually, towards the end of the school year, the school will hold a Promotion Ceremony for 8<sup>th</sup> grade students and a Graduation Ceremony for 12<sup>th</sup> grade students. Participation in these ceremonies is a privilege to be earned via the below criteria.

### **8<sup>th</sup> Grade Promotion Requirements**

Students must achieve a D average in each core academic class to qualify for the 8th Grade Promotion Ceremony. If a student earns an "F/INC" in their final grade, this will influence the privilege(s) of attending the promotion activities.

If a student is suspended at the time of the promotion ceremony, he or she will not earn the right to participate.

Students who have received multiple disciplinary actions for significant behavior resulting in suspension(s) will be in jeopardy of not participating in the promotion activities.

### **12<sup>th</sup> Grade Graduation**

Students meeting or exceeding all Western: CFA graduation requirements may participate in the graduation ceremony and graduation activities at the end of the school year.

Participants in graduation are required to wear caps and gowns for the ceremony. Caps may be decorated, but must adhere to the Western Dress Code guidelines. During the ceremony, graduating students shall not carry items or otherwise alter the cap and gown, except in accordance with the district procedure allowing for identity adornments to be worn. Any exemptions must be approved by the Principal.

Western: CFA may offer a summer graduation ceremony following the end of the summer school term. Students who have completed all graduation requirements by the completion of summer school will be allowed to participate in the summer graduation ceremony.

Final participation in such ceremonies is up to the school's discretion.

- If a student is suspended at the time of the graduation ceremony, he or she will not earn the right to participate.
- Students who have received multiple disciplinary actions for significant behavior resulting in suspension(s) will be in jeopardy of not participating in the graduation activities.

### **Class Assignments and Homework**

Students are responsible for completing class work and homework assignments by given due dates. Class assignments and homework vary by subject and by teacher. All students are provided with an agenda to record assignments and deadlines daily. Any student who does not arrive to class prepared with his or her homework will receive consequences and/or possible loss of privileges, including a reduction in the student's grade. It is expected that parents will support the school by ensuring student homework and/or class assignments are completed.

## **Advisory and Class Assignment**

At the beginning of the year, students will be assigned an Advisor and an individual course schedule based on that student's academic needs. Western School of Science and Technology: A Challenge Foundation Academy, Inc. carefully chooses advisors and course schedules based on academic needs and social dynamics. Because switching advisors mid-year may be disruptive to not only that student but to all other students in that advisory, we cannot honor parent requests to move students' homerooms. The only advisory switch by parent request is if there is a restraining order against another student in that advisory. Western School of Science and Technology: A Challenge Foundation Academy, Inc. reserves the right to move any student to a new advisory at any time.

Course schedule change requests will be considered by Western School of Science and Technology: A Challenge Foundation Academy, Inc. and granted only if a student's academic situation has changed such that he or she would be better suited with a different course schedule or if there is a restraining order against another student with that course schedule. Western School of Science and Technology: A Challenge Foundation Academy, Inc. reserves the right to move any student to a new course schedule at any time.

## **Student Travel**

Student Travel must be planned within the context of the school program and must be appropriate for the age level and curriculum. Before any student is taken from the school grounds, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by vehicles provided by the District, or chartered or commercial transportation services contracted through the District, and can be driven only by authorized personnel, or, with the written approval of the parent/guardian and the principal and/or designee, by private vehicles. When necessary, air transportation shall be provided in accordance with District procedures developed by the Superintendent or their designee.

## **Student Trips**

Student trip means travel made by students and chaperoned by at least one (1) certified employee or authorized adult for every ten (10) students for overnight, out-of-state, and international student trips and one (1) certified employee or authorized adult for every fifteen (15) students for local student trips. An authorized adult is considered authorized only if they have gone through the District's volunteer clearance process and/or possess a fingerprint clearance card issued by the Arizona Department of Public Safety. A student trip must be related to a curricular or extracurricular activity that is provided by the school and arranged under the direction of the certificated employee coordinating the trip.

Student trips may be approved when the activity is directly related to ongoing instruction with defined objectives determined in advance. The activity should supplement, extend,

and enrich the curricular or extracurricular program in a manner that cannot be achieved on campus.

## **Types of Trips**

### **Field Trip**

A field trip provides an educational experience for students that cannot be provided through instruction in the classroom or on the school campus. Each trip must furnish students with a learning experience of educational and subject-related value that directly correlates with the objective(s) of the district-approved curriculum. Transportation shall be provided only by vehicles provided by the District, or chartered or commercial transportation services are contracted through the District and can be driven only by authorized personnel, or, with the written approval of the parent/guardian and the principal and/or designee, by private vehicles

### **Club Trip**

A club trip is initiated, planned, and organized by the club membership in order to meet the goals of the club. Transportation shall be provided only by vehicles provided by the District or chartered or commercial transportation services contracted through the District and can be driven only by authorized personnel, or, with the written approval of the parent/guardian and the principal and/or designee, by private vehicles.

### **Activity Trip**

An activity trip is one in which students travel as representatives of the school for the purpose of performance and/or competition. Transportation shall be provided only by vehicles provided by the District, or chartered or commercial transportation services contracted through the District and can be driven only by authorized personnel, or, with the written approval of the parent/guardian and the principal and/or designee, by private Vehicles

All student trips shall fall within one (1) or more of the following categories:

- **Local:** Travel that is completed in a single day (includes destinations that are within walking distance from a school).
  - Must be approved by the designated school administrator three (3) weeks prior to the travel date.
  - The employee coordinating the trip shall obtain written permission from the parent/guardian before a student may participate.
- **Overnight:** Travel within Arizona that requires overnight accommodations.
  - Must be approved by the principal and/or designee and the District administration three (3) weeks prior to travel date.

- The itinerary, participants, chaperones, sleeping arrangements, and/or costs must be submitted in writing to the principal/and or designee and District administration.
- The employee coordinating the trip shall obtain written permission from the parent/guardian before a student may participate.

\*\*\*Will follow the same procedure for lock-ins or overnight events at school.

- **Out-of-state:**

- Must be approved by the principal and/or designee, and the District administration four (4) weeks prior to travel date.
- Amendments to travel plans that affect itinerary, participants, chaperones, and/or costs must be submitted in writing to the District travel office fourteen (14) calendar days (exclusive of Governing Board approved recess days) prior to travel and approved by the Governing Board as appropriate.
- The employee coordinating the trip shall obtain written permission from the parent/guardian before a student may participate.

- **International:**

- Must be approved by the principal and/or designee, the District administration, and the Governing Board (3) months prior to the travel date.
- Amendments to travel plans that affect itinerary, participants, chaperones, and/or costs must be submitted in writing to the District travel office twenty-one (21) calendar days (exclusive of Governing Board approved recess days) prior to travel and approved by the Governing Board as appropriate.
- The employee coordinating the trip shall obtain written permission from the parent/guardian before a student may participate.
- 

Exceptions to the timelines herein may be permitted with approval from the District travel office.

## **Approval Procedures**

### **Local:**

Requests for local student travel must be received and approved by the school principal and/or designee a minimum of three (3) weeks prior to the travel date.

### **Overnight:**

Requests for overnight travel within Arizona must be received and approved by the school principal and/or designee a minimum of three (3) weeks prior to the travel date.

### **Overnight Out-Of State:**

Requests for overnight/out-of-state travel must be approved by the principal and/or designee and submitted to the District administration, and if necessary, the Governing Board, on the

District travel request form. For overnight travel, the form must be received and approved by the District administration and if necessary, the Governing Board at least three (3) weeks prior to the travel date. For out-of-state travel, the form must be received and approved by the District administration and if necessary, Governing Board, at least four (4) weeks prior to the travel date.

### **International:**

Requests for international student travel must be approved by the principal and/or designee and submitted to the District administration and Governing Board on a District travel request form. The form must be received and approved by the District administration and Governing Board at least three (3) months prior to the travel date.

### **Request Form**

The form should include, but not limited to:

- Name of group
- School
- Number of students
- Name and gender of students
- Number of teachers/sponsors (\_\_\_\_\_one (1) minimum required)
- Name and identification of teachers/club sponsors and other authorized chaperones
- Title of the event/competition
- Location (city/state)
- Lodging and meal plans
- Transportation procedures
- Departure (time, day, date)
- Return (time, day, date)
- Total school day(s) to be absent
- Cost per pupil
- Funding source(s)
- Scholarships available (yes/no)
- Parental permission form
- Insurance coverage (facilities liability - student's medical)
- Detailed Itinerary
- Educational objectives in connection with adopted curriculum and Arizona State Standards
- Volunteer/chaperone orientation meeting date and time
- Total cost of trip

### **Student Travel Considerations**

It is important to consider the cost of student travel and the purpose before completing request forms. The school supports events on its local campus, within the local community, within the state, and some out-of-state trips. Out-of-state trips and fund-raising events should not deplete campus and local community resources. Out-of-state trip fund-raising efforts should follow all local school guidelines and calendars. Decisions about student travel will be made in

the best interest of all students on campus; including the amount of time students spend on fund-raisers.

Student travel is planned. Sponsors, building administrators and any approving groups must consider the following factors:

- Nature of the experience
- Student time away from the regular program.
- Demand on staff time.
- Need for school transportation.
- Financial demand on the students.
- Financial demand on the community when donations are requested.
- Cost to the school for substitutes.
- Other costs to school organization or individual.
- All services or accommodations that may be needed for students participating in the student travel per applicable student IEP's.

### **Financing**

Overnight, out-of-state, and international student trips may be funded by student activity funds, tax credits (extracurricular only), donations, personal funds, and/or school budget allocations. Monies raised from student fund-raising and voluntary donations shall be deposited in the appropriate student activity account, and, upon vote of the appropriate student group, student activities monies may be used to defray the cost of student travel for students and adult chaperones. Money raised through fund-raising, donation, and personal funds should cover the cost of the activity but not exceed the cost of the activity.

Fund-raising activities for the purpose of financing student travel must be approved by the school principal and/or designee. Monies collected for a student trip shall not exceed the projected cost of the trip. Students may voluntarily participate in fund-raising efforts and/or parents may make voluntary donations to help defray the cost of their travel Expenses.

\*\*\*No student will be denied the opportunity to participate due to financial hardship

Generally, student travel will not be approved without evidence that sufficient funds are available or accessible to pay for the trip. Nothing herein shall constitute an assurance or guarantee that a field trip will be approved.

### **Chaperones**

Employees shall supervise all student trips. Spouses, support staff employees, parents/guardians, and other responsible adults may also serve as chaperones when approved by District administration and have followed the District's volunteer clearance process. Volunteer chaperones are under the direction of the employee coordinating the trip. Non-student children of chaperones (employees, parents, or volunteers) may not accompany the parents on any school-related trips. Only students in participating classes or clubs may attend a field trip.



Both male and female chaperones shall accompany students on coeducational overnight trips, as necessary. All chaperones are expected to provide close supervision of students and to conduct themselves according to Governing Board policy and in a manner beyond reproach throughout the trip. No smoking, alcohol consumption, drugs, or other inappropriate behavior is allowed.

Chaperones shall not stay in the same rooms with the students on overnight trips, unless the chaperone is related to the student(s) staying in the room and it is pre-authorized by the principal and/or designee. There must be a clear plan for continuous supervision of students on overnight trips.

### **Cancellation and Refunds**

The District may postpone or cancel school trips when necessary to ensure the safety of students, teachers, and volunteer chaperones and for other appropriate reasons. When the school cancels a trip, the school shall refund trip money to students in accordance with the refund policies of the companies and organizations providing services for the trip. School staff should clearly outline for parents any conditions or deadlines that may apply in cases where trip fees cannot be reimbursed. A refund may not be available to a student who pays for a school trip, but cannot attend.

### **Food Services**

The cafeteria management must receive at least fourteen (14) days advance notice of a student trip and if meals are necessary or need to be reduced during lunch time.

### **Instruction**

Loss of instructional time in classrooms shall be kept to a minimum. The number of school days missed by students while on an overnight student trip shall not exceed two (2) days. Exceptions may be approved by the Governing Board on a case-by-case basis, dependent on the trip's instructional value and alignment to the curriculum.

Students not participating in a student trip shall be provided with other instruction at school aligned to the same instructional objectives as the student trip. Nonparticipation by a student shall not adversely affect course requirements, grades, or eligibility to participate in other activities.

Students who exhibit attendance, behavioral, or academic problems may not be allowed to participate and may forfeit any field trip fees already paid. The final decision will be at the discretion of the principal and/or designee.

Participation in travel activities where students bear more than an incidental financial responsibility is voluntary and the activity is not a component of the instructional program.

## **Parent/Guardian Permission**

Parent Permission Slip will be used for all student trips.

Teachers should also carry the following with them in addition to the parent permission slips:

- Copies of the emergency cards for each attending student, and emergency card for each chaperone in attendance. Approved reports containing emergency contacts/ phone numbers and medical alerts can be used in place of emergency cards.
- List of emergency numbers to contact including school numbers, evening contact if necessary transportation contact.
- Access to a working cell phone.

The employee coordinating the trip shall obtain from each participant a written permission slip signed by the parent/guardian. The permission slip shall contain a brief explanation of the purpose and value of the student trip, a detailed itinerary, name of the group, name of the activity, destination, dates and duration of stay, number of chaperones, and fees required. Voice permission will not be permitted. Electronically transmitted permission forms will be accepted.

The certificated employee must obtain medical consent forms for each participant signed by the parent/guardian. The form must accompany the certificated coordinator on the student trip. Certificated employees are responsible for keeping and dispensing any necessary medications.

## **Emergency Situations**

Serious injuries or fatal accidents shall be reported to the principal and/or designee immediately. All other accidents that occur on a student trip must be reported to the principal and/or designee as soon as possible. Emergencies shall be handled promptly by the teacher or other school staff member by taking appropriate action. In the discretion and judgment of school personnel or other responsible adult, appropriate action may include sending the student to the hospital or summoning medical aid. In cases where it is necessary to send the student to the hospital, a reasonable effort should be made to notify the parents. An incident report is to be filed with the appropriate District division as soon as possible. School personnel are responsible for maintaining an emergency preparedness plan and ensuring that all necessary provisions have been made for known special medical problems or conditions

### **Prohibited Activities:**

**The following activities are prohibited on student trips unless the activity relates to an CAA/AIA-sanctioned sport/competition or receive prior approval from District administration.**

- Rock climbing
- Ropes courses over 10' high
- Inflatables over 10' high
- Zip lining
- Scuba diving
- Sailing unless the sailboat is commercially licensed and insured
- Activities on personal watercrafts
- Swimming.

## **Child Find**

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, Western School of Science and Technology: A Challenge Foundation Academy, Inc is required to provide a free and appropriate public education (FAPE) for all students who enroll, or who are seeking to enroll, in the School.

All new students will be screened within 45 calendar days of their initial enrollment. The classroom teacher will complete the screening after reviewing the student's abilities in the areas of vision and hearing; cognitive or academic; communication; motor; social or behavioral; and adaptive development. If any concerns are noted, the student will be referred for additional help.

## **Special Education Services**

Western School of Science and Technology: A Challenge Foundation Academy, Inc makes available special education and related services to all eligible students. Our teachers are trained to teach to diverse learning styles and ability levels. Western School of Science and Technology: A Challenge Foundation Academy, Inc believes in close collaboration between staff, general education teachers, special education teachers, and parents. For more information about our special education programs, or for any questions, please contact the Program Manager of Special Education.

## **Procedural Safeguards**

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office.

## **Evaluation**

A special education evaluation will be considered whenever the School suspects that the student may have a disability. Before the evaluation can be conducted, informed parental consent is required. A parent may request an evaluation in writing and the School will have 15 school days to respond to the request. Western School of Science and Technology: A Challenge Foundation Academy, Inc may contract with private specialists to provide needed services for students requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the student's parents, principal, classroom teacher, school psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a student's eligibility for special education services, but do not automatically qualify a student for these services. The Individuals with Disabilities Education Act (IDEA) law sets out the rules and regulations regarding eligibility and the determination of whether a student qualifies for special education services. By law, Western School of Science and Technology: A Challenge Foundation Academy, Inc must follow these rules and regulations.

### **Individualized Education Plan (IEP)**

If it is determined by the MET that the student qualifies for special education services under the definition and guidelines of the IDEA, an Individualized Education Plan (IEP) will be written for the student, setting out specific goals, accommodations, services, and placement. The IEP must be reviewed at least annually or at the request of an IEP team member, including parents. If a parent requests an IEP meeting, the School has 45 school days to respond to the request.

### **504 Accommodations**

Section 504 of the Rehabilitation Act of 1973 ensures that students with disabilities have equal access to education and are provided with appropriate accommodations to support their academic success.

If you believe that your child may qualify for Section 504 accommodations due to a disability, please contact our 504 Coordinator:

Tiffany Crawford  
504 Coordinator  
Email: [tcrawford@wsst.school](mailto:tcrawford@wsst.school)  
Phone: (623) 249-3900

The 504 Coordinator is responsible for coordinating evaluations, developing individualized 504 plans, and ensuring that appropriate accommodations are implemented to support students with disabilities. We encourage families to reach out with any questions or concerns regarding 504 accommodations and to initiate the evaluation process if necessary.

## Service Animals

Service animal means an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animals do not include other species of animals, whether wild or domestic or trained or untrained.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the School if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the School, services or activities provided.
- The animal poses an undue burden.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animals' safe, effective performance of work or tasks, in which case the service animal must be under the handler's control. The School shall not be responsible for the training, feeding, grooming. The School must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the Administrator at least three (3) days prior to bringing the service animal to school or to a school function. Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) bordetella, rabies.

All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

## Attendance

Attendance plays a vital role in education. Students who attend school on a regular basis are better able to keep up with their classes and complete assignments in a timely manner.

## Truancy Policy

Being absent for school, or even from one class period, without acceptable cause, is truancy.

Arizona's truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school.

1. A student is "**habitually truant**" if he/she has **five** or more unexcused absences from school.
2. A student has "**excessive absences**" when the student misses more than ten percent (18 days) of the required number of school days per year whether the absence is excused or unexcused.

Arizona state law requires that parents ensure that their children between the ages of six and sixteen attend school. On the **fifth** unverified absence or **20** total verified/unverified absences, **regardless of the reason** you and/or your child could be issued a citation for a violation of an Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that both you and your child appear in court regarding this matter.

Prosecution of you and/or your child may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc. The parent will also be assessed a \$50 Diversion fee. If you, as a parent, receive a citation and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

Students at Western School of Science and Technology: A Challenge Foundation Academy, Inc. who are absent 25 or more days may not receive credit for the school year.

Other interventions will include:

- When a child has accumulated five (5) or more unexcused absences in a school year parents/guardians receive a phone call home and the first Court Unified Truancy Suppression ("CUTS") Warning Letter. Students who are seventeen (17) years of age or older will receive a similar letter.
- When a child has accumulated ten (10) or more unexcused absences in a school year parents/guardians receive a second CUTS Warning Letter in the mail stating our attendance policy, a meeting with administrators, and potentially other consequences.
- When a child has accumulated fifteen (15) or more unexcused absences in a school year, a parent/guardian will have to attend a mandatory CUTS Conference with a Maricopa County Juvenile Probation Department Officer and/or other consequences.
- When a child has accumulated eighteen (18) or more unexcused absences in a school year, a parent/guardian and/or their child could be issued a citation for a violation of an Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that

parents and child appear in court regarding this matter (only for students who are 16 and under). Students 17 and older will attend additional consequences.

- When a child has accumulated twenty-five (25) or more unexcused absences in a school year, that child may not receive any credit for the school year.

When a student has ten (10) or more unexcused absences consecutively, he or she will be withdrawn from the school.

### **Excused Absences**

Pursuant to A.R.S. §15-901(A)(2), "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. In order for absences relating to illness, doctor appointment, bereavement, or family emergencies, the School must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student.

If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten (10) consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(2). Additionally, if a student accumulates ten (10) or more absences during the entire year, the parent/guardian may be required to meet with the Administration to create an attendance plan.

### **Chronic Illness**

Students with chronic health problems, who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications or accident as certified by a health professional or registered nurse practitioner, may be excused from school. All exceptions must be certified by an appropriate health professional and will be reviewed on an individual basis. Please ask the school health aide for the appropriate forms if your child's attendance is affected by a chronic health problem.

### **Make-up Work**

Students are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers as soon as they return to school to obtain their missed assignments. It is the responsibility of the student and parent to ensure make-up work is completed.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. does not provide homebound instruction or private tutors for students who are out of school for extended



periods – although a Homebound Instruction Policy does exist. Questions regarding said policy should be directed to the Program Manager of Counseling.

### **Procedures for Attendance**

1. Attendance is taken daily at 8:30 a.m.
2. Students arriving after 8:30 a.m. must get a pass from the office before continuing to the classroom, and are marked tardy.
3. Parents or guardians are to leave a voicemail on the attendance line if their child will be absent or tardy.
4. Absences are to be certified in writing by the parent/guardian on the first day the child returns to school.

### **Tardiness**

All students arriving after 8:30 AM must enter the main entrance and are listed as tardy as of 8:30 AM. Late arrival to school is counted against student attendance under Arizona law.

- Students who are tardy will receive a message home on the family communication app.
- Students who continue to be tardy to school will be assigned progressive intervention.

Policy Statement:

Students who accumulate three (3) tardies to school and/or class within a single school week will be assigned after-school detention.

### **Excused Tardies:**

***Tardies accompanied by valid documentation (such as a medical note or approved administrative excuse) will not count toward the weekly total.***

### **Early Dismissal**

Western School of Science and Technology will provide appropriate educational opportunities for any student identified by an appropriately licensed healthcare provider as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance.

The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits.

Please contact [healthoffice@wsst.school](mailto:healthoffice@wsst.school) to obtain the full chronic illness policy and form.

A parent or guardian must enter the front office to pick up and sign out the student. Students will only be discharged to adults legally able to pick up students, and adults will be asked to provide identification when they pick up students early.



Early dismissal and tardiness to school *do* count against a child's attendance.

### **Student Drop-Off**

A drop-off zone has been designated on the curb in front of the school. This zone is for drop-off only. Vehicles are not permitted to be left unattended in this zone. All other vehicles are to park in the designated lot and within the identified parking spots.

We do not currently provide bus transportation at Western School of Science and Technology: A Challenge Foundation Academy, Inc. However, we do work with Valley Metro to provide bus passes for students. For questions regarding bus passes, please reach out to the front office directly.

## **Morning/Afternoon Supervision**

### **Morning Supervision**

Students are allowed on campus beginning at 7:30 AM.

### **After-School Care**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. does not provide after-school care. Please make sure that your child has arrangements after school. The Boys and Girls Club on Clarendon Avenue offers after-school program opportunities. In addition, the YMCA at the corner of Clarendon Avenue and 67<sup>th</sup> Avenue offers memberships for students. Please inquire within.

Our school is committed to student safety during school hours and approved extracurricular activities. However, we are not responsible for supervising students after 3:30 PM unless they are in an approved activity with a staff member. It is crucial that parents ensure their children have transportation home promptly after dismissal at 3:30 PM or at 4:00 PM if they attend tutoring. Students not participating in after-school programs should not remain on campus, this includes any area of the backfield. Unsupervised students will be asked to leave.

### **Late Pick Up**

If students are not picked up within one hour of dismissal, and we are not able to reach a parent/guardian or any emergency contacts, the Phoenix Police Department may be notified and the student will be picked up by law enforcement or child welfare personnel. Please make sure to contact the school in case of an emergency.

## **Lost and Found and Student Belongings**

There is a Lost and Found box located in the main office. Any student who has lost an item should check Lost and Found. Students are encouraged not to bring valuable items to school. The school assumes no liability for lost or stolen personal articles.

## **Lunch**

Students are offered a nutritious lunch daily. Additionally, children are offered breakfast daily. Lunch and breakfast accounts are to be paid promptly. You may do so through the front office. Students are allowed to bring their own lunch but food being delivered to the campus will not be allowed.

## **Records and Record Keeping**

### **Student Privacy**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. complies with all state and federal laws and regulations regarding student privacy.

### **Student Records and Confidentiality**

#### ***(Annual Notification of Confidentiality Rights Regarding Education Records of Students with Disabilities and Their Parents)***

Western School of Science and Technology: A Challenge Foundation Academy, Inc. has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents and students rights to privacy. These policies and procedures are in compliance with federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records, and such rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." The rights are as follows:

- ***Right to Inspect and Review.*** Parents have the right to inspect and review a student's education records within 45 calendar days from the day the School receives a request for access. Requests should be submitted in writing to the School and must identify the specific records to be inspected and/or reviewed. The School may charge a fee for any copies made pursuant to a request.
- ***Right to Amend Education Records.*** Parents may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the Administrator, clearly identifying the part of the record the parent(s) want changed and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested, the parent(s) will be notified of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent(s) when notified of the right to a hearing. After the hearing, if the School still decides not to amend the record, the parent or eligible

student has the right to place a statement with the record setting forth his or her view regarding the contested information.

- *Right to Consent to Disclosure.* Parent(s) or eligible students have the right to require their consent to disclosure of personally identifiable information contained in the student's education records by the prior written consent of the parent(s) or eligible student(s), except to the extent that FERPA authorizes disclosure without consent. *Right to File a Complaint.* A parent or eligible student has the right to file a complaint with the Student Privacy Policy Office in Washington D.C., if they believe that the School has violated a provision of FERPA. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the School. If a reasonable solution is not made at the school level the complainant has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. has designated the following information as directory information:

Student's name  
Date and place of birth  
Dates of attendance  
Grade level  
Telephone listing  
Electronic mail address  
Photograph  
Degrees, honors, and awards  
Participation in officially recognized activities/sports

## Health Records

Please keep Western School of Science and Technology: A Challenge Foundation Academy, Inc. updated regarding any changes in your child's health status, including immunizations. Students whose health records are not up to date in accordance with state law by the deadlines set by the school may be excluded from school until records are compliant.

## **Student Fees**

There are fees that students can receive while attending School. Examples of some of these fees are broken or damaged Chromebook, sports fees, lunch fees and other activities.

## **Enrollment**

### **PURPOSE**

The purpose of this policy is to explain the application and enrollment process at the School so that families will have information to make decisions regarding their children's school attendance.

### **POLICY STATEMENT**

This policy establishes guidelines for admission into the School that are consistent with the admission requirements of Arizona and federal law and applicable regulations.

### **GENERAL ENROLLMENT PROVISIONS**

The admission and enrollment policies of Western School of Science and Technology: A Challenge Foundation Academy, Inc. (the School) have been developed to be fair to all student populations. The following policies shall be readily available and accessible to parents.

#### **A. Information and Application**

The School Leader shall prepare a written information packet concerning the School's annual open enrollment period, application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The information packet shall include the enrollment application form and shall advise applicants that to be considered for enrollment during the following school year they must submit enrollment applications by the end of the School's enrollment period. The packet will be made available to everyone who requests it.

#### **B. Capacity**

The School shall enroll all eligible students who submit a timely application, so long as the school has capacity in the specific grade, class, building or program (if applicable) to which the student is applying.

The School Leader shall determine the School's projected capacity for the next school year. The projection of capacity shall be made for each school, grade level, class or program, if applicable, in accordance with the maximum capacity (enrollment cap) as established by the School's authorizer. [4]

C. Lottery and Waiting List

If the School receives more student applications than it has seats available, it shall determine admission based on an "equitable selection process such as a lottery." [5]  
The School shall develop waiting lists and an equitable system of enrolling students from a waiting list.

D. Enrollment Preferences

The School shall give enrollment preference to and reserve capacity for students who were enrolled in the School the previous year (and are returning to WSST) and to any siblings of those Students. This will be honored as long as there is capacity in that grade level.

The School may give enrollment preference to and reserve capacity for pupils who fall into any of the following allowable enrollment preference categories:

- Children, grandchildren or legal wards of employees of the School, employees of the charter holder, members of the Governing Body of the School or directors, officers, partners or Board members of the charter holder.
- Students who attended another charter school or are the siblings of that student if the charter school previously attended by the pupil has the same charter holder, governing body and governing body membership as the enrolling charter school or is managed by the same educational management organization, charter management organization or educational service provider as determined by the charter authorizer.
- Children who are in foster care.
- Children who meet the definition of unaccompanied youth in the McKinney-Vento Homeless Assistance Act.

The School will not give enrollment preference to any student on any other basis.

E. Translation

The School will provide translated documents and translation services from appropriate and competent individuals, as necessary, for all enrollment documents.

F. Other Pre-Admission Activities

Although the School may offer tours and informational sessions to potential students and their families, admission will not be conditioned on participation in or attendance at any tour or informational session. Similarly, admission will not be conditioned on optional donations of time and/or money to the School, including parent ability to volunteer at the School.

**G. Students with Disabilities**

The School shall not collect or use information about whether a prospective student is, or may be, eligible for special education services under federal law, for the purpose of making admissions decisions. To the extent any such information is obtained during the application stage, the School shall ensure that it is not used in the admission-decision process, but only to better serve the student promptly and appropriately, following admission.

**H. Admission Standards**

The School may decide not to admit a pupil who has been expelled or is in the process of being expelled by any Arizona public or private school. [6] Failure to disclose this information on the application may result in revocation of the student's acceptance. Students must meet statutory entrance age requirements for the grade for which they have applied. [7]

**I. Notification of Action on Application**

The School shall notify the student's parent or legal guardian (or the student if emancipated) in writing whether the student has been accepted, placed on a waiting list pending the availability of capacity, or rejected for the next school year. If the applicant is placed on a waiting list, the notification shall indicate that the School will promptly inform the parent or legal guardian if capacity for additional enrollment develops and the student is admitted. If the student's application is rejected, the reason for the rejection shall be stated in the notification.

**J. Student Placement**

After admission, the School may require students to take placement tests, audition for courses or provide other placement information, all of which shall be used by the School only to determine the student's appropriate placement in a grade or class based on the student's level of preparation and content knowledge. The School reserves the right to determine the appropriate placement for a student. The School will not base its admission decisions on a student's academic achievement or similar performance.

**STUDENT ADMISSIONS PROCEDURES**

**A. Age and Identity**

The School must obtain age and identity information from students when they enroll. Within 30 days of enrollment, the individual enrolling a student (except homeless students) in the School for the first time will be asked to produce proof of ONE of the following:

- A certified copy of the student's birth certificate;

- Other reliable proof of age and identity, (i.e., baptismal certificate, social security card application, original school registration record) and an affidavit explaining the inability to provide a copy of the birth certificate.
- A letter from the authorized representative of an agency having custody of the pupil pursuant to a juvenile court proceeding, certifying that the pupil has been placed in the custody of the agency as prescribed by law. <sup>[8]</sup>

*Any of the documents listed above is acceptable to verify a student's age or identity.*

**B. Arizona Residency**

The School must obtain and maintain verifiable documentation of a student's Arizona state residency upon enrollment and must reaffirm residency in connection with a student's subsequent attendance at the School in future years.<sup>[9]</sup> The School shall comply with the Arizona Department of Education's Residency Guidelines and applicable Arizona law in determining who meets the residency requirements and need to pay tuition to attend the School. The School shall *not* request or require documentation regarding a student's citizenship or immigration status in connection with enrollment or at any other time.

The School shall maintain a copy of all required residency documents in students' educational files.

**C. Proof of Immunization**

The School must obtain and maintain a student's immunization record prior to attendance, unless the student is exempted from immunization by law. A student may be conditionally enrolled provided that the necessary immunization has been initiated and a schedule has been established for the completion of the required immunization. Arizona law requires that a student shall be suspended and not allowed to attend school if the required immunizations have not been obtained.<sup>[10]</sup>

**D. Admission of Homeless Students**

The School shall comply with and provide services under the McKinney-Vento Homeless Assistance Act, which ensures that homeless children and youth have access to a free, appropriate public education, comparable to that provided to the children of any Arizona resident and consistent with Arizona's mandatory school attendance laws.

Students that meet the definition of "homeless students" shall be excused from providing certain enrollment documentation that is otherwise required by law, and the School shall immediately enroll a homeless student, even if the student is unable to produce the records normally required for enrollment.

The School shall appoint a Liaison for Homeless Students who will carry out duties as assigned and as required by law, including assisting with enrollment and coordinating activities and programs in the best interest of homeless students.

## **Books and School Supplies**

### **Books**

Books, which belong to the school, may be assigned to each student during the course of the school year. These include hardcover and softcover books, as well as workbooks.

It is expected that students will treat all books with respect and will keep them in good condition for return at the end of the year. Students may not write in books unless explicitly instructed to do so by a teacher.

If a student loses or damages a book, parents/guardians are responsible for the cost of the replacement book. A bill will be mailed to the student's home address on file.

### **Supplies**

Before the beginning of the school year, a student supply list will be posted on Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s front office. Students are expected to bring basic supplies, which differ by grade level, to school.

## **Technology**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. is a STEM school, meaning that a large portion of coursework is facilitated by technology.

The usage of such technology is for strictly academic and permitted usage only, and not for personal use, except in limited circumstances as may be explicitly permitted from time to time from teachers or administrators.

To that end, to ensure its technological investments are being used as intended to improve student educational outcomes, the Board has adopted the following policies relating to email, internet, and technology usage.

### **Email**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. may provide email accounts for all students. These accounts are for academic purposes only. Our goal in offering this service is to provide students with the communication tools necessary to meet 21<sup>st</sup> century learning goals and develop college and career readiness in line with our mission statement.



All emails and email attachments are the property of Western School of Science and Technology: A Challenge Foundation Academy, Inc. and subject to inspection at any time without notice or warning to students. All emails and attachments may be subject to public disclosure. The student email accounts may be monitored and are not to be considered private.

Abuse of email accounts will result in disciplinary action to be determined by school policy or administrator discretion. The account can be suspended if any inappropriate use is suspected, and that action will be handled by school administration.

## **Internet**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. offers its students access to the internet via the school computer network. The internet is an extremely valuable educational tool which allows students access to material from millions of databases and libraries from all corners of the world. At Western School of Science and Technology: A Challenge Foundation Academy, Inc., our intent is to use this access to achieve educational objectives for all students. Parents, however, should be aware that some sites may include illegal, defamatory, inaccurate, profane, or potentially offensive material. In accordance with federal law, appropriate measures, including the use of internet filters and the monitoring of students' online activities will be taken in an effort to block language and visual depictions that are obscene, offensive, lewd, or pornographic.

## **Guidelines for User Accounts**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. believes that internet access brings benefits to the educational program that exceed any potential disadvantage. However, in order to ensure that the internet is used for purely academic usage, as intended by the school, the following guidelines apply to internet usage on Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s network or hardware, including school-issued laptops:

- All users must sign an Internet Usage Parent Permission Slip, indicating their understanding of, and agreement to, abide by school policy.
- Users acknowledge that usage of the internet is only for educational purposes. Users will not access gaming or social networking sites unless expressly allowed for educational purposes described by teachers.
- Users will be considerate of others, and the following are not permitted:
- Sending messages which contain inappropriate or offensive language, including communications that are addressed to another user in any manner that could reasonably cause him or her distress, embarrassment, or unwarranted attention, as this may constitute harassment, or personal attacks based on race, color, religion, sex, gender,

sexual orientation, national origin, ancestry, age, disability, veteran state, or any other factors prohibited by school, local, state, or federal law or policy.

- Destroying data of another user.
- Reading, copying, or modifying another user's mail.
- Copying information off the internet and using it as one's own.
- Users accept responsibility for all material received and/or stored in their user accounts.
- Users have the responsibility to report inappropriate use of the network and violations of privacy of others to teachers or administrators.
- Users will not copy or download files without permission from teachers, staff, or administrators.
- Users should not expect that files stored on school servers and workstations will be private.
- Users will not use a computer account, ID, or password other than their own.
- Users will not intentionally access, produce, post, send, display, and/or retrieve vulgar, obscene, offensive, or otherwise inappropriate materials.
- Users will not access chat rooms (other than school activity-required), email (other than school issued), listservs, or other electronic communication methods.
- Users will not disclose, use, or disseminate personally identifiable information without permission to do so as part of a classroom activity.
- Users will not make any attempt to circumvent the internet filter, including proxy servers.
- Users will not use school provided technology for social media purposes.
- The school may monitor access to equipment, networking structures and systems, and all data stored or transmitted on school-owned or school-issued computers in order to ensure the security and performance of its equipment, systems, and networks and to enforce applicable laws and policies.
- Users may not violate copyright provisions when printing or copying materials from the internet. Users should be aware of proper citation requirements before printing or copying materials for classroom use.
- Violation of this policy or these guidelines may result in disciplinary action and/or criminal charges.

To support these requirements, Western School of Science and Technology: A Challenge Foundation Academy, Inc. teachers will supervise and model appropriate use of computers and the internet. Students will have internet access under direct teacher supervision; however, students will also experience guided practice leading toward gaining skills to become independent, responsible users of the internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age- and topic-appropriate material and resources. However, at times, students may be using the internet independently, and are responsible for their own appropriate usage according to the requirements above.

## **Right to Privacy**

Teachers or administrators have the right to access information stored in any user directory, computer hard drive, school-issue disks or flash memory sticks, or in school-issued email accounts. Each computer keeps a history of internet sites visited if that information is required.

## **Wireless Chromebooks**

The Wireless Chromebook Program at Western School of Science and Technology: A Challenge Foundation Academy, Inc. exists to facilitate teaching and learning. This Acceptable Use Policy ("AUP") and all of the rules and regulations listed below are designed with that end in mind. The only way that the laptops will remain available for use and functioning properly is if they are properly cared for and maintained. In addition, there are issues of propriety and safety, both for students and for the school, which must be addressed.

### **Ownership**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. owns all of the laptops, the software downloaded on them, and the network servers. Western School of Science and Technology: A Challenge Foundation Academy, Inc. may decide, at any time, what is reasonable and appropriate as regards to the use of this equipment, as well as all other peripherals and associated equipment (e.g. printers, access points, etc.)

### **Rules**

All of the rules and regulations, prohibitions, and restrictions and directions and imperatives apply to every laptop under all circumstances, unless otherwise expressly and in writing exempted by authorized Western School of Science and Technology: A Challenge Foundation Academy, Inc. personnel.

Additions may be made to this AUP at any time by Western School of Science and Technology: A Challenge Foundation Academy, Inc., either in revisions of this document or through written or verbal announcements to students.

### **Users**

The student to whom a laptop is issued, whether it is the original unit or a spare loaned to the student while repairs are made to the original, is solely responsible for what happens to, and with, that laptop.

Users may not make any hardware modifications to the Chromebook. Users may not load any other operating systems to the Chromebook. Users may not use any form of software to re-partition the hard drive or change any settings on the hard drive of the issued Chromebook.

Users may not make any changes to the operating system, screen saver, laptop image, installed software, or attached devices without the express written consent of authorized Western School of Science and Technology: A Challenge Foundation Academy, Inc. personnel. Limited modifications, such as adding folders for student work and shortcuts for folders and files, is allowed.

Students may never allow anyone to use their Chromebook, flash drives, or any USB attachment. Login username and password information for Chromebook, email, or any school-sponsored educational programs may never be shared or used with/by another student.

### **Protection/Security**

Students are responsible for the safety and security of the Chromebook issued to them. The Chromebooks must be under the students' control or secured at all times. Students may not borrow or use another students' Chromebook and/or borrow power adapters or Chromebook batteries from another student's Chromebook.

Chromebooks must not be placed in positions, such as on the floor in hallways or in classrooms where other students may accidentally step on them, drop bookbags on them, or in any way cause damage to the Chromebooks.

Students must treat the Chromebook with care and respect for the fact that it is a sensitive and expensive electronic device. No stickers are allowed on the Chromebooks.

Students must keep all food and drink away from the Chromebook at all times. Screens may only be cleaned using approved cleaning wipes from teachers. Care must be taken when using USB devices – the USB ports may break off if devices aren't plugged in and pulled out with care.

Students must physically handle the laptop in the manner explained during the Chromebook orientation. The Chromebook may not be picked up by the screen or carried by the corner of the case as there is too much danger of damage to the unit.

### **Damage/Problems**

Students must report any damage or problems to Western School of Science and Technology: A Challenge Foundation Academy, Inc. immediately for documentation and/or repair. Failure to do so may result in the assessment of abuse/neglect fees.

Due to the nature of computer hardware and software, problems may occur without warning. Students are responsible for regularly backing up their files, either in the network folder, or USB

flash drive. Every effort will be made to recover student files, but in the case of hard drive problems, this is often not possible. Attaching a USB flash drive and making backups every day is the recommended practice.

### **Missing, Stolen, Destroyed, and/or Unusable Laptops**

·	Lost or destroyed Chromebook:	\$300 fee
·	Lost or destroyed charger:	\$25 fee
·	Broken screen:	\$50 fee
·	Broken Keyboard, pulled keys:	\$75 fee
·	Cleaning Fee/Sticker Removal:	\$75 fee

The loss, theft, and/or destruction of a Chromebook must be reported to Western School of Science and Technology: A Challenge Foundation Academy, Inc. immediately.

In the event of repairs or loss of a Chromebook, the student may be issued a loaner (spare) for temporary use. All provisions of this AUP apply to the loaner issued to the student.

### **Classroom Use**

The teacher or responsible adult has sole discretion over student use of the Chromebook in their classroom.

Teachers or aides may inspect student laptops and any files and folders at any time.

Students may never use their Chromebook to watch streaming video or any other video files, except those approved by teachers or aides for a specific class, while at school or home.

Students may not load music, movies, or video files onto the hard drive of their Chromebook or to their home directory on the network except those provided by a teacher for a specific class.

Students may not load any video, movie, or music software, or drivers for devices such as MP3 players, onto their laptops and/or flash drives.

When peripheral devices not owned by Western School of Science and Technology: A Challenge Foundation Academy, Inc., such as portable mass storage devices (USB flash drives or external hard drives) are connected to student Chromebook, they are deemed to be part of the Chromebook and their content may be examined at any time. If the files contained on those devices were created on the Chromebook, or used on the Chromebook, they are the property of Western School of Science and Technology: A Challenge Foundation Academy, Inc., and may be inspected at any time.

### **Off Campus Use**

Students may connect their Chromebook to their Internet Service Provider (ISP) at home or another location. Western School of Science and Technology: A Challenge Foundation Academy, Inc. wireless configuration must never be changed, re-named, or deleted.

Students may connect peripheral devices (such as printers) to their Chromebook at home or another location, provided they follow guidelines given in other sections of this AUP.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. internet filters are not available during home or other location internet use. However, students are still bound to the guidelines set forth in this handbook, and may not access any sites at home or other locations that they would not be allowed to access from school, whether blocked or not. The computer "history" may be reviewed at any time. Western School of Science and Technology: A Challenge Foundation Academy, Inc. is not liable for any unauthorized internet access to any website while the student is using internet access offsite or off campus. Internet access using the Chromebook must always be for legitimate educational purposes as detailed in other sections of this AUP.

Parents or guardians may wish to use internet filtering provided by their ISP when students connect to the internet using their Chromebooks. If this requires loading special software, parents must contact Western School of Science and Technology: A Challenge Foundation Academy, Inc. for approval.

## **Viruses or Attachments**

Many real and dangerous viruses are circulated on the internet and propagated through unsafe computing practices. To avoid having a virus spread through your email, never open an email from an unknown or unexpected source. Western School of Science and Technology: A Challenge Foundation Academy, Inc. runs an updated anti-virus software on every computer for protection. This software must never be disabled or removed from the computer. Disabling or removing this software will lead to disciplinary action.

## **Remedies**

Access to computers, email, and the internet owned by Western School of Science and Technology: A Challenge Foundation Academy, Inc. is a privilege, not a right. This privilege may be restricted or revoked at any time for use not consistent with the educational goals of the school or laptop abuse/neglect policies.

Violations of the AUP may result in disciplinary referrals to the administration and may include the following:

- Loss of network access privileges, including internet and/or email access;
- Loss of computer and laptop access privileges; and/or
- Disciplinary action by school administration.

Serious violations of the AUP, such as causing network, email, or infrastructure delays or damage, using the laptops and associated software and services to threaten, intimidate, or harass others or violating the Student and Family Handbook or state and local laws, may result in more severe penalties up to and including long-term suspension from Western School of Science and Technology: A Challenge Foundation Academy, Inc.

## **Emergency Procedures**

A school-wide crisis management plan is reviewed each year with all staff. Staff, in cooperation with the Principal, is responsible for the implementation of any needed procedures related to the crisis in the school building.

### **Accidents**

All children experience minor scrapes and bruises. The school nurse or staff member responsible for student health maintains a log of all children seen on a daily basis. For more serious incidents, an Accident Report Form is completed and maintained by the school nurse or staff member responsible for student health. Instances of serious accident may include some or all of the following procedures:

1. The school nurse or a staff member carries out immediate first aid.
2. A staff member contacts the parents to pick up the student for medical care.
3. In cases where the parents or the designated emergency persons cannot be reached, or where immediate medical attention is needed, the school calls a local emergency unit for treatment and/or transportation to a hospital. A staff member accompanies the student and stays until the parent arrives.
4. In cases of extreme emergency, staff may contact the local emergency unit before calling the parent.

### **Child Abuse Protocol**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. complies with state mandatory reporting laws. According to Arizona State law (A.R.S. § 13-3620), school employees are mandated to report suspected child abuse and/or neglect to the Department of Child Safety (DCS) in the Department of Economic Services or the law enforcement authorities. This generally includes suspected non-accidental physical injuries, sexual abuse, or neglect. Failure to do so is a violation of the law.

### **Emergency Cards**



In emergency situations, the school calls the numbers listed on the card. **It is essential that parents update these cards if their address, phone number, or emergency contact person changes.**

## **Fire and Inclement Weather Drills**

Fire drills are conducted monthly according to a schedule set by the Fire Prevention Office of the Phoenix Fire Department. Fire exit directions and procedures are posted in all rooms and teachers review and rehearse fire exit procedures with students on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If students are unable to return to the building because of smoke or fire conditions, the school follows emergency evacuation procedures.

## **Other Safety Scenarios**

Ensuring the safety of our students is our utmost priority, and we want to keep you informed about the measures we have in place to protect them in various situations.

In the event of a potential threat on campus, it is crucial to know what to do. Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol. Students and Staff are also trained in A.L.I.C.E active shooter training. This training equips them with the knowledge and skills to respond effectively in emergency situations.

### **Common Language**

The Standard Response Protocol (SRP) is based on an all hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

### **1. Hold: (In Your Classroom or Area)**

This is utilized for non-life-threatening situations such as medical emergencies, maintenance issues, or behavioral incidents. Students and teachers will remain in their current location, with blinds closed and instruction continuing. Restrooms may be temporarily closed, and communication will be provided..

### **2. Secure: (Get Inside Lock Outside Doors)**



When there is an external concern, such as law enforcement activity in the neighborhood or an unknown person near campus, we implement this protocol. Exterior doors are locked, blinds are closed, and movement in the outside stairwell is restricted. Students and staff will remain indoors, and normal activities continue within the building.

**3. LockDown: (Lock, Lights, Out Of Sight)** This scenario is enacted if there is an unexpected person inside the building or near the building without proper authorization or if someone exhibits disruptive behavior. In these instances, all doors are locked, and blinds are closed. Students remain in their current location, and silence is maintained. Again. Staff and students prepare to evacuate or defend.

It is important to note that none of these scenarios automatically indicate the presence of a shooter on campus. They are precautionary measures to ensure the safety and well-being of everyone.

Additionally, we want to emphasize that in the case of an evacuation due to a fire, gas leak, or bomb threat, students and staff will follow established protocols to exit the building safely. Evacuation procedures are practiced regularly, and students will assemble at designated rally points.

We encourage you to discuss these safety procedures with your child and reinforce the importance of remaining calm and following instructions given by school staff. Rest assured that our teachers and staff are well-prepared to handle emergency situations, and the safety of your children is our highest priority.

### **ALICE- Active Shooter**

Western utilizes the A.L.I.C.E. response to an active shooter scenario. Here's what it means:

1. Alert: Spread the word! Instead of using codes, we will use clear, concise language to alert everyone of an armed intruder in the building, including the specific location of the event.
2. Lockdown: This is a good starting point. Students who are not able to evacuate are going to lock down in their classrooms and alert their parents as to their whereabouts.
3. Inform: Clear communication is essential. We will continue to use clear language to communicate with parents as well. Parents are urged to follow the police guidance if they arrive at the perimeter of the school.
4. Counter: Apply techniques to distract, confuse, and gain control over the situation.

5. Evacuate: Reduce the number of potential targets for the shooter and minimize the risk of victims due to friendly fire when help arrives. When it is safe, evacuate.

The philosophy behind A.L.I.C.E. is to use technology and information to empower staff and students to make informed decisions during a crisis, remove as many people as possible from danger, and provide realistic training to enhance their chances of survival.

It is important to clarify that we are not asking or teaching our students or staff to confront an armed intruder outside of their secure area. However, we will provide them with knowledge about methods that can greatly increase their chances of survival in a life-or-death situation. These methods include causing distractions, creating chaos, avoiding stationary positions, using body weight for control (not suitable for younger children), and interacting with responding law enforcement.

## **School Closings or Late Starts**

If school is closed or the opening delayed due to inclement weather, power outage or other problem, local radio and television stations announce this information. Look for information on the following television channels: 3TV or ABC15.

Only under extreme circumstances does a school closing occur once students have arrived. If an early closing should occur, parents are notified of early dismissal. Parents/guardians of students will need to pick up their children by the time of closing.

Closings during the day are announced on local radio and television stations. Please call the school if you are in doubt or message via ParentSquare.

## **General Information**

### **Board of Directors Meetings**

The school's Board of Directors sets the policies of, and governs the school's operations. Meetings are open to the public, with the exception of executive sessions. Notices for the

meetings are posted on the front of the school a minimum of twenty-four (24) hours prior to each meeting.

### **Superintendent/Executive Director**

The school's superintendent/Executive Director implements and oversees the governing board's policies that the school must follow.

### **Principal/School Director**

The school's principal enforces and administers the policies set by the governing board and the superintendent, ensuring that the school operates in accordance with these guidelines.

### **Padres Guerreros-Cafecitos Parents**

Per its belief that inextricable links must exist between schools and communities, the school encourages an atmosphere in which students, parents, administration, and faculty join in a partnership to foster the mission of Western School of Science and Technology: A Challenge Foundation Academy, Inc.. This partnership offers an environment for collaboration and exchange of information between the school and parents.

All parents are invited to attend our Cafecito meetings, and to join committees or volunteer for activities. Meetings are held regularly and provide an opportunity to dialogue with school administrators about issues of common concern.

The goals of the Cafecito are:

- § To increase communication among parents, staff, and students
- § To provide social interaction for students and their families
- § To provide interaction among parents
- § To provide a structure for parent volunteer activities
- § To raise funds to help support the school

For more information about Cafecito and Parent Volunteer opportunities, please reach out to our Parent/Community Liason.

### **Visitor Procedures**

At Western School of Science and Technology, the safety of our students and staff is our top priority. To help us maintain a secure and welcoming environment, we ask that all visitors including parents and guardians follow these guidelines when coming to campus during school hours.

## **1. Arrival and Check-In**

- All visitors must enter through the main office entrance.
- Upon arrival, visitors must:
  - Sign in using the visitor logbook
  - State the purpose of their visit and the name of the staff member they are meeting

## **2. Visitor Badges**

- Once checked in, all visitors will be issued a visitor badge or sticker, which must be worn visibly at all times while on campus.
- Badges are valid only for the date issued and must be returned upon departure.

## **3. Escort Policy**

- Visitors may be escorted by a staff member depending on the purpose and location of the visit.
- Visitors are not permitted to wander unsupervised in instructional or restricted areas unless prior approval has been granted.

## **4. Visits During School Hours**

- Classroom visits, observations, or volunteer activities must be scheduled in advance with the teacher or school administrator.
- All volunteers must have an approved Valid IVP Fingerprint Clearance Card on file if interacting with students on their own (This includes volunteer coaches and/or club sponsors)
- Parent volunteers will have to complete a disclosure form.

## **5. Check-Out Procedure**

- All visitors must return to the front office to:
  - Sign out
  - Return visitor badge
- Office staff will record the time of departure.

## **6. Prohibited Items and Behavior**

- Weapons, illegal substances, or disruptive behavior will not be tolerated.
- Visitors who fail to follow procedures may be asked to leave and could be denied future access to the school campus.

## Emergency Situations

In the event of a lockdown, fire drill, or other emergency, visitors must follow all instructions from school staff and remain in designated safe areas.

## Health Policies and Procedures

### Administration of Medication

The nurse's (or staff member responsible for student health's) office works very hard to maintain the health of all the students. It is our goal to make sure all students have a safe and healthy place to learn. Please remember that we are working for the total welfare of all the students at Western School of Science and Technology: A Challenge Foundation Academy, Inc..

Giving medication during school hours is discouraged and restricted to necessary medication that cannot be given at home. Whenever possible, medication should be taken at home. Medication that has to be given at school must be brought to the nurse's (or staff member responsible for student health's) office before school and stored in a cabinet or refrigerator.

If your child needs to take a prescription medication at school, ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested to contain instructions for administration of medication and reason for the medication.

All medications brought to school must be in the prescription bottle or original container. Medicine will not be given unless it is prescribed for the child bringing it to school and the container has his/her name on it. The school nurse or staff member responsible for student health administers prescription medication if the medication is accompanied by a medication slip, including:

1. Student's Name
2. Medication Name
3. Directions (amount and time to be given)
4. Number of days to be given
5. Parent's signature, telephone number and date

**All prescription medications brought to school must be stored in the office, with the current supply kept to a 30-day minimum. The school nurse or staff member responsible for student health will work with the instructional staff to maintain consistency in the child's medication schedule.** The only exceptions include:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the student's

name is on the prescription label, on the medication container or device and annual written documentation from the student's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the nurse or health office as soon as practicable following the use of the medication.

For breathing disorders, handheld inhaler devices may be carried for self-administration provided the student's name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the student's parent or guardian is provided that authorizes possession and self-administration.

Any medication, not in the original container, and with the child's name on it, will be held by the school nurse or staff member responsible for student health for a parent to pick up within one week. After that, it will be destroyed.

No medications, whether prescription or over-the-counter, are given without written consent from parents or guardians.

### **Transportation of Medication**

It is always best that a parent or guardian bring medications directly to school. The medicine will need to be given to the nurse's (or staff member responsible for student health's) office in accordance with the medication policy.

### **Permission to Administer Over-the-Counter Medication**

Over the counter medications (such as Tylenol, non-aspirin pain relievers, cough syrups, or others) at school are restricted to only when necessary.

Parents must sign a permission form from the school nurse or staff member responsible for student health authorizing dispensing over-the-counter medication for headaches or other common ailments.

### **Diabetes**

In accordance with Arizona Revised Statute 15-344.01, the management of students with diabetes in the classroom, on School grounds and at school-sponsored activities shall be in compliance with this policy. Students attending Western School of Science and Technology: A Challenge Foundation Academy, Inc. with diabetes are required to have a Diabetes Medical Management Plan (DMMP) on file with the School and the DMMP shall be updated and submitted annually.

The DMMP shall:

- Be provided by the Parent or Guardian;
- Be signed by the appropriately licensed health professional or nurse practitioner;

- Authorize the student to carry appropriate medications and monitoring equipment;
- Acknowledge that the student is capable of self-administering medications and equipment;
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the School; and
- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for the student.

### **Student Self-Administration of Medication**

Students are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another student. The student shall immediately report to School Administration any theft or loss of the medication and/or equipment brought to the School. Violation of these procedures may subject the student to disciplinary action. Students are required to practice proper safety precautions for the handling and disposal of the equipment and medications authorized under the DMMP.

Medication must come in the prescription container as provided by the physician and/or pharmacy. If a student fails to practice proper safety precautions, the School may withdraw student's authorization to self-monitor blood glucose and/or diabetes medication and develop a plan for administration by a designated staff member.

### **School Administration of Medication**

If a student is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the student's DMMP shall be provided by the School. Two or more staff members shall be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording.

School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member. Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a student's DMMP.

Western School of Science and Technology: A Challenge Foundation Academy, Inc., its employees and members of its Board of Directors are immune from civil liability with respect to actions taken to adopt this Policy and all decisions made and actions taken that are based on good faith compliance with this Policy.

### **Communicable Diseases**

Parents must notify the school immediately if a student has contracted a communicable disease. The school will then notify parents of other students in the grade level homeroom. If more than one case of a communicable disease occurs in a single homeroom or area of the school, the school may contact a Public Health officer. In the event of an epidemic, special precautions or exclusion policies will be initiated.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. follows isolation and quarantine regulations as prescribed by the Arizona Department of Public Health.

## Health Requirements

Western School of Science and Technology: A Challenge Foundation Academy, Inc. follows state law concerning proper immunization and requires that immunization records be on file before a student is allowed to attend school. All students must present, before admission, a physician's certificate listing the required immunizations as outlined by the State Board of Health. Parents are required to maintain a current record of immunizations with the school nurse (or staff member responsible for student health) for their child(ren).

## Illness and Exclusion Policy

If a student shows any symptoms of illness, such as a temperature, nausea, diarrhea, sore throat, or a rash, he/she should not come to school until a diagnosis has been determined or the symptoms have disappeared. This helps reduce the spread of infections at school.

If a student shows symptoms of a serious illness while at school, the student is excluded from the regular school program, and the following procedures are followed:

1. The student is asked to report to the nurse's (or staff member responsible for student health's) office.
2. Parents are notified to make arrangements to have the student picked up at school. If parents cannot be reached, the person designated on the emergency card is called. **It is essential that parents list people on the emergency card who are able to pick up the student if the parents cannot be reached.**

## Items of Interest or Concern

- If your child becomes ill or injured, it is imperative that the office has **three (3)** legitimate contact numbers on file. The nurse's (or staff member responsible for student health's) office must be able to reach parents, guardians, or someone who will be responsible for the child and pick them up in a **timely** manner.
- Western School of Science and Technology: A Challenge Foundation Academy, Inc. has a no nit policy. Any student diagnosed with lice must be nit free before returning to school. Information on lice control is available in the nurse's (or staff member responsible for student health's) office.
- DO NOT send your child to school if they had a fever above **100 degrees or more** within the last **24 hours**. If they complain of feeling ill, please check their temperature before sending them to school.
- DO NOT send your child to school if they have had **diarrhea or vomiting in the last 24 hours**.



- If your child has **any** type of infection, they must have been on an antibiotic for **24 hours** before returning to school.

## Screening Tests

Western School of Science and Technology: A Challenge Foundation Academy, Inc. works with the State and local health agency to conduct age appropriate health screenings. These tests are carried out under the supervision of the school physician, school nurse (or staff member responsible for student health), and/or specialist in a particular health field. Health screening procedures can only identify potential or existing health problems. School officials will notify parents/guardians of the results of the screening to allow the necessary follow up with medical personnel

## School Rules and Policies

### Dress Code

Dress code must be followed while on campus, including immediately before and after school.

- Shirts must be:
  - Western School Shirt
  - College or Military
  - Community Organizations Shirts provided by Western
    - Example: WestMec, Heart for the City, YouAreAmazing
  - Black or white solid color polos
- Shirts must be worn in such a way that there is no skin visible between the pants/shorts and the shirt when the student is sitting or standing
- Shirts may not be altered in any way
- Shirts may not have holes
- Shirts may not have a low neckline or be sleeveless
  - Example: no muscle shirts, tanks tops, sleeveless shirts
- Pants, shorts, and skirts must:
  - Be worn high enough to cover undergarments.
  - Not have any rips or tears
  - Be at be mid-thigh or longer for shorts and skirts
  - Not be pajama pants
- Jackets/Sweatshirts may be worn in the classroom\*
- Shoes must be close-toed.
  - If you are registered for a PE class you must bring appropriate footwear for class.

\*Students are allowed to wear jackets and sweaters over their WSST T-shirts but are not allowed to wear a non WSST T-shirt or Long Sleeve T-shirt over their WSST T-shirt.

## Student Dress Up Days

At Western, students participate in events that allow them to dress-up including mock interviews, presentation days, etc. on these days students must follow the dress code, excluding needing to have a WSST or affiliate shirt. Appropriate shoe attire must be worn, but can exclude closed-toe shoes for the specific class only (must have close-toed shoes in classes such as P.E. and science lab) Dress up day attire must be approved by the teacher.

## Free Dress Days

There may be occasions where students are granted free dress. On these days students are expected to follow the Western dress code, but are allowed to wear shirts that are not WSST or affiliated organizations. Pant exceptions for free dress day include pajama pants. Students will still need to follow closed-toe shoe policy and all other dress code policies.

## **Additional Dress Code Requirements**

- Hats and baseball caps will be allowed in the school building, and are acceptable inside the classroom unless a teacher has a policy against hats.
  - Other non-approved head coverings are not acceptable at school (exception: religious observance, medical reason, or spirit days where they might be allowed)
- Sunglasses are allowed only in outdoor areas. Sunglasses may be used inside only if prescribed by the doctor's office.
- Backpacks, lunch boxes and purses should not have inappropriate writing (Subject to Dean of Students) on them.
- Students may not wear attire that is lewd, vulgar, obscene, offensive, violent, sexually explicit, or that reference items that are illegal in general or specifically for underage students.
- Students may not wear lace pantyhose or fishnet stockings.
- Students may not wear attire that promotes tobacco, drugs, alcohol, or other illegal or harmful substances.
- Students may not wear attire that contains sexually suggestive messages.
- Students may not wear attire that depicts gangs or gang affiliation.

School administrators reserve the right to decide whether or not clothing or accessories conform to the dress code.

## **Recourse**

Students whose attire may be in violation of this policy will be asked to see the appropriate school personnel. The student will be asked to remove the article in violation of this policy; if no substitute article is available, the student's parents will be informed and must provide a replacement and compliant piece of attire. A student may also receive a "Detention." Students may also be placed on dress code restrictions.

## **Eating in Class**

Students may not eat during class periods unless they have a doctor's note or the teacher has given permission for the student to eat during a class reward or party. Students can eat during breakfast, lunch, or passing periods. Food must be finished before the bell rings and they enter class.

## **Telephone Calls, Mobile Telephones and Messages**

Cellular phones and other communication devices are not permitted during the designated instructional times unless given permission by the teacher for academic purposes. At no time during the school day are students permitted to be on personal social media accounts on their phone and other communication devices. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone. Any cellular phones brought by a student or family to school are not the responsibility of the school.

## **Student Discipline**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. student discipline policies and guidelines are executed in accordance with Arizona law.

### **Expectations**

Students at Western School of Science and Technology: A Challenge Foundation Academy, Inc. are expected to act in adherence with the school's Core Values of Achievement, Innovation, Respect, Responsibility, and Relevance at all times.

Systems are in place at both the classroom and school-wide level to recognize students whose behaviors are in line with Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s core values.

School rules apply, and students are subject to discipline, during: (1) any school activity/event, home or away, day or night; (2) coming to and going from school or school activity; (3) in classrooms, on campus or on any School property; (4) for off-campus conduct that creates a major disruption to the school campus, or (5) in any other situation in which the School may lawfully exercise jurisdiction over a student, such as students who have committed or who are believed to have committed a crime. For any imposition of discipline, due process procedures will be closely followed.

### **Consequences**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. expects all students to conduct themselves in a civil and socially responsible manner. Disciplinary

measures, carried out in accordance with state law, are used to maintain a safe and stable school environment.

**Major Behavior Consequences**

Administrators will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

Repeated infractions may result in more serious consequences.

Terms are defined after the Table of Consequences. Behaviors marked with an asterisk (\*) result in an automatic referral and are required to be reported to the Arizona Department of Education. Behaviors marked with two asterisks (\*\*) result in an automatic referral and are required to be reported to the Arizona Department of Education and to local law enforcement. .

For any of the below, there may be an informal conference, to include the student, the student’s parents or guardian, school administrators, school counselors, and/or teachers.

INFRACTION	DEFINITION	MINIMUM CONSEQUENCE	MAXIMUM CONSEQUENCE
<b>Alcohol (use, possession, under the influence)**</b>	The possession or usage of intoxicating beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events, and on school-sponsored transportation. Includes “look-alikes” of such substances, or any other substance used for the purpose of intoxication.	Short-Term Suspension & Substance Abuse Class	Expulsion

<b>Alcohol( intent to sell based on amount)**</b>	<p>The sale or distribution of alcohol as described above.</p> <p>Possession of more than 1 alcoholic beverage is considered distribution.</p>	Short-Term Suspension Substance Abuse Class	Expulsion
<b>Alcohol (sale or distribution)**</b>	The sale or distribution of alcohol as described above.	Long-Term Suspension Substance Abuse Class	Expulsion
<b>Arson**</b>	Damaging a structure by knowingly causing a fire or explosion (A.R.S. §13-1703)	Long-Term Suspension & Restitution	Expulsion
<b>Assault**</b>	<p>A person commits assault by: 1) intentionally, knowingly, or recklessly causing physical injury to another person; 2) intentionally placing another person in reasonable apprehension of imminent physical injury; or 3) knowingly touching another person with the intent to injure, insult, or provoke such person (A.R.S. §13-1203)</p>	Short-Term Suspension	Expulsion

<b>Assault (aggravated)**</b>	An assault (as defined above) accompanied by circumstances that make the situation severe, such as the usage of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowingly, or having reason to know, the victim is a law enforcement officer or school employee engaging in a school-related activity (A.R.S. §13-1204)	Long-Term Suspension	Expulsion
<b>Bomb Threat** Chemical Or Biological Threat</b>	Threatening to cause harm using a bomb, dynamite, explosive, or arson (as defined above) causing device Chemical Or Biological Threat: Threatening to cause harm using dangerous chemicals or biological agents	Long-Term Suspension	Expulsion
<b>Bullying/Cyber-Bullying (§15-341.38)*</b>	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who or less powerful. It can be physical, verbal, or psychological. Cyber-bullying includes bullying through the usage of technology.	Redirection	Expulsion

<b>Burglary or Breaking and Entering**</b>	Entering or remaining unlawfully on school property with the intent to commit any theft or felony therein (A.R.S. §13-1507)	Restitution	Expulsion & Restitution
<b>Drug Paraphernalia**</b>	Any apparatus or equipment use or capable of being used in absorbing or consuming a drug	Short-Term Suspension & Substance Abuse Class	Expulsion
<b>Drugs (use, possession, or under the influence)**</b>  <b>Marijuana / Cannabis / THC / CBD Used/Possession</b>	<p>Chemical substances, narcotics, prescription medications (without authorization), inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances</p> <p>Marijuana and Inhalant Use and Possession: Using or possessing marijuana, “look-alikes”<sup>4</sup> of such substances or use of inhalant/vaping marijuana/THC substance for the purpose of intoxication in or before school or a school-related function.</p>	Short-Term Suspension & Substance Abuse Class	Expulsion

<b>Drugs (intent to sell or distribute based on amount)**</b>	<p>Sale, distribution, or intent to sell drugs including over-the-counter drugs as listed above.</p> <p>Possession of more than 1 drug/illegal substance is considered distribution.</p>	Short-Term Suspension Substance Abuse Class	Expulsion
<b>Drugs (sale or distribution)**</b>	Sale, distribution, or intent to sell drugs including over-the-counter drugs as listed above.	Long-Term Suspension Substance Abuse Class	Expulsion
<b>Endangerment, including Inciting Others to Violence or Disruption**</b>	<p>Recklessly or intentionally creating a risk of injury or imminent injury or death of another; consequence will depend on potential severity of the harm. This includes provoking, instigating, prompting, or antagonizing a fight by words, acts, or deeds. Filming a fight or other handbook infraction, without the intent to report the fight to school administration, fits under this description.</p>	Short-Term Suspension	Expulsion



<b>Extortion*</b>	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to 1) cause physical injury, or 2) cause damage to property, or 3) engage in illegal conduct, or 4) make false accusations	Short-Term Suspension	Long-Term Suspension
<b>Fighting/Mutual Combat**</b>	Students shall not fight, intentionally push with intent to cause harm, intimidate, or otherwise physically abuse other students  Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Short-Term Suspension	Expulsion
<b>Fire Alarm Misuse**</b>	Intentionally ringing a fire alarm when there is no fire	Short-Term Suspension	Long-Term Suspension
<b>Firearm** Explosive Device</b>	Students are prohibited from carrying or possessing firearms  Gun/Firearm: Possessing and/or using any loaded or unloaded handgun, pistol, revolver, rifle,	Expulsion	Expulsion

	shotgun or other weapons that will expel, is designed to expel or may be readily converted to expel a projectile by the action of an explosive. (including a starter gun)		
<b>Fireworks*</b>	Students are prohibited from possessing or using fireworks or explosive devices	Short-Term Suspension	Long-Term Suspension
<b>Forgery/Falsification</b>	Falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (e.g. dishonesty or lying) Including the use of Chat GPT and other AI software when not expressly allowed by assignment directions.	Lunch Detention	Long-Term Suspension
<b>Gambling for Money*</b>	Playing games of chance with a bet of a sum of money	Short-Term Suspension	Long-Term Suspension

<b>Gang Activity* (This includes Cartel/Mafia Category)</b>	Any student intentionally wearing, carrying, or displaying gang clothing or paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school	Short-Term Suspension	Long-Term Suspension
<b>Good Neighbor Policy</b>	School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school, off campus during the normal school day, and in the vicinity of campus (A.R.S. §13-2905.A.5)	Lunch Detention	Long-Term Suspension
<b>Harassment (non sexual)*</b>	Persistent or repeated annoying or tormenting of another person	Lunch Detention	Long-Term Suspension

<b>Hazing*</b>	Any intentional, knowing, or reckless act committed by a student against another student, which was committed in connection with an initiation into, affiliation with, or membership in an organization and the act contributed to substantial risk of potential injury, mental harm or degradation, or causes any of the above. It is no defense if the individual consents to the hazing (A.R.S. §15-2301)	Short-Term Suspension	Expulsion
<b>Inappropriate Language or Profanity</b>	Use of profanity or any derogatory language	Redirection	Short-Term Suspension
<b>Insubordination, Defiance, or Non-compliance</b>	Intentionally resisting or disregarding the authority of staff or failure to comply with the reasonable request of staff; repeated instances may warrant more severe consequences (A.R.S. §13-2911)	Redirection	Short-Term Suspension
<b>Leaving Campus Without Authorization, or Ditching Class</b>	Leaving school groups without permission and being under the age of 18, or not being in the assigned class without permission to be elsewhere	Lunch Detention	Short-Term Suspension

<b>Not Attending Class/Ditching</b> <b>Out of class for 10 + minutes</b>  <b>Leaving Class Without Permission</b>	<p>Student not attending class (ditching) is when the student is found in another classroom hallway, restroom, or in a different part of campus.</p> <p>Leaving the classroom during regular class hours without the permission of a staff member.</p>	Lunch Detention	Short-Term Suspension
<b>Minor Aggressive Act Horse Play</b>	Intentional behavior or rough or boisterous play, horseplay, minor confrontations, pushing, spitting, throwing or shooting objects, interfering with the movement of another person, wrestling, and/or shoving	Redirection	Short-Term Suspension
<b>Physical Abuse of a Staff Member**</b>	Students shall not intimidate or physically abuse staff (A.R.S. §15-507)	Long-Term Suspension	Expulsion
<b>Respect Breach and/or Disruption</b>	Any action done with contempt, rudeness, or a lack of the respect core value; repeated instances may warrant more severe consequences (A.R.S. §13-2911)	Redirection	Long-Term Suspension
<b>Responsibility Breach</b>	Any act not exhibiting responsible academic behavior	Redirection	Short-Term Suspension

<b>Robbery**</b>	Taking, or attempting to take, any property from another against his/her will; may be with threats or force	Short-Term Suspension & Restitution	Expulsion & Restitution
<b>Sexual Abuse **</b>	Refer to A.R.S. §13-404, §13-405, §13-406, and §13-410	Long-Term Suspension	Expulsion
<b>Sexual Harassment*</b>	Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).	Short-Term Suspension	Expulsion
<b>Sexual Harassment with Contact*</b>	Sexual harassment (see above) that includes unwanted physical contact	Short-Term Suspension	Expulsion

<b>Sexual Misconduct*</b>	Includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, de-pantsing or pulling another's underclothing, or possession, usage, or distribution of pornographic materials	Short-Term Suspension	Expulsion
<b>Simulated Weapon</b>	<p>An instrument displayed or represented as a weapon</p> <p>The following may be classified as a dangerous instrument and must be reported to law enforcement:</p> <ul style="list-style-type: none"> <li>-Air Soft Gun</li> <li>-B.B. Gun</li> <li>-Paintball Gun</li> <li>-Pellet Gun</li> <li>-Taser Gun</li> <li>-Stun Gun</li> <li>-Pepper Spray</li> <li>-Mace</li> <li>-Teach Gas</li> <li>-Smoke Bomb</li> <li>-Poppers</li> <li>-Explosives</li> <li>-Ammunition</li> <li>-Fireworks</li> <li>-Chains</li> <li>-Brass Knuckles</li> <li>-Clubs</li> </ul>	Short-Term Suspension	Long-Term Suspension

	-Knife with blade length less than 2.5 inches -Simulated Knife (Razor Blade or Box Cutter, & or Letter Opener) -Simulated Weapons (Projectiles, and/or Other Dangerous Item  Gun-(toy): possessing and/or using realistic toy guns, simulated weapons, and replicas.		
<b>Technology Misuse or Computer Tampering</b>	See above pp. 18-23	Redirection Restitution	Long-Term Suspension
<b>Theft*</b>	Intentionally taking property that belongs to another without threats or violence	Short-Term Suspension & Restitution	Long-Term Suspension & Restitution
<b>Threatening*</b>	Frightening, compelling, or deterring another by actual or implied threats (A.R.S. §15-2301)	Short-Term Suspension Threat assessment will be conducted...	Long-Term Suspension
<b>Threatening an Educational Institution**</b>	To interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911	Expulsion	Expulsion and Criminal Charges



<b>Threatening a staff member</b>	Frightening, compelling, or deterring another by actual or implied threats (A.R.S. §15-2301)	Threat assessment will be conducted...	Expulsion and Criminal Charges
<b>Tobacco (use or possession)*</b>	Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, simulated tobacco, electronic cigarettes, or twist) (A.R.S. §36-798) using tobacco or inhalant/vaping nicotine products on school grounds, at school-sponsored events and/or on school-sponsored transportation.	Short-Term Suspension & Substance Abuse Class	Long-Term Suspension
<b>Tobacco (intent to sell or distribute based on amount)**</b>	The sale or distribution of tobacco as described above. The sale, distribution, or intent to sell or distribute tobacco or inhalant/vaping 1 or more tobacco products.	Short-Term Suspension & Substance Abuse Class	Expulsion
<b>Tobacco (sale or distribution)*</b>	The sale or distribution of tobacco as described above. The sale, distribution, or intent to sell or distribute tobacco or inhalant/vaping	Long-Term Suspension & Substance Abuse Class	Expulsion

<b>Tobacco Paraphernalia*</b>	Any apparatus or equipment used, or capable of being used, in consuming tobacco; may include, but is not limited to, rolling papers, matches, or lighters	Short-Term Suspension & Substance Abuse Class	Long-Term Suspension
<b>Trespassing*</b>	When a person enters upon, or in, school property without legal justification or without implied or actual permission of school administration (A.R.S. §15-841)	Short-Term Suspension	Long-Term Suspension
<b>Vandalism or Destruction of School Property</b>	Willful destruction or defacement of school property	Redirection & Restitution	Long-Term Suspension & Restitution
<b>Weapons**</b>	<p>Possession of any item that may cause harm to another person, including, but not limited to, a bomb, firearm, knife or blade, or any incendiary device (A.R.S. §13-3102(11))</p> <p>Dangerous Item: possessing and/or using a dangerous item to cause bodily injury to, threaten, or intimidate another person.</p>	Long-Term Suspension	Expulsion

<b>Knife/Blade 2.5 inches +</b>	Knife/Blade: Possessing and/or using a blade having a length of at least 2.5 inches or more.	Long-Term Suspension	Expulsion
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### **Definitions**

**Drugs:** All dangerous and controlled substances prohibited by law.

**Expulsion:** Expulsion is the permanent exclusion of a student from school and all school activities, unless the Governing Board reinstates the student's privileges to attend the School. Conduct that may result in an expulsion requires a formal hearing before an assigned Hearing Officer; hearing procedures are detailed below. Hearing Officer decisions are final however, adherence to the timeline is mandatory, and any deviations from it may be appealed to the Board of Directors.

**Long-Term Suspension:** A long term suspension is any suspension for more than ten (10) days. Conduct that may result in an Long-Term Suspension requires a formal hearing before an assigned Hearing Officer; hearing procedures are detailed below. Hearing Officer decisions are final however, adherence to the timeline is mandatory, and any deviations from it may be appealed to the Board of Directors.

**Restitution:** Requirement to pay for repair, replacement, and/or labor costs.

**Substance Abuse Class:** Completion of a course dealing with substance abuse prevention, under the supervision and/or direction of a member of school administration and/or a counselor or school social worker

**Short-Term Suspension:** Removal from the learning environment for up to ten (10) days, after informal meeting with school administration. There is no appeal of a short-term suspension. There are two forms of short-term suspension utilized: In-School Suspension (ISS) and Out-of-School Suspension (OSS).

### **Discipline Ladder**

Leading up to each referral, students will have been assigned lunch detention and after school detention. More referrals will result in more serious consequences.

Depending on the severity of the referral and the action of the student, as described above, at any time the referral can go straight to disciplinary consequences.

For disciplinary actions that warrant a long-term suspension of 11 or more days, a Hearing Officer will be assigned to review the case. The decision made by the Hearing Officer can only be appealed to the School Board. Long-Term Suspension and/or Expulsion for Repeated Disrespect and Defiance according to A.R.S. §13-2911.

### **Short-Term Suspensions:**

A short-term suspension is any suspension for ten (10) days or less. There is no appeal available for short-term suspensions. A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parents. A letter to the parent/guardian will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended, if applicable) and reasons for the suspension and to request a meeting to solicit their help.

The following procedures will be followed for all short-term suspensions:

*Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be given the opportunity to provide an explanation of the situation.
- The Administrator, or other designated staff member, shall make reasonable efforts to verify facts and statements prior to making a judgment.

*Step 2:* A written record of the action taken is kept on file. The Administrator may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension, expulsion or both.

### **Procedures for Disciplinary Hearings**

**Long Term Suspension** - A long term suspension is any suspension for more than ten (10) days. A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parents. In all cases of long-term suspension, it shall be for good cause and shall be reported within five days to the Hearing Officer and/or Governing Board by Administrator.

The following procedures will be followed for all long-term suspensions (and in addition to Steps 1 & 2 outlined above for a short-term suspension):

*Step 3:* A formal hearing will be arranged and conducted by a hearing officer, to be determined by the School.

*Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested, emailed or delivered by hand (with an adult witness present) at least

five (5) days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

- The charges and the rule(s) violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the School's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel, at his/her own expense.
- The name of the hearing officer, or notice that the Board will serve as the hearing officer.

Step 5: A formal hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such a session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule violated.
- The student may be represented by counsel, without bias, and at his/her own expense.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the School.
- The burden of proof lies with the School.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The School has the right to cross-examine witnesses and may be represented by an attorney.

Step 6:

- Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is made, the decision may be appealed to the Governing Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver **or email** to the Principal a letter directed to the Governing Body within five (5) working days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or to the decision rendered.
- The appeal to the Governing Board will be considered part of the record of the hearing. The decision of the individual serving in the capacity of the hearing officer will be deemed final, unless the Governing Board determines, by majority vote, that the student was not afforded his/her due process rights or that this policy was not followed in all substantive respects.

**Expulsion** - Expulsion is the permanent exclusion of a student from school and all school activities, unless the Governing Board reinstates the student's privileges to attend the School. A recommendation for expulsion shall be made by the Administrator and forwarded to the Hearing

Officer and/or Governing Board. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held. The authority to expel rests with the Hearing Officer and the Hearing Officer's decision is final however, adherence to the timeline is mandatory, and any deviations from it may be appealed to the Board of Directors.

In each case in which a recommendation for expulsion has been presented to a Hearing Officer the following steps shall be followed (and in addition to Steps 1 & 2 outlined above for a short-term suspension):

Step 3: The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.

Step 4: A formal letter to the responsible parent or guardian will be emailed, or mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, or an electronic cloud based filed and the letter should contain:

- A statement of the charges and the rule violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the School's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel, at his/her own cost.
- That the Governing Board will be acting as the hearing officer, or the name of the hearing officer.
- Copies A.R.S. § 15-840 and 15-843 unless previously provided in connection with the same infraction.

Step 5: The parent or guardian shall be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule violated.
- The student may be represented by counsel, without bias, and at his/her own cost.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the School.
- The burden of proof lies with the School.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The School has the right to cross-examine witnesses and may be represented by an attorney.

Step 5: A formal hearing will be held, however, adherence to the timeline is mandatory, and any deviations from it may be appealed to the Board of Directors. If the Hearing Officer decides to expel the student, the expulsion becomes effective the next business day.

### **Students Withdraw Before Hearing**

If a student withdraws from the before their scheduled Hearing Officer Hearing, the disciplinary process can continue after the student is withdrawn or could be paused.

The case will be documented, and all relevant records will be maintained until the student's potential re-enrollment.

### **Students with Disabilities Under the IDEA**

A student with a disability under the IDEA or Section 504 of the Rehabilitation Act is subject to discipline in the same manner as all students. Short-term discipline (i.e., less than 10 days) may be imposed with no additional due process provided other than that afforded to all students. However, the long-term suspension or expulsion of children with disabilities shall be in accordance with the IDEA and its implementing regulations and a Manifestation Determination Review (MDR) meeting shall occur before a student with a disability, or a student not yet eligible for services but under evaluation, can be removed from the School for more than 10 days.

### **Plagiarism or Cheating Policy**

Plagiarism at Western School of Science and Technology is defined as any direct quotation from another source that is not properly cited starting at one sentence and extending to an entire paper. It can also be presenting someone else's work or ideas as your own. Cheating at Western is defined as taking an answer from a peer, textbook, artificial intelligence program, software or other source not authorized by the instructor. Utilizing an artificial intelligence program to generate an assignment, partial or in its entirety is considered cheating.

For the first offense at Western (in any class):

- Student will receive an educational review of plagiarism with the teacher.
- Student will redo the assignment or assessment (Highest possible grade 50%).
- Parents will be notified of the incident.
- Write-up will be logged.
- Lunch Detention

For the second offense at Western (in any class):

- Student will NOT be able to redo the assignment or assessment and will be awarded a grade of 0%.
- Parents will be notified of the incident.
- Write-up will be logged.
- Referral for Insubordination
- Meeting with the Principal or Student Dean will be held.

\*Depending on the severity and importance of assessment, students could be suspended.

### **Policy Regarding Reporting Suspected Crimes or Incidents**

All school personnel are required to report any suspected crime against a person or property that is a serious offense, as defined in A.R.S. section 13-706, or that involves a deadly weapon or dangerous instrument or serious physical injury, and any conduct that poses a threat of death or serious physical injury to an employee, student or other person on the school property.

All such reports shall be documented and communicated to the School Director/ Executive Director who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to separate School policy. The School is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

A person who violates the reporting requirements may be disciplined for violating the policies of the School Governing Body and may be subject to dismissal. The School Governing Body shall enforce the policies and procedures that require the School to maintain a record on any person who is disciplined pursuant to this Policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

### **Student Interviews**

School officials may question and/or interview students regarding matters related to the health, safety and welfare of students and staff without limitation. If the School receives a request from local law enforcement authorities to interview a student, depending on the circumstances surrounding the request, the parent may not be contacted prior to such interviews. However, the parent will be contacted if a student interviewed is then subject to discipline for violation of the School's behavioral standards and expectations.

### **Drug and Tobacco Free Campus**

Western School of Science and Technology: A Challenge Foundation Academy, Inc. is a Drug and Tobacco Free zone. Arizona law specifically disallows any type of tobacco, including vaping products and paraphernalia, on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. No parent/guardian, student, staff member or other person may smoke or have tobacco products anywhere on the campus at any time.

All students are prohibited from possession, use and distribution of any and all drugs, including prescribed, non-prescribed, over-the-counter, medical marijuana, alcohol, and tobacco (any type, including vaping products) on school grounds or during any school sponsored event or activity on or off campus. In the event a student is found in possession of or under the influence of drugs and/or tobacco products, law enforcement authorities will be contacted. *Any student*



*who possesses or distributes any drugs, alcohol or tobacco will be immediately suspended and may be recommended for expulsion.*

### **Search and Seizure Policy**

1. The School Board recognizes that the privacy of students and their persons may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable cause for a search.
  1. As used in this policy, “reasonable cause for a search” means any circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
    - i. Evidence of a violation of the student conduct standards contained in the student handbook; or
    - ii. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.
2. All lockers, desks, and other storage areas provided for student use on school premises remain the property of the school and are provided for the use of the students and are subject to inspection, access for maintenance, and search pursuant to this policy. A student who uses a locker that is the property of a school is presumed to have no expectation of privacy in that locker or the locker's contents. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
3. The School Director/ Executive Director, or a member of administrative staff designated in writing by the School Director/ Executive Director, may search a locker and its contents where either the person conducting the search or the person designating the search believes there is reasonable cause. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
4. The School Director/ Executive Director, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
5. The School Director/ Executive director , or another member of the administrative staff, may search the person of a student during a school activity if the staff has reasonable grounds for a search of that student.
  1. Searches of the person of a student shall be limited to:
    - i. Searches of the pockets of the student,
    - ii. Any object in the possession of the student such as a purse, backpack, or briefcase, and/or

- iii. A “pat down” of the exterior of the student’s clothing.
6. Searches of the person of a student that require removal of clothing other than a coat, jacket, belt, or shoes shall be referred to a law enforcement officer in accordance with this policy and shall never be completed by a School employee. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
7. Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of the student conduct standards contained in the student handbook may, as deemed appropriate by school authorities, be:
  1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the School Director/ Executive Director or the School Director’s designee until it is presented at the hearing,
  2. Returned to the parent or guardian of the student from whom it was seized,
  3. Destroyed if it has no significant value, or
  4. Turned over to any law enforcement officer in accordance with this policy.
8. Anything found in the course of a search conducted in accordance with this policy which by its presence presents an immediate danger of physical harm or illness to any person may be seized and, as considered appropriate by school authorities, may be:
  1. Returned to the parent or guardian of the student from whom it was seized,
  2. Destroyed, or
  3. Turned over to any law enforcement officer in accordance with this policy.
9. The School Director/ Executive Director, or a member of the administrative staff designated in writing by the School Director/ Executive Director, may request the assistance of a law enforcement officer to:
  1. Search any area of school premises, any student, or any motor vehicle on school premises;
  2. Identify, secure, or dispose of anything found in the course of a search conducted in accordance with this policy.

**Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.**

### **Legal Disclaimer**

Nothing in this policy is intended to contradict local, state or federal laws or binding directives from the Arizona State Board of Education. In the event that any item in this policy does conflict with a local, state, or federal law, or binding directive of the Arizona State Board of Education, the respective law or directive supersedes this Code of Conduct.

## **Bullying/Harassment/Intimidation**

Western School of Science and Technology: A Challenge Foundation Academy, Inc

The Governing Board is committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying. Students, parents, and school employees have a right and a responsibility to report incidents of bullying.

### **Confidential Reporting**

Students and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation. These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

**Bullying:** Bullying is defined as repeated acts over time that involve a real or perceived imbalance of power with the more powerful person or group attacking those who are less powerful. It can be physical, verbal, or psychological. Cyberbullying includes bullying through the usage of technology.

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time;
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law.

**Harassment:** Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying or harassment committed by use of electronic technology or electronic communication devices, including telephonic

devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

***Intimidation:*** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

### **Reporting Incidents of Bullying or Harassment**

Students and others should report any incidents of bullying to a teacher, administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident. The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the student complete a complaint form. An adult may assist the student in completing the complaint if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- At a minimum, the school employee shall put the report/complaint in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for under the student code of conduct and A.R.S. § 15-341(37). Any student who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences.

### **Procedures for Investigation of the Report/Complaint**

A school Administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Administrator. A school administrator shall complete a discipline referral if the student is found to have violated the bullying policy. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be re-filed within 30 calendar days of the original incident.

## TITLE IX PREGNANCY POLICY

This Policy is intended to augment the School's Title IX Policy. **Complaints of sex discrimination related to pregnancy or related conditions should be handled in accordance with the Title IX grievance procedures.**

1. Scope of Policy. This policy provides protections for students, employees, and applicants for employment from discrimination based on pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, recovery, or parental status.
2. Student Pregnancy or Related Conditions. When a student, a student's parent or a student's other legal representative informs any School employee of the student's pregnancy or related consideration, the employee shall a) provide the individual providing the information with the Title IX Coordinator's contact information, and b) inform them that the Title IX Coordinator can take steps, including working with the School to provide reasonable modifications for the student, to ensure the student's equal access to the School's educational program and activities. The School will treat students who are pregnant or experiencing related conditions in the same manner that it treats other students who are experiencing a temporary medical condition.
3. Title IX Coordinator's Responsibilities. If the Title IX Coordinator is notified of a student's pregnancy or related conditions, the Title IX Coordinator must coordinate the following:
  - Inform the student about the School's Nondiscrimination Policy.
  - Inform the student that personal information and any reasonable accommodations provided will be kept confidential to the extent allowed.
  - Provide the student with the option of individualized, reasonable accommodations as may be needed to ensure the student's equal access to the School's educational program and activities, including the possibility of a voluntary leave of absence from the School.
  - Ensure the student's access to a quiet, private space for lactation, as applicable.
4. Reasonable Modifications for Student Pregnancy or Related Conditions. If it is informed of a student's pregnancy or related condition, the School shall consult with the student regarding individualized, reasonable modifications. Such modifications may include, but are not limited to, breaks during class for lactation reasons; eating, drinking or using the restroom at times other than those otherwise scheduled for students; changes in class schedules; access to online education; and/or counseling. The School will not require supporting documentation for any proposed modification unless necessary for the School to determine which modifications are reasonable and appropriate.
5. Employee Pregnancy or Related Conditions. The School will provide employees who are pregnant or experiencing related conditions reasonable break time for lactation and access to a quiet, private space for lactation. The School will treat employees who are pregnant or experiencing related conditions in the same manner that it treats other employees who are experiencing a temporary medical condition. The School will treat

pregnancy or related conditions as a basis for a voluntary leave of absence without pay for a reasonable period of time if leave with pay is not available to the employee for any reason.

## Restraint and Seclusion

This Policy addresses the behavior management techniques to be used with students attending Western School of Science and Technology: A Challenge Foundation Academy, Inc. Behavior management techniques such as restrain, seclusion, temporary removal from the classroom and confinement shall be utilized in accordance with the following standards:

The use of restraint or seclusion is not to be limited, by policy or practice, to students with disabilities. Restraint and Seclusion are defined in A.R.S. § 15-105 as follows:

"Restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices. The following are *not* considered to be a restraint:

- a) Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
- b) The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
- c) The brief holding of a student by one adult for the purpose of calming or comforting the student.
- d) Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

"Seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a larger group for purposes of calming.

Restraint or seclusion techniques may be used on any student if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- The use of restraint or seclusion is to be used only in an emergency to protect persons from imminent, serious physical harm to self or others.



- The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use. If seclusion is utilized, school staff must reassess the child every thirty (30) minutes and if the need for seclusion extends beyond one hour, an administrator's approval is required for continued seclusion.
- Any area used for seclusion must be free of objects that could cause harm, must provide for adequate visual and audio supervision of the student, must provide adequate lighting and ventilation, and must not be locked.
- The restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed may not impede the student's ability to breathe.
- The restraint technique may not be out of proportion to the student's age or physical condition.
- A debriefing with affected staff and parents and, if appropriate, the student must be conducted within forty-eight (48) hours. During the debriefing, a determination should be made regarding the need for a functional behavioral assessment (FBA).
- A student who has required crisis management on the part of the school staff more than three (3) times in a semester must have a functional behavioral assessment (FBA) and, if appropriate, a behavior intervention plan (BIP) developed within a reasonable time following the third (3<sup>rd</sup>) restraint or seclusion incident.

Western School of Science and Technology: A Challenge Foundation Academy, Inc. requires the following procedures to be adhered to when a restraint or seclusion technique has been used on a student:

1. School personnel shall provide the student's parent or guardian with written or verbal notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four hours after the incident.
2. Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
3. Schools shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review shall include a review of the incidents in which restraint or seclusion techniques were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment.
4. If the need to contact and request support from law enforcement instead of using a restraint or seclusion technique on a student is determined necessary, the school shall comply with the reporting, documentation and review procedures established under the paragraphs above.

### **Temporary Removal**

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student and send them to the Principal, or to another administrator, as long as the removal is done in accordance with the rules established for the referral of students, as outlined in the School's behavior Code of Conduct, or the conditions of A.R.S. § 15-841, when applicable.

### **Confinement**

Under A.R.S. § 15-843, the Administrator shall ensure that disciplinary practices involving the confinement of students left alone in an enclosed space shall include the following:

- Prior written parental notification that confinement may be used for disciplinary purposes is included in the student's enrollment packet or admission form.
- Written parental consent has been obtained before confinement is allowed for any student in the School.
- An exemption to prior written parental consent exists if a school administrator or teacher determines that the student poses imminent physical harm to self or others. In this instance, the school administrator or teacher shall make reasonable attempts to notify the student's parent or guardian in writing by the end of the same day that confinement was used.

### **Corporal Punishment**

For the purposes of this Policy, corporal punishment is defined as the deliberate infliction of pain intended to discipline or reform a person's bad attitude and/or behavior. Western School of Science and Technology: A Challenge Foundation Academy, Inc. prohibits the use of corporal punishment.

## **Parent Involvement Policy**

Please see the School-Parent Compact (attached) for additional information.

1. Parents have the right to be involved and participate in their child's educational experience.
2. Parents will be informed of their rights under Title I, if the school is participating in Title I programs. The Title I Director will present the information.
3. Parents will receive information on all parent programs a minimum of one week in advance.



4. Parents will receive an explanation of curriculum during the Back to School event held at the beginning of the year. Parents who are unable to attend Back to School Night can meet one on one with their child's teacher to receive the information.
5. Parents will receive the email address of their child's teacher in the welcome letter sent to parents and students at the start of school.
6. Parents have the opportunity to make decisions regarding the education of their child by initiating conversation with the child's teacher. School-wide concerns should be addressed through the PTSA group for presentation to the School Director/ Superintendent and Board of Directors.
7. Parents will be informed of teacher professional development days through the school calendar. Professional development of teachers includes ways to build a successful communication bridge between the school and home.
8. Parents will sign the **Western School of Science and Technology: A Challenge Foundation Academy, Inc. Parent-School Compact**, which is a written agreement of what schools and parents are each supposed to do to help students achieve.

Parents who feel that their rights have been violated or that the needs of their child are not being met should schedule an appointment with their child's teacher by phone or email. If the issue is not resolved, the parent should place the issue in writing and contact the School Director/ Executive Director by phone or email. If the issue is not resolved after meeting with the School Director/ Executive Director, the parent should contact the Board of Directors by phone or email. Dates for all board meetings will be posted online.

## Conduct of Visitors/General Public on School Property

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the School for any reason (i.e., volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the School through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the School through other entrances is not permitted by visitors. All visitors must be escorted by a staff member at all times.
- No person shall visit or audit a classroom or other School activity, nor shall any person come upon or remain upon School premises, without prior approval by the Administrator or his/her authorized representative. Nor shall any person conduct or attempt to conduct

any activity on School premises without prior approval by the Administrator or his/her authorized representative.

- Any member of the general public considered by the Administrator, or a person authorized by the Administrator, to be in violation of these rules shall be instructed to leave School property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the School.
- No person shall possess or engage in the use of medical marijuana on School property or at school-sponsored events.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the School by either:
  - Threatening to cause physical injury to any employee or student of the School or any person on the property of the School.
  - Threatening to cause damage to the School, the property of the School, or the property of any student or employee of the School.
- Intentionally or knowingly entering or remaining on the property of the School for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal, Director of Business and Financial Services, or another person designated to maintain order at the School.

The above identified acts need not be directed at a specific individual, the School, or specific property of the School to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the School by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the School or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of School officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a School rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator.

## **Education of Homeless Children and Youth Program**

Homelessness exists in our community. A combination of housing costs, migration and immigration, and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect, and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and other locations. Their lack of permanent housing can lead to potentially serious physical, emotional, and mental consequences. Western School of Science and Technology: A Challenge Foundation Academy, Inc. will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This campus will also follow the requirements of the McKinney-Vento Homeless Assistance Act.

This policy will not refer to children as homeless; it will instead use the term children and youth in transition. Under federal law, children and youth in transition must have access to appropriate

public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district/campus-wide assessments and accountability systems. Our campus will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding this policy will be distributed to all students once during the school year and posted in a high-traffic area on campus, as well as other places where children, youth, and families in transition receive services.

## **Identification**

In collaboration with school personnel and community organizations, the local liaison will identify children and youth in transition on campus, both in and out of school. The local liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the local liaison. The local liaison will also instruct the school registrar and secretary to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the local liaison. Community partners in identification may include the following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services.

## **Enrollment**

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents available readily. Nonetheless, our campus, when selected for enrollment, must enroll any child or youth in transition immediately. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records. Health records may often be obtained from previous schools or state registries, and community-based clinics can initiate immunizations when needed.)
- Proof of guardianship
- Birth Certificate
- Any other document requirements
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

Unaccompanied youth must also be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

## **Transportation**

Without appropriate transportation, a student may not be able to continue attending his or her school of origin. To avoid such forced school transfers, at a parent's request, transportation will be provided to and from the school of origin for a child or youth in transition. Transportation will be provided for the entire time the child or youth has a right to attend that school, including during pending disputes. The local liaison will request transportation to and from the school of origin for unaccompanied youth. The length of the commute will be considered only in determining the feasibility of placement in the school of origin based on potential harm to the student. Parents and unaccompanied youth must be informed of this right to transportation before they select a school for attendance.

Our campus will use the transportation request form to process any such request. Requests will be processed and transportation arranged without delay. In addition to receiving transportation to and from the school of origin, upon request, children and youth in transition will also be provided with other transportation services comparable to those offered to housed students.

## **Services**

Each homeless student shall be provided services comparable to services offered to other students on campus, but not limited to:

- transportation services;
- educational services for which the student meets eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted and talented students;
- school meals programs;
- preschool programs;
- before-and-after school care programs; and
- programs for students with limited English proficiency.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

Western: CFA recognizes that children and youth in transition suffer from disabilities at a disproportionate rate, yet frequently are not evaluated or provided appropriate special education and related services. To address this problem, evaluations of children and youth in transition suspected of having a disability will be given priority and coordinated with students' prior and subsequent schools as necessary to ensure the timely completion of a full evaluation.

## **Disputes**

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate

educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

### **Free Meals**

Hunger and poor nutrition are obvious barriers to learning. To help ensure that children and youth in transition are available for learning, the U.S. Department of Agriculture has determined that all children and youth in transition are automatically eligible for free meals. On the day a child or youth in transition enrolls on our campus, the enrollment official must submit the student's name to the National School Lunch Program coordinator for immediate processing.

### **Training**

The local liaison will conduct training and sensitivity/awareness activities for the LEA and campus staff at least once each year. School Leaders, Apprentice Leaders, federal program administrators, registrars, secretaries, bus drivers, custodians, cafeteria workers, school nurses and health aids, and teachers will attend such training. The training and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.

### **Postings**

The following information will be posted on our campus at all times:

### **What Homeless Families Need to Know**

- Homeless children have the right to attend school.
- You do not need a permanent address to enroll your child in school.
- Homeless children have the right to stay in their home if the parents choose.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

### **COORDINATOR**

The following individual has been designated to act as the campus homeless liaison:

Tiffany Crawford

- Western School of Science and Technology
- 6515 W. Indian School Rd.
- Phoenix, AZ 85033

### **Western: CFA's Homeless Liaison Duty**

- Ensuring that children and youth in homeless situations are identified through school and in the community.
- Ensuring that homeless students enroll in and have full and equal opportunity to succeed in school.

- Assisting parents/guardians in making referrals for health, mental health, and other services.
- Informing parents, guardians, and youth of educational and parent involvement opportunities.
- Posting public notices of educational rights of homeless students.
- Resolving disputes regarding homeless students and homeless student qualifications.
- Informing parents, guardians, and youth of transportation services—provided by the school, the community, or other entities.
- Collaborating and coordinating with community and school personnel.

The homeless coordinator is also to assist homeless child/youth and their families with any school, food, or shelter related issue even if it is not listed above. The homeless coordinator is responsible for ensuring that homeless children have no barriers to enrollment or taking part in activities at our school. Our homeless coordinator is responsible for finding support in removing any barriers these children encounter—no exceptions.

Dear Western Families,

The “Every Student Succeeds Act”, passed on December 10, 2015, requires that schools receiving certain federal funding, such as Western, provide student names, addresses and telephone numbers on request to various branches of the United States military for recruiting purposes. In addition, schools must allow military recruiters the same access to students as they do for institutions of higher education and employers.

The law also requires that parents/legal guardians and students over 18 be given the opportunity to opt out of the disclosure of the student’s name, address, and telephone number.

Parents/Guardians (or students 18+) who wish to exercise their right to request that the name, address and telephone number of their child(ren) not be released for such recruitment purposes should submit a written request to opt out.

*Note: Writing an opt-out letter does not prohibit the military from gathering student information from other non-school sources or from having military recruiters speak with your student when on campus.*

Parents/guardians, students 18+ may submit to our front office or email to [registar@wsst.school](mailto:registar@wsst.school). If you need a sample of an opt-out letter please feel free to ask the front office.

Feel free to contact us for questions.



## **SIGNATURE PAGE**

### **RECEIPT AND REVIEW**

I/We, the undersigned, understand that this handbook contains important information for parents, guardians and students. I/We acknowledge that I/we have received a copy of the 2024-2025 Western School of Science and Technology: A Challenge Foundation Academy, Inc. Family Handbook. I/We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook,

I/We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook.

I/We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, Western School of Science and Technology: A Challenge Foundation Academy, Inc. policies, regulations and guidelines.

I/We are aware that Western School of Science and Technology: A Challenge Foundation Academy, Inc. reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook, without prior notice.

Directions for return of this form throughout the 2024-2025 school year:

Student and Parent/Guardian review handbook.

1. Parent/Guardian sign handbook acknowledgement below.
2. Tear out this page from handbook
3. Student returns this page to the homeroom teacher by the beginning of the 2024-2025 school year must return this acknowledgement page within one week after receipt.

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Student School: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

## MEDIA RELEASE FORM FOR CURRENT AND NEW STUDENTS

STUDENT NAME: \_\_\_\_\_

Last

First

Middle Initial

\_\_\_\_ I understand and agree that my child's picture may be taken at school or during outside school activities and used in the school news, local newspaper, ConnectCFA national magazine, Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s website or Facebook and Twitter pages; or in the case of video, may appear on TV or the website. In addition, I agree that publication of an article or school work may also appear on the above mentioned venues.

\_\_\_\_ I do not grant permission for my child's photograph to be featured in school news, local newspapers, ConnectCFA national magazine, the Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s website or Facebook and Twitter pages or any video that may appear on TV or the website.

\_\_\_\_ I do not grant permission for my child's written school work or written articles to be published and used in the school news, local newspaper, ConnectCFA national magazine, Western School of Science and Technology: A Challenge Foundation Academy, Inc.'s website or Facebook and Twitter pages; or any video that may appear on TV or the website.

**IT IS IMPERATIVE THAT THIS FORM BE RETURNED TO THE SCHOOL TO BE FILED IN YOUR CHILD'S STUDENT RECORDS.**

Please sign, date, and return to Western School of Science and Technology: A Challenge Foundation Academy, Inc.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Western School of Science and Technology: A Challenge Foundation Academy, Inc.  
6515 West Indian School Road  
Phoenix, AZ 85033

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[1] The Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc. reserves the right to make changes to the *Western School of Science and Technology: A Challenge Foundation Academy, Inc. Family Handbook* at any time and without prior notice.

[2] In exceptional circumstances, including but not limited to extraordinary family or personal needs or prolonged illness, this requirement may be modified.

[3] In exceptional circumstances, including but not limited to extraordinary family or personal needs or prolonged illness, this requirement may be modified.

[4] A.R.S. § 15-184(A).

[5] A.R.S. § 15-184(E).

[6] A.R.S. § 15-184(I).

[7] A.R.S. § 15-821.

[8] A.R.S. § 15-828(A)(1)-(3).

[9] A.R.S. § 15-802(B).

[10] A.R.S. § 15-872.



**Western School of Science and Technology**  
**Coaches Handbook**

***Helping student-athletes develop in academics, character, and leadership  
through competitive sports!***

Dear Coach,

Thank you for taking the time to become a coach here at Western School of Science and Technology. The service that you will provide student-athletes is immeasurable. I realize that the sacrifices made by coaches are immense, and I wanted to thank you for your time and support. Please read through the Coach's Handbook and sign the back page. Please note that you may need to complete some steps before signing. Feel free to contact me regarding any comments, questions, or concerns. Remember, our athletic program exists to promote student learning in a safe, non-threatening environment. Thanks again for all you do for the students here at Western.

Vamos Warriors!

Mr. España M. Ed

Director of Student & Community Outreach

## ***Athletic Department***

### ***Western School of Science and Technology Mission:***

Western School of Science and Technology: A Challenge Foundation Academy exists to transform Maryvale by improving low-income West Phoenix students' opportunities for advancement in the global technological economy by providing needed preparation for the academic rigors of college graduation, leading to career success.

- 80% Proficiency
- 100% Growth
- College Graduation
- Career Success
- First "A" High School in Maryvale

### ***Athletic Department Motto***

Helping student-athletes develop in academics, character, and leadership through competitive sports!

### ***Athletic Department Philosophy***

Western: CFA's Mission Statement aims to ensure college graduation leading to career success for all students. Western: CFA recognizes that a crucial pathway to college for many students is competitive athletics. Thus, athletics are an essential part of the Western: CFA educational experience. The Western: CFA athletic program emphasizes solid core values, sportsmanship, and commitment to athletic achievement. Membership on a team comes with the obligation to attend and work hard at practices and to put forth a high degree of effort in game situations. The level of commitment required rightly increases as the level of competition increases.

### ***Core Values***

The Western: CFA Athletic Program exists to provide students with extracurricular learning and leadership opportunities. Participation in athletics requires sportsmanship and adherence to our school's core values of Achievement, Innovation, Respect, Responsibility, and Relevance. The highest potential of sports is achieved when competition results in the student-athlete's character growth and development as a leader.

### ***Athletic Department Goal***

The goal of our Athletic Program is to instill a lifelong lesson that our student-athletes can use as they become adults. Our program will teach the skills needed to play the sport, but will also teach the skills of hard work, teamwork, responsibility, and respect; all skills needed to be successful in life. Our coaches' goals are to help your child become adults of empathy and integrity: Who will lead, be responsible, and change the world for good.

## ***Governance***

Western: CFA is a member of the Canyon Athletic Association. will respect and abide by all rules and policies set forth by the Canyon Athletic Association (CAA) and Western School of Science and Technology (WSST).

- CAA Rules and Policies can be found on the Canyon Athletic Association website <https://www.azcaa.com/>
- Western: CFA: Rules and Policies can be found on the Western: CFA website or in the front office. <https://western.cfacademy.school/>
- Coaches must follow the same rules and policies found in our Western: CFA Staff Handbook

## ***Important Staff Handbook Policies***

### **At-Will Employment**

Employment at Western is “at will” and Western may terminate employment at any time, with or without cause and with or without further notice.

Western distributes new Employment Agreements annually. Employees are not guaranteed renewal of the Employment Agreement, and employment does not automatically carry over. It is the responsibility of the employee to return the Employment Agreement to the School by the deadline or the Employment Agreement may become null and void.

### **Fingerprinting Requirement**

The start date will be adjusted on the offer letter to the date when the individual can provide a current, valid IVP fingerprint clearance card.

### **Exemptions and Exceptional Determinations**

A person, including contractors, subcontractors, vendors, or any employee of these entities, is exempt from the requirements of A.R.S. § 15-512 if their normal job duties are not likely to result in independent access to or unsupervised contact with pupils. The School’s Superintendent, Principal, and Operations Director have the authority to make an exceptional determination based on an analysis of the person’s job duties.

### **Background Check and Fingerprint Clearance Card**

All Athletic Coaches/ Club Sponsors employed/volunteers of Western will undergo a criminal background check process by the Arizona Department of Public Safety. Per A.R.S. § 15-183(C)(5), all coaches/club sponsors/after-school volunteers are required to maintain a valid IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety.

### **Coaches/Club Sponsors/after-school Volunteer Responsibilities:**

It is the coaches/club sponsors/after-school volunteers' responsibility to apply for, complete payment for, and provide this clearance as a condition.

- Coaches/club sponsors/after-school volunteers must maintain a valid fingerprint clearance card at all times.
- Coaches/club sponsors/after-school volunteers must immediately notify their Supervisor if the clearance has been revoked or has expired.
- Coaches/club sponsors/after-school volunteers must immediately report if they are arrested for or charged with a non-appealable offense. Failure to do so constitutes unprofessional conduct, leading to immediate dismissal from employment/volunteer services.

### **Tobacco-Free Workplace Policy**

Consistent with Arizona Revised Statutes § 36-798.03, tobacco products are prohibited on all sites where students attend school, in school buses and vehicles, and at off-campus school-sponsored events. This policy includes school grounds, buildings, parking lots, playing fields, or anywhere that an employee could be reasonably expected to encounter students during the school day. "Tobacco products" includes the use of any electronic smoking devices, and e-cigarettes containing nicotine cartridges. Any violation of this policy may result in disciplinary action.

### **Drug-Free Workplace Policy**

Western is committed to protecting the safety, health, and well-being of all students, employees, and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. This organization encourages employees to voluntarily seek help with drug and alcohol problems.

### **Covered Workers**

Any individual who conducts business for the organization or is conducting business on the School's property is covered by this drug-free workplace policy. This policy includes, but is not limited to, full-time employees, part-time employees, consultants, contractors, volunteers, interns, and applicants, and for purposes of this policy, the term "employee" covers all of those individuals.

### **Applicability**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours and while on School property.

### **Prohibited Behavior**

It is a violation of the School's drug-free workplace policy for coaches/club sponsors/after-school volunteers to use, possess, give, sell, trade, and/or offer for free or for sale



illegal drugs or intoxicants. Coaches/club sponsors/after-school volunteers are also prohibited from coming to work under the influence of alcohol or drugs or smelling of alcohol or drugs.

### **Notification of Convictions**

It is a condition of employment that each coach/club sponsor/after-school volunteer abides by this policy and notifies Western of any criminal drug violation within five (5) calendar days of the conviction. The organization will take appropriate action within thirty (30) days of notification. Federal contracting agencies will be notified when appropriate.

### **Liability of Staff for Student Welfare**

All Western coaches/club sponsors/after-school volunteers are responsible for the safety of students on the grounds, the bus, and during all school-sponsored events.

#### **Student Supervision**

- To minimize the occurrence of situations in which a coach/club sponsor/after-school volunteer may incur liability for actions related to students, each coach/club sponsor/after-school volunteer must not leave students unattended or in the care of an unqualified person.

### ***Sportsmanship***

Western: CFA values good sportsmanship not only from our athletes and coaches but also from our spectators. The level of sportsmanship is not determined solely by behavior on the day of the game. It starts long before competition commences at any level. Traits learned in our youth programs, with reinforcements through family attitudes and values, all influence the ongoing development of sportsmanship as our student-athletes progress through the various levels of competition.

### ***Important Message From CAA/Code of Conduct***

The Canyon Athletic Association (CAA) encourages the attendance of students, parents, and fans at all of our athletic events. It is not our intent to reduce the involvement of spectators or the enjoyment of those who participate. Rather, it is our goal to create an atmosphere that is conducive to healthy athletic competition, is safe for those involved, and provides the ideals of sportsmanship and sound educational practices.

### ***Student-Athlete Code of Conduct***

Western: CFA, school administrators, and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the Student-Athlete is our main consideration and transcends any other consideration. All student-athletes are expected to abide by all school rules and policies as well as the rules and policies of the CAA.

**Student-Athletes Must Do the Following:**

1. Will be at practice every day.
  - a. (Absence is excused only if the student-athlete is academically ineligible, has an excused absence from school that day, or has had his or her parent contact the coach with a valid reason for missing the practice or game)
2. Will care for my mind and body by avoiding tobacco, alcohol, or any other illegal drugs.
3. Will understand that my safety is my coach's top priority, and will follow directions.
4. Will understand that I am a student-athlete and will follow all academic rules and policies.

**Failure to follow the Student Code of Conduct will result in:**

- **First Offense:** Student-Athlete will be suspended from athletic participation. The duration of the suspension will be determined by the Head Coach, Director of Student and Community Opportunities, and or School Administrators. (Suspension length may be the remainder of the season.)
- **Second Offense:** The Student-Athlete will be suspended from athletic participation for the remainder of the season.
- **Third Offense:** If an athlete commits three violations throughout the year, he or she will be removed from participation in sports for the remainder of the year. (The student-athlete may be removed from participation in sports before the third offense.)

\*There will be no refund of sports fees when suspension or removal from the team is deemed necessary for disciplinary or academic reasons.

\*\*\*Any referral received by a student-athlete will result in a suspension of a game.

**Hazing, Harassment/Sexual Harassment, and Bullying Will Not Be Tolerated**

**All students and coaches will be required to take an NFHS Hazing Prevention Course before the beginning of the season.** Student-athletes fall under the same rules and policies when dealing with hazing and harassment in the Western: CFA Student Handbook and Staff Handbook.

**Consequence (Students)**

- Hazing: Minimum Out-of-school Suspension; Maximum Out-of-school Suspension
- Sexual Harassment: Minimum Out-of-school Suspension; Maximum Out-of-school Suspension.

\*\*\*At any time Administration can proceed with the expulsion procedure

\*\*\*Additional penalties are required by State Law

***Academic Policy***

The expectation is that all student-athletes will maintain a passing grade in accordance with the CAA Rulebook and WSST Policy.

How will this be documented? Coaches must do academic grade checks every week. The

student-athletes will receive the academic grade check form from the coach and bring an academic grade check form to their teachers. The student-athlete will return the academic grade check to his or her coach on Friday. ***It is the student's responsibility to take the grade check to his or her teachers and then return it to his or her coaches. The Director of Student and Community Outreach will do official grade checks every 4 weeks and before State Tournament/Championship Games.***

If the student has less than 70% in one or more classes and falls in the grade range of 60%-69%, he or she will be placed on academic probation. A student-athlete on probation maintains full participation privileges but must work on improving grades. During that time, he or she must raise the score(s) to avoid ineligibility. If he or she raises the score(s), the student athlete's status will remain academically eligible. Students with an unsatisfactory score(s) of 59% or less will be ineligible unless the student is placed in a credit recovery plan or improves grades by game time.

**The Director of Student and Community Outreach will check progress reports and report cards. Official grade checks by the Director are every 4 weeks, progress reports, and quarter reports. Student-athletes can raise their grade during any progress report grade check. The only way student-athletes can raise a quarter grade is if expanded opportunity/credit recovery is available. If no expanded opportunity is available, student-athletes will have to miss a game for every failing grade the student has during the quarter.**

**\*\*\* Student-Athletes must maintain a passing grade each quarter and semester to be eligible to play for any upcoming season. (70% and above has to be maintained in the Quarter or Semester)**

Academically ineligible student-athletes will not be excused from practice. The student will be expected to accompany the team during home games only.

Students who are placed on academic ineligibility for 3 or more consecutive games could be dismissed from the team.

Students participating in extracurricular activities are expected to be proactive about maintaining excellent grades and discipline. Students who are placed in any behavior intervention or must attend tutoring are expected to attend practice when interventions/tutoring are over.

### ***Concussion Policy***

The Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc. adopts the below Concussion Policy, effective July 1, 2015:

- i. An informed consent must be signed annually by parents and scholar athletes acknowledging the risk of head injury prior to practice or competition. It shall be included in the Athletic Handbook required

- to be signed by all scholar athletes and their parents/guardians for participation in any sport. The signature forms for this handbook shall form that informed consent.
- ii. A scholar athlete who is suspected of sustaining a concussion or head injury must be removed from play – “when in doubt, sit them out”.
  - iii. A scholar athlete who has been removed from play must receive written clearance from a licensed Medical Doctor (MD) or Doctor of Osteopathy (DO) prior to returning to play.
  - iv. Scholar athletes are encouraged to notify a coach if they or a teammate exhibit signs or symptoms of a concussion/brain injury.
  - v. Head Injury/Concussion Signs and Symptoms, according to the Centers for Disease Control and Prevention:  
A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. Symptoms may include one or more of the following:
    - a. Headaches
    - b. “Pressure in head”
    - c. Nausea or vomiting
    - d. Neck pain
    - e. Balance problems or dizziness
    - f. Blurred, double, or fuzzy vision
    - g. Sensitivity to light or noise
    - h. Feeling sluggish or slowed down
    - i. Feeling foggy or groggy
    - j. Drowsiness
    - k. Change in sleep patterns
    - l. Amnesia
    - m. “Don’t feel right”
    - n. Fatigue or low energy
    - o. Sadness
    - p. Nervousness or anxiety
    - q. Irritability
    - r. More emotional
    - s. Confusion
    - t. Concentration or memory problems (forgetting game plays)
    - u. Repeating the same question/comment
  - vi. Signs observed by teammates, parents and coaches include:
    - a. Appears dazed
    - b. Vacant facial expression
    - c. Confused about assignment
    - d. Forgets plays
    - e. Is unsure of game, score, or opponent
    - f. Moves clumsily or displays incoordination
    - g. Answers questions slowly
    - h. Slurred speech
    - i. Shows behavior or personality changes
    - j. Can’t recall events prior to hit
    - k. Can’t recall events after hit
    - l. Seizures or convulsions

- m. Any change in typical behavior or personality
- n. Loses consciousness
- vii. The following Concussion Management Protocol forms an integral part of this policy: Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

***\*\*\*In any event where there is an Athletic Incident or injury, proper documentation must take place.***

***\*\*\*All Student-Athletes and Coaches are required to take CAA/NFHS & Barrows Concussion Protocol Training.***

### ***Transportation Policy***

To ensure safety, student-athletes at times might ride school-provided transportation to and from games. This will not only provide a safe transit but also ensure an early arrival that will allow time for proper stretching and warm-up prior to competition.

1. Students must ride the bus/van to all athletic competitions when the team is taking a bus/van (except West-Mec Students or if parents provide transportation)
2. Parents may ride the bus with the team only when cleared by the Director of Student and Community Outreach.
3. Buses/Vans will be driven by a certified transit conductor.
4. Students will leave school early on many, if not all, game days in order to arrive on time, and in order for buses to resume their regularly scheduled transportation program.
5. Absence from school will be excused and will not affect the student's attendance record.
6. It is the responsibility of the student-athlete to communicate with the teacher(s) regarding activities and assignments that may be missed.
7. A student may be signed out after the competition by only his or her parent or with parent permission, thus enabling them to return home via transportation other than the bus.
8. Students who return on the bus are expected to be picked up promptly. Arrival times will be published along with departure times. Failure by parents/guardians to pick up students promptly may result in suspension or removal from the team.
9. Western: CFA is not responsible for transportation, nor liable for transportation-related injuries, upon attending or returning to Western: CFA after an event.
10. If a bus is unavailable, parent volunteers will provide carpool transportation in their personal vehicles to and from the event. Parents will still need to pick their child up from school upon return. Parents will be notified when this occurs, and have the right to refuse their child transportation with someone else. When children are riding with a parent volunteer, Western: CFA is not liable for any accident or injury.
11. Student-athletes are expected to show respect toward all athletic personnel, including bus drivers, and all athletic facilities and vehicles, including buses. Failure to comply will result in disciplinary action outlined in the *Parent and Student Code of Conduct*.

**Coaches are responsible for making sure all student-athletes are picked up before departing from school or the game location.**

## Fundraisers

*All coaches are to participate in all Sports Fundraisers and encourage their players to do so. **All Team Fundraisers and gate fees are part of the General Athletic Budget (See Mandatory Fundraisers Below)***

- Each Coach/Club Sponsor is required to do 1 car wash a month during the entire season. (Each season lasts about 3 months)
- Each Coach/Club Sponsor is required to participate in an all-Athletic Department season fundraiser.
- Each Coach/Club Sponsor must participate in the season's All Schools Fundraiser.
- Each Coach/Club Sponsor is required to have their team do its own fundraiser.
  - You must request approval for fundraisers. [2024-2025 Sports Fundraisers Request Form.](#)
- It is the coach's/club sponsor's responsibility to make sure that during each home game, we have parents, staff, or alumni volunteers for door charge, snack sales, film, scorekeeper, etc...

## **Western: CFA Athletic Department**

### **Coaches Agreement**

I hereby acknowledge receipt of Western's Coaches/Club Handbook, which outlines the personnel policies of the Athletic/Club Program & School. I understand that the information contained in the Handbook represents guidelines only and that the School may change, rescind, or add to any policies, benefits, or practices described in this Handbook at any time at its sole and absolute discretion with or without prior notice. I agree to read it thoroughly and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the Director of Student and Community Opportunities.

I understand and agree that I am to familiarize myself with the contents of the Handbook. As a condition of participating as a coach/club sponsor/volunteer, I agree to abide by School rules and policies as stated herein or as subsequently changed. I understand that I can ask my supervisor at any time for further information on any subject contained in the Handbook.

I have read and understand the Coaching Guidelines in effect at Western: CFA. I will follow them and will approach a school leader with any concerns that I have involving them.

I have read the Academic Policy, and understand what is expected of our student-athletes regarding academics. I acknowledge that the Western: CFA Athletic Department exists to promote student learning, so I will uphold the policy with integrity.

I understand that the CAA has established the expectation that all coaches are certified to elevate the level of quality of instruction and coaching for all of our student-athletes. I have completed the Fundamentals of Coaching Course or an alternative Coaching Education Course. I have also completed all required courses mandated by WSST Athletic Department. I have printed my certificate and have given it to the Athletic Department or have otherwise notified them that I have the necessary certification.

I have read the guidelines concerning my role in educating student-athletes about concussions, and understand them.

I understand that I must be fingerprinted before I am allowed to participate as a coach.

Please sign and return to the Director of Student and Community Opportunities.

\_\_\_\_\_  
Coaches Signature

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Date

**Western School of Science and Technology: A Challenge Foundation  
Academy, Inc.**

**MEDICAL RELEASE AND WAIVER OF LIABILITY**

I, \_\_\_\_\_ will be participating as a volunteer where physical activity will take place in a Non-Western School of Science and Technology event at Western School 6515 West Indian School Road, Phoenix, Arizona. I agree that Western School of Science and Technology: CFA's and its members are not responsible for any costs related to injuries incurred during the basketball activity or in the facility of the school. I hereby release, discharge, and/or otherwise indemnify Western: CFA, its affiliated organizations and sponsors, their employees, and associated personnel, including the owners of fields and facilities utilized by the programs, against any claim by or on behalf of the registrant as a result of the registrant's participation in the program. This includes transportation to or from the program, social events, and the use of any photographs or quotations in the Western: CFA.

By signing below, I acknowledge my understanding of the waivers and releases that I have agreed to in the medical release and waiver of liability; I acknowledge that such waivers and releases are hereby given willingly and voluntarily and are intended to be the broadest waiver of liability permitted by law; and I, in full understanding of the risk of entering, being present at and exiting the Western Location and participation in the activities, hereby, voluntarily agree to enter, be present, and exit the building location and to participate in the activities. If any portion of this Medical Release and Waiver of Liability shall be held invalid under the laws of the State of Arizona, those parts that are not held invalid shall continue in full force and effect to the maximum extent permitted by law.



First and Last Name: \_\_\_\_\_

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

### ***Volunteer/Alumni Volunteers***

1. All Volunteers must obtain a Fingerprint Clearance Card if they will be part of your full-time assistant staff and will be left alone with student-athletes.
2. **Each volunteer is responsible for completing the following NFHS courses and certification: <https://www.nfhslearn.com/>**
  - Bullying, Hazing and Inappropriate Behaviors (Free)
  - Concussion in Sports (Free)
  - Heat and Illness Prevention (Free)
  - **If alumni volunteers will be instructing during a game/tournament volunteer needs**
    - Fundamentals of Coaching (\$35)
    - *Barrows Concussion Course*
      - *Neurological Institute Education Center and take the online training. <https://learn.barrowneuro.org>*
1. Alumni Volunteers must sign a Medical Release Form before being allowed to participate.
2. Alumni Volunteers must be approved by the Head Coach and Director of Student and Community Opportunities.
3. Alumni Volunteers must check in and out of practice with the Head Coach.
4. Alumni Volunteers must not participate in any drills, practices, or activities, where physical activity can harm a WSST Student-Athlete.
5. Alumni Volunteers are not to be left alone with WSST Student-Athletes at any time unless the volunteer has fingerprint clearance cards and is part of your full-time assistant staff.
6. Alumni Volunteers are not to give rides to or from any school event to student-athletes or other Students (unless cleared by the parent of the student-athlete)
7. Alumni Volunteers are not to volunteer in any Athletic Activity where their significant other is part of the team.

I, \_\_\_\_\_, agree to follow all rules and procedures

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

## ***Coaching Guidelines and Resources***

### ***Off-Season/Preseason***

*1. Each head coach is responsible for attending the CAA Coaches Meeting for his/her sport (Dates are indicated on the CAA Calendar), reading, and understanding the CAA rules of his/her sport).*

<https://azcaa.com/>

<https://azcaapreps.com/>

\*\*\*Remember to follow the season guidelines. No sport at Western is year-round. Strength and Conditioning are allowed year-round, but practice must only take place only during the allowed season timeline.

#### **Summer Coaches Contact with the full team:**

- All Sports Summer Leagues and Tournaments Only
- Strength and Conditioning (Summer League) (Strength and Conditioning)

#### **Fall Coaches Contact with full team:**

- Volleyball: (Pre-season & Season)
- Cross Country: (Pre-season & Season)
- Football: (Pre-season & Season)
- Esports: (Pre-season & Season)
- Fall Game Cheer (Pre-season & Season)
- All other Winter and Spring Sports
  - Strength & Conditioning Only
  - Clinics/Camps

#### **Winter Coaches Contact with full team:**

- Basketball: (Pre-season & Season)
- Competitive Cheer: (Pre-season & Season)
- All other Spring & Fall Sports
  - Strength & Conditioning
  - Clinics/Camps

#### **Spring Coaches Contact with the full team:**

- Soccer (Pre-season & Season)
- All other Fall & Winter Sports
  - o Strength & Conditioning
  - o Clinics/Camps
  - o Football Spring Ball (2 weeks only)

*2. All coaches must obtain a Fingerprint Clearance Card and must be CPR certified. If you are the only coach then you will have to be CPR certified.*

*3. Each head coach is responsible for completing the following NFHS courses and certification before game 1: <https://www.nfhslearn.com/>*

- Fundamentals of Coaching (\$35)
- Concussion in Sports (Free)
- **Strength and Conditioning (\$50 only if you plan on using Weightroom)**
- Bullying, Hazing and Inappropriate Behaviors (Free)
- Heat and Illness Prevention (Free)
- Sudden Cardiac Arrest (Free)
- **Student Mental Health and Suicide Prevention (Free) (New)**
- NCAA Eligibility (Head Coach Only) (Free)

\*\*\*Be aware that next year you will have to be certified in your specific sport.

\*\*\*PD Budget Can be used to reimburse Certification fees.

\*\*\*If you have already taken courses please provide certification

*4. Each head coach is responsible for their student-athletes completing the following NFHS courses before game 1. Students will have to do this individually and must have their own accounts. Students who have taken the courses will need to submit their certification yearly but not retake the class. Certification is due before the 1st game or competition.*

- Concussion for Students
- Hazing Prevention for Students
- Learning Pro: Homework Helper
- Social Media for Students
- Sportsmanship
- **Student Mental Health and Suicide Prevention (New)**

**\*\*\*Coaches please make sure you address hazing, bullying, and inappropriate behavior with your team as well as sportsmanship, and the use of social media. (This can be done with a conversation or presentation of your choosing) Please have evidence of this for evaluation.**

*5. Each Coach and Student-Athlete must complete Barrows before game 1: Neurological Institute Education Center and take the online training. <https://learn.barrowneuro.org>*

[Barrows](#): Click the link to see the steps

If a student or coach has already taken a course, the student or coach does not need to retake the course; all they need to do is provide the certification yearly, before the 1st game or competition.

*6. The Head Coach is required to have a pre-season meeting to communicate dates and times of practice and games, as well as Student-Athlete and Parent responsibilities. Please provide the Director of Student and Community Opportunities with dates: Meeting can be done in person or through Zoom/Google Meets.*

7. Coaches must make sure players have completed the sports packet and must have passed their physical before student-athletes can participate in tryouts.

*8. Organize the equipment needed for the start of the season. (We have taken inventory this year; please keep track of your equipment.*

*9. There must be a minimum of 2 tryout sessions if you are having cuts. (It is important to know how many jerseys are available before you select your team)*

*10. Each Head Coach is responsible for establishing guidelines for cutting players in his/her sport. If you cut a player, document the decision. This could include information regarding a student athlete's effort, attendance, attitude, or performance.*

*11. Students are not to be left unsupervised. Coaches should be the last to leave after practice/games and clear the building.*

*12. Coaches must make sure student-athletes pay their sports fee of \$50 before the start of the 1st game. If a student is having trouble paying this fee, the student must speak to the Director of Student and Community Outreach to split the sports fee into 2 separate payments of \$25.*

*13. All coaches are to participate in all Sports Fundraisers and encourage their players to do so. **All Team Fundraisers and gate fees are part of the General Athletic Budget (See Mandatory Fundraisers from above)***

- You must submit an [Athletic Purchase Request for Approval](#)
- Any request must be approved by the Director of Student and Community Outreach. If approved, the Director of Student and Community Outreach will contact you and submit it for approval to the accounting department.
- **Teams are not to make any order or purchase if funds have not been deposited.**
  - Deposits have to be made to the athletic department.

### ***Season***

1. Coaches must articulate behavior expectations at the beginning of the season, and the consequences for failing to meet these expectations (WSST Rules and Policies Must Be Followed)
2. Coaches must have students complete all required courses.
3. If a player fails to meet a coach's behavioral expectations, the head coach is responsible for documentation of the infraction.
4. If students are involved in another school activity, such as Student Government, the coach, and leader of the other activities are responsible for predicting or foreseeing potential scheduling conflicts.
5. The Head Coach is responsible for reading and enforcing the Academic Policy. The Director of Student and Community Opportunities is responsible for documentation and communication with families regarding academic issues.

***\*\*\*Coaches are encouraged to do weekly if not biweekly grade checks.***

- The Athletic Department will do grade checks every 4 weeks (Interim & Quarter) and before State Tournaments.
  - All student-athletes are required to attend tutoring or be with their coaches after school to work on homework.
6. One coach needs to ride the bus to any event requiring transportation by bus. Fulfilling this obligation is the responsibility of the Head Coach. He or she must delegate to an appropriate substitute if necessary.
  7. If there is a heat advisory or inclement weather, space will be found to house practice. If no space is available, practice will be modified or canceled but it is the head coach's responsibility to inform the players and parents.
  8. In modeling the attendance expectations placed on student-athletes, coaches should, barring an emergency, attend all team functions.  
***\*\*\*Coaches and student-athletes who are not present during the regular school day should not participate in any after-school activities (unless cleared by the Director of Student and Community Opportunities or Administration).***
  9. The Head Coach should know the dates for tournaments (CAA). When these dates are made available for the season, the Head Coach is required to attend.

**10. Coaches are responsible for waiting with student-athletes until they are picked up after**

**games or practices.**

11. It is required for all coaches to participate and school-wide sports fundraisers. Coaches also encourage their teams to do the same **\*\*\*Coaches will not receive their stipend unless fundraisers are completed)**

12. Coaches are responsible for the setup and takedown of all equipment needed for home games. (Includes: Scoreboard, Water, Chairs, Tables, etc...)/Coaches are required to have the appropriate equipment and game balls.

13. Coaches are required to have trained and appropriate age scorebooks and scoreboard personnel. (Trained adult for all home games)

14. Coaches must find personnel to record all games.

15. Coaches must upload stats to Max Prep Page and/or provide stats to AD.

***Post-season***

1. The same guidelines during the postseason should be followed and coaches and student-athletes should be ready for tournaments and state meets.

2. Coaches are responsible for the student-athlete equipment rental. When a season ends, the head coach is responsible for collecting any materials or equipment loaned to the students/team from Western: CFA Athletic Department. **\*\*\* Coaches will not receive stipends until all equipment is returned.**

3. Coaches are expected to participate in nominating and voting for CAA All-State players.

4. If the CAA hosts All-Star games at the end of each season. Head coaches must have an objective method of selecting the student-athlete(s) to represent Western: CFA at these events.

*5. Coaches must do an end-of-the-season banquet/celebration.*

Team banquets/celebrations are done with own team's funds or donations from team parents. The Athletic Program will provide the banquet/celebration with cookies and drinks. The Athletic Program will also provide Varsity Letters and Trophies. Coaches must request trophies and varsity letters. Coaches are to do their one certificate for the banquet/celebration.

**\*\*\*Coaches will not receive stipend unless the Athletic Banquet/Celebration date is set on the School Calendar)**

### ***General Expectations***

1. Coaches are expected to model a positive example at all times.
2. Students and parents are particularly in tune with communication. Coaches should be aware of what they are saying to students, opponents, officials, and parents, at all times.
3. All coaches will read and understand the *WSST Student Family Handbook and WSST Athletic Department Handbook for Student-Athletes and Families* in order to hold participants accountable to the requirements of the program.
4. All coaches will treat student-athletes, officials, opponents, and family members with dignity and respect.
5. All coaches are expected to have a medical kit and emergency contacts with them at all practices and games.
6. All coaches are expected to encourage players to play other sports and stay involved with the school and community.
7. All Head Coaches will be evaluated at the end of the season by the Director of Student and Community Opportunities, to determine employment for the following year. (In the event that the Head Coach also the Athletic Director, the assistant coaches and CAA Executive Director and/or School Director will evaluate the Coach/Athletic Director)
8. All Head Coaches will evaluate their own assistant coaching staff and present information to the Director of Student and Community Opportunities: [Head Coach Evaluation Tool](#)
9. Coaches will promote all sports. No negative comments will be allowed. Any coach found discouraging a student-athlete from playing a sport will no longer be allowed to coach at WSST.

## ***Coaching Resources***

### Obtaining a Fingerprint Clearance Card/Fingerprints

<https://www.azdps.gov/services/public/fingerprint>

### CPR Certification

<https://www.redcross.org/take-a-class/cpr/cpr-training/cpr-online>

<https://www.nationalcprfoundation.com/#>

### Coaching Certification

<https://www.nfhslearn.com/>

<https://learn.barrowneuro.org>

### First Aid Kit

First Aid Kit will be provided by the Athletic Department. A water cooler will be made available to you as well to use during practice and games.

### Equipment

Western: CFA has the basic equipment for all sports. At the beginning of the season, the equipment will be entrusted to the head coach. See the AD about specific requests.

### Coaching Websites

<https://azcaa.com/>

<https://azcaapreps.com/>

<https://www.nfhslearn.com/>

<https://learn.barrowneuro.org>



**Western: CFA Athletic Department**  
**Weekly Grade Checks**

Class	Grade	Teacher Signature	AD Completes Status (Eligible, Probation, Ineligible)
Math			
Science			
Language Arts/English			
Social Studies			
STEM			
ACC/AVID			
Foreign Language/ Other			
Other:			

Student Name/Date: \_\_\_\_\_

## WSST Incident Report

Date of Incident: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

\_\_\_\_\_ Accident \_\_\_\_\_ Injury \_\_\_\_\_ Property Damage

1. Please describe the nature of the incident: \_\_\_\_\_

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

2. Please report what action was taken: \_\_\_\_\_

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

3. Student's Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_

4. Were the parents notified: \_\_\_\_\_ No \_\_\_\_\_ Yes, by whom? \_\_\_\_\_  
When: \_\_\_\_\_

5. Was any immediate or emergency treatment needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. If yes, what was the treatment that was needed? \_\_\_\_\_

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

7. Describe the nature of the student's injuries: \_\_\_\_\_

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

8. Is a medical release needed to return to activities? \_\_\_\_\_ Yes \_\_\_\_\_ No

9. Who were the school personnel supervising? \_\_\_\_\_

10. How/When was a school official notified? \_\_\_\_\_

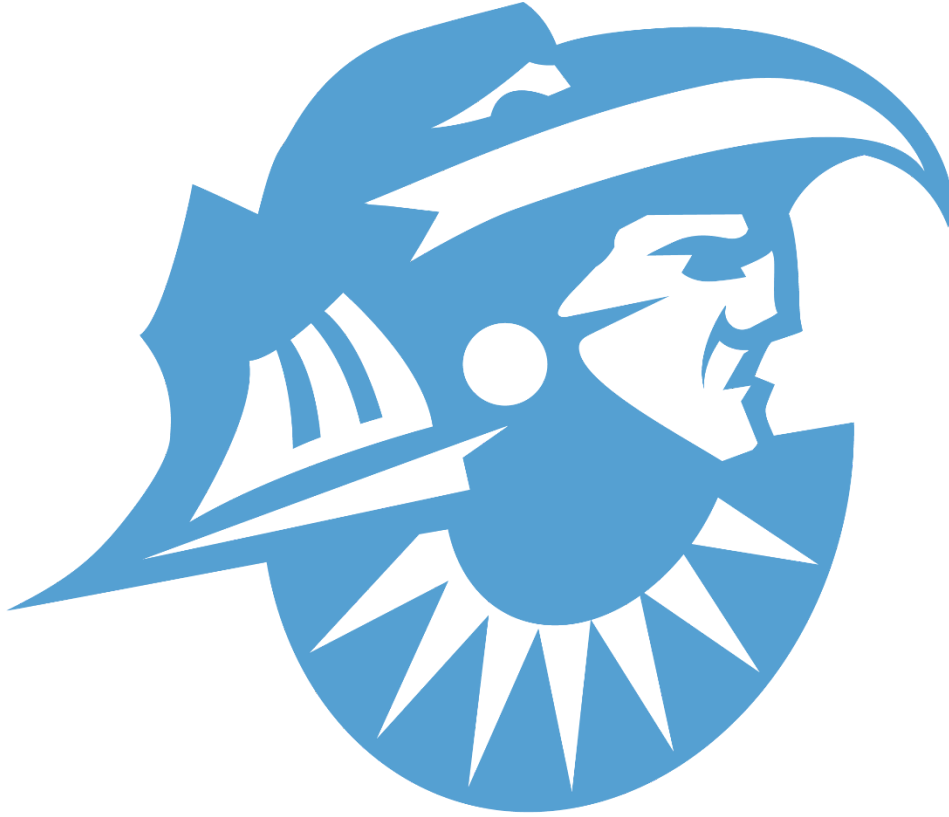
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date





# *WESTERN*

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# **WARRIORS**

**Western School of Science and Technology:**

**A Challenge Foundation Academy**

**Parent & Student Athletic Handbook**

## **Western School of Science and Technology**

### **Athletic Department**

#### ***Western School of Science and Technology Mission:***

Western School of Science and Technology: A Challenge Foundation Academy exists to transform Maryvale by improving low-income West Phoenix students' opportunities for advancement in the global technological economy by providing needed preparation for the academic rigors of college graduation, leading to career success.

- 80% Proficiency
- 100% Growth
- College Graduation
- Career Success
- First "A" High School in Maryvale

#### ***Athletic Department Motto***

Helping student-athletes develop in academics, character, and leadership through competitive sports!

#### ***Athletic Department Philosophy***

Western: CFA's Mission Statement aims to ensure college graduation leading to career success for all students. Western: CFA recognizes that a crucial pathway to college for many students is competitive athletics. Thus, athletics are an essential part of the Western: CFA educational experience. The Western: CFA athletic program emphasizes solid core values, sportsmanship, and commitment to athletic achievement. Membership on a team comes with the obligation to attend and work hard at practices and to put forth a high degree of effort in game situations. The level of commitment required rightly increases as the level of competition increases.

## ***Core Values***

The Western: CFA Athletic Program exists to provide students with extracurricular learning and leadership opportunities. Participation in athletics requires sportsmanship and adherence to our school's core values of Achievement, Innovation, Respect, Responsibility, and Relevance. The highest potential of sports is achieved when competition results in student-athletes' character growth and development as leaders.

•**Achievement:** We do everything to the best of our abilities. We will achieve this in the classroom and on the field/court.

•**Innovation:** As Student-Athletes, we have the power to transform the culture of our school and community. We must always keep that in mind.

•**Respect:** We represent Western Athletics and are required to always show respect wherever we go.

•**Responsibility:** We finish what we started. We are Student-Athletes, and this means we are responsible for having the grades necessary to participate in athletics.

•**Relevance:** We are Student-Athletes because of the support of our teachers, coaches, parents, and community. We must always be grateful for what they do for us.

## ***Athletic Department Goal***

The goal of our Athletic Program is to instill lifelong lessons that our student-athletes can use as they become adults. Our program will teach the skills needed to play the sport and the skills of hard work, teamwork, responsibility, and respect; all the skills needed to succeed in life. Our coaches' goals are to help your child become adults of empathy and integrity: Who will lead, be responsible, and change the world for good.

## ***Governance***

Western: CFA is a member of the Canyon Athletic Association. will respect and abide by all rules and policies set forth by the Canyon Athletic Association (CAA) and Western School of Science and Technology (WSST).

- CAA Rules and Policies can be found on the Canyon Athletic Association website <https://www.azcaa.com/>
- Western: CFA: Rules and Policies can be found on the Western: CFA website or in the front office. <https://western.cfacademy.school/>

## ***Parent-Spectator/Student Code of Conduct***

### ***Sportsmanship***

Western: CFA values good sportsmanship not only from our athletes and coaches but also from our spectators. The level of sportsmanship is not determined solely by behavior on the day of the game. It starts long before competition commences at any level. Traits learned in our youth programs, with reinforcements through family attitudes and values, all influence the ongoing development of sportsmanship as our Student-Athletes progress through the various levels of competition.

### ***Important Message From CAA/Code of Conduct***

The Canyon Athletic Association (CAA) encourages the attendance of students, parents, and fans at all of our athletic events. It is not our intent to reduce the Involvement of spectators or the enjoyment of those who participate. Rather, it is our goal to create an atmosphere that is conducive to healthy athletic competition, is safe for those involved, and provides the ideals of sportsmanship and sound educational practices.

It is expected that spectators will:

1. Show respect at all times by making only positive comments. Appreciate the good plays by both teams.
2. Realize that obscene cheers, taunting, foul and abusive language, and disrespectful signs have no place in interscholastic athletics. There is a zero-tolerance policy.
3. Display good sportsmanship by being modest in victory and gracious in defeat.
4. Show respect for the judgment of coaches and officials.
5. Know, understand, and appreciate the rules of the game. Familiarity with the WSST, NFHS, CAA, and ACL rules is essential in understanding the game and being a good spectator.
6. Acknowledge fields and courts as the player's domain during contests.
7. Monitor the safety of children in bleachers.
8. Athletic contests at home, away, or at a neutral site are an extension of the classroom. All school rules are in effect. (Drug-Free Zone, includes Tobacco and Alcohol)
9. Spectators will respect and obey all school officials and site supervisors at contests.
10. There will be no ringing of bells, sounding of horns, or other artificial noisemakers at indoor contests.
11. The throwing of debris, confetti, or other objects is prohibited. Exceptions to this behavior will lead to ejection from the event and may impact your team's contest.
12. Refrain from coaching players during games and practices unless you are one of the official coaches of the team.
13. Do not question, discuss, or confront coaches at the game field. Any issues, please address them with the Director of Student and Community Opportunities at the appropriate time.

### ***Student-Athlete Code of Conduct***

Western: CFA, school administrators, and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the Student-Athlete is our main consideration and transcends any other consideration. All Student-Athletes are expected to abide by all school rules and policies as well as the rules and policies of the CAA.

#### **Student-Athletes Must Do the Following:**

1. Will be at practice every day.
  - a. (Absence is excused only if the student-athlete is academically ineligible, has an excused absence from school that day, or has had his or her parent contact the coach with a valid reason for missing the practice or game)
2. Will care for my mind and body by avoiding tobacco, alcohol, or any other illegal drugs.
3. Will understand that my safety is my coach's top priority, and will follow directions.
4. Will understand that I am a Student-Athletes and will follow all academic rules and policies.

#### **Failure to follow the Student Code of Conduct will result in:**

- **First Offense:** The athlete will be suspended from athletic participation. The duration of the suspension will be determined by the Head Coach, Director of Student & Community Outreach, and or School Administrators. (Suspension length may be the remainder of the season.)
- **Second Offense:** Athletes will be suspended from athletic participation for the remainder of the season.
- **Third Offense:** If an athlete commits three violations throughout the year, he or she will be removed from participation in sports for the remainder of the year. (The student-athlete may be removed from participation in sports prior to the third offense.)
- \*There will be no refund of sports fees when suspension or removal from the team is deemed necessary for disciplinary or academic reasons.

\*\*\*Any referral received by a Student-Athlete will result in a suspension of a game.

### ***Hazing, Harassment/Sexual Harassment, and Bullying Will Not Be Tolerated***

All students and coaches will be required to take an NFHS Hazing Prevention Course before the beginning of the season. Student athletes fall under the same rules and policies when dealing with hazing and harassment in the Western: CFA Student Handbook.

#### **Consequence**

- Hazing: Minimum Out-of-school Suspension; Maximum Out-of-school Suspension
- Sexual Harassment: Minimum Out-of-school Suspension; Maximum Out-of-school Suspension.

\*\*\*At any time Administration can proceed with the expulsion procedure

\*\*\*Additional penalties are required by State Law



## ***Academic Policy***

The expectation is that all student-athletes will maintain a passing grade in accordance with the CAA Rulebook and WSST Policy.

How will this be documented? Coaches must do academic grade checks every week. The student-athletes will receive the academic grade check form from the coach and bring an academic grade check form to their teachers. The student-athlete will return the academic grade check to his or her coach on Friday. ***It is the student's responsibility to take the grade check to his or her teachers and then return it to his or her coaches. The Director of Student and Community Outreach will do official grade checks every 4 weeks and before State Tournament/Championship Games.***

If the student has less than 70% in one or more classes and falls in the grade range of 60%-69%, he or she will be placed on academic probation. A student-athlete on probation maintains full participation privileges but must work on improving grades. During that time, he or she must raise the score(s) to avoid ineligibility. If he or she raises the score(s), the student athlete's status will remain academically eligible. Students with an unsatisfactory score(s) of 59% or less will be ineligible unless the student is placed in a credit recovery plan or improves grades by game time.

**The Director of Student and Community Outreach will check progress reports and report cards. Official grade checks by the Director are every 4 weeks, progress reports, and quarter reports. Student-athletes can raise their grade during any progress report grade check. The only way student-athletes can raise a quarter grade is if expanded opportunity/credit recovery is available. If no expanded opportunity is available, student-athletes will have to miss a game for every failing grade the student has during the quarter.**

**\*\*\* Student-Athletes must maintain a passing grade each quarter and semester to be eligible to play for any upcoming season. (70% and above has to be maintained in Quarter or Semester)**

Academically ineligible student-athletes will not be excused from practice. The student will be expected to accompany the team during home games only.

Students who are placed on academic ineligibility for 3 or more consecutive games could be dismissed from the team.

Students participating in extracurricular activities are expected to be proactive about maintaining excellent grades and discipline. Students who are placed in any behavior intervention or must attend tutoring are expected to attend practice when interventions/tutoring are over.

## ***Concussion Policy***

The Board of Directors of Western School of Science and Technology: A Challenge Foundation Academy, Inc. adopts the following Concussion Policy, effective July 1, 2015:

- i. An informed consent must be signed annually by parents and scholar athletes acknowledging the risk of head injury prior to practice or competition. It shall be included in the Athletic Handbook required to be signed by all scholar athletes and their parents/guardians for participation in any sport. The signature forms for this handbook shall form that informed consent.
- ii. A scholar athlete who is suspected of sustaining a concussion or head injury must be removed from play – “when in doubt, sit them out”.
- iii. A scholar athlete who has been removed from play must receive written clearance from a licensed Medical Doctor (MD) or Doctor of Osteopathy (DO) prior to returning to play.
- iv. Scholar athletes are encouraged to notify a coach if they or a teammate exhibit signs or symptoms of a concussion/brain injury.
- v. Head Injury/Concussion Signs and Symptoms, according to the Centers for Disease Control and Prevention:

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- a. Headaches
- b. “Pressure in head”
- c. Nausea or vomiting
- d. Neck pain
- e. Balance problems or dizziness
- f. Blurred, double, or fuzzy vision
- g. Sensitivity to light or noise
- h. Feeling sluggish or slowed down
- i. Feeling foggy or groggy
- j. Drowsiness
- k. Change in sleep patterns
- l. Amnesia
- m. “Don’t feel right”

- n. Fatigue or low energy
- o. Sadness
- p. Nervousness or anxiety
- q. Irritability
- r. More emotional
- s. Confusion
- t. Concentration or memory problems (forgetting game plays)
- u. Repeating the same question/comment
- vi. Signs observed by teammates, parents and coaches include:
  - a. Appears dazed
  - b. Vacant facial expression
  - c. Confused about assignment
  - d. Forgets plays
  - e. Is unsure of game, score, or opponent
  - f. Moves clumsily or displays incoordination
  - g. Answers questions slowly
  - h. Slurred speech
  - i. Shows behavior or personality changes
  - j. Can't recall events prior to hit
  - k. Can't recall events after hit
  - l. Seizures or convulsions
  - m. Any change in typical behavior or personality
  - n. Loses consciousness
- vii. The following Concussion Management Protocol forms an integral part of this policy: Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

\*\*\*All Student-Athletes and Coaches are required to take CAA/NFHS & Barrows Concussion Protocol Training.

### ***Transportation Policy***

To ensure safety, student-athletes at times might ride school-provided transportation to and from games. This will not only provide a safe transit but also ensure an early arrival that will allow time for proper stretching and warm-up prior to competition.

1. Students must ride the bus/van to all athletic competitions when the team is taking a bus/van (except West-Mec Students or if parents provide transportation)
2. Parents may ride the bus with the team only when cleared by the Director of Student and Community Outreach.
3. Buses/Vans will be driven by a certified transit conductor.
4. Students will leave school early on many if not all, game days in order to arrive on time, and in order for buses to resume their regularly scheduled transportation program.
5. Absence from school will be excused and will not affect the student's attendance record.
6. It is the responsibility of the student-athlete to communicate with the teacher(s) regarding activities and assignments that may be missed.
7. A student may be signed out after the competition by only his or her parent or with parent permission, thus enabling them to return home via transportation other than the bus.
8. Students who return on the bus are expected to be picked up promptly. Arrival times will be published along with departure times. Failure by parents/guardians to pick up students promptly may result in suspension or removal from the team.
9. Western: CFA is not responsible for transportation, nor liable for transportation-related injuries, upon attending or returning to Western: CFA after an event.
10. If a bus is unavailable, parent volunteers will provide carpool transportation in their personal vehicles to and from the event. Parents will still need to pick their child up from school upon return. Parents will be notified when this occurs, and have the right to refuse their child transportation with someone else. When children are riding with a parent volunteer, Western: CFA is not liable for any accident or injury.
11. Student-athletes are expected to show respect toward all athletic personnel, including bus drivers, and all athletic facilities and vehicles, including buses. Failure to comply will result in disciplinary action outlined in the *Parent and Student Code of Conduct*.

### ***Parent Participation and Athletic Fee***

Costs associated with participation in a competitive league such as the CAA are immense. Due to this reason Western: CFA Athletic Fee is determined by sport & travel (**Sports fee can be tax-credited**).

- \$50 (V-Football, V-Volleyball, JV Volleyball, Competitive Cheer, V-Men's Basketball, V-Women's Basketball, V-Coed Soccer.)
- \$25 (Game Cheer, E-Sports, MS-Football, Drumline)

If for any reason the fee is the cause of your student-athlete not participating, please inform the Director, and payments can be set in place. The entire sports fee must be paid before the start of the first game.

We want all student-athletes to have equal opportunities to participate in all sports. Fundraising opportunities will also be offered throughout the school year. (**Sports Fee is Non-refundable**)

### ***Fundraisers***

- Each player, with the support of the coach and the parents, is required to do 1 car wash a month during the entire season. (Each season lasts about 3 months)
- Each player is required to participate in an all-Athletic Department season fundraiser.
- Each player and parent, with the support of the coach, must participate in the season's All Schools Fundraiser.
- Each parent is required to help sell, monitor, or provide any help needed in one home game a season.

***Participation Permission Slip-Media Release/Transportation/Concussion Policy-Waiver***

Western School of Science and Technology: CFA's and its members are not responsible for any costs related to injuries incurred during Western: CFA's activities. I hereby release, discharge, and/or otherwise indemnify Western: CFA, its affiliated organizations and sponsors, their employees, and associated personnel, including the owners of fields and facilities utilized by the programs, against any claim by or on behalf of the registrant as a result of the registrant's participation in the program. This includes transportation to or from the program, social events, and the use of any photographs or quotations in the Western: CFA or CAA publications, which I also authorize.

As a parent/legal guardian of the above registrant, a legal minor, I agree that the registrant and I will abide by the rules of Western: CFA and its affiliated organizations and their sponsors

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
**Parent Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand and acknowledge that participation in the activities involves inherent risks of injury to my child, including risks associated with transportation by motor vehicle. I agree to indemnify Western School of Science and Technology: A Challenge Foundation Academy for any costs or expenses arising out of my child's participation in the activities including the cost of any medical care given my child or any expenses or fees incurred in any lawsuit arising as a result of any damage or injury caused by my child in the course of his or her participation in the activity.

I further give my consent to that in my absence, the above-named minor be admitted to any hospital or medical facility for diagnosis and treatment. I request and authorize physicians, dentists, and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform diagnostic procedures, treatment procedures, operative procedures, and x-ray treatment of the above minor. I have not been given a guarantee as to the results of the examination or treatment.

I agree with the above circumstances and give my son/daughter permission to participate in athletics. I also agree to the waiver and release of Western: CFA of Science and Technology from any injury liability.

**Parent Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

We are excited that your child is a member of Western: CFA Athletics. Your son or daughter will be participating in an event that can cause serious injuries such as muscle pulls, broken bones, bruises, and/or death. Western: CFA of Science and Technology is not liable for any injury that may occur as a result of this event under staff supervision. I am also aware of the concussion policy and will follow the guidance in the handbook. A handbook must be obtained and all forms need to be signed and returned before your child is permitted to participate in practices and games. Conditions of the location of the event have been taken into consideration for your child. If you do not think the conditions of the event location are safe, parents have the right to remove their son or daughter from the event.

**Parent/Legal Guardian's Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*WSST has the right to change policy and rules at any time needed.**

**Western: CFA Athletic Department  
Physical Exam Form**

This section must be filled out by an authorized medical provider (M.D., D.O., N.P., or PA-C), or a parent/guardian must sign the waiver statement. **(Can use Doctors Office Own Physical Form)**

Student Name:		Date of Birth:	
Sex	Pulse	BP	
Height	Vision: R                      L		
Weight	Correction: Glasses              Contacts:		
Medications			
Allergies			
Urinalysis		Deformities	
Seizure Disorder		Concussion	
Other			
<b>General Exam</b>			
HEENT			
Heart		Lungs	
Abdomen		Genital	
Neurological		Other	
<b>Orthopedic Exam</b>			
Spine/ Gait		Hands/ Wrist	
Shoulders		Feet/ Ankles	
Knees		Hips	
Other			
Physician's Recommendation: <input type="checkbox"/> Student may participate in athletics with no restrictions. <input type="checkbox"/> Student may NOT participate in athletics. <input type="checkbox"/> Student may participate in athletics with restrictions     			
Physician's Signature:		Date:	
Physician's Name Printed:		Phone:	

**\*\*\*Any Doctor Physical form is accepted or AIA Physical Form**

## Western: CFA Athletic Department Proof of Insurance

Name of Student _____	Grade _____
Name of Insurance Company Covering Student: _____	
Policy Number _____	
Group Number _____	
Effective Date _____	
Parent Name _____	
Parent Signature _____	Date _____
<b>Optional Parent/Guardian Waiver of Insurance</b>	
<p>I/ We realize that participation in athletics involves the potential for injury. We agree that in requesting proof of insurance of all its student participants in school activities Western: CFA seeks to protect its students. However, I/ we choose to allow _____ to participate in all athletic sports without insurance. I/ We agree to accept full and total responsibility for our child's wellbeing during participation in school activities.</p>	
Parent/ Guardian Signature: _____	Date: _____

<b>Acknowledgment of Risk and Waiver of Subrogation</b>	
<p>We realize that participation in athletic activities involves the potential for injury, which is inherent in all sports. We acknowledge that even with proper coaching, the use of approved protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death. With full awareness and understanding of the risks, and agreeing to hold Western: CFA of Science and Technology harmless, we consent to participation.</p>	
Student Signature: _____	Date: _____
Parent/Guardian Signature: _____	Date: _____



## Emergency Contact Info

1. Parent Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email: \_\_\_\_\_

2. Other: Name of Contact \_\_\_\_\_ Relation \_\_\_\_\_  
Phone Number \_\_\_\_\_

3. Other: Name of Contact \_\_\_\_\_ Relation \_\_\_\_\_  
Phone Number \_\_\_\_\_

4. Student Athlete: Phone Number: \_\_\_\_\_

Comments or Information you would like us to know about your child:

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***Only to be completed by non-Western Students (online students)***

As parent-guardian of \_\_\_\_\_ from (Name of School) \_\_\_\_\_ allow son/daughter to participate in Western School of Science and Technology: CFA Athletics.

I agree that Western School of Science and Technology: CFA's and its members are not responsible for any costs related to injuries incurred during Western: CFA's activities. I hereby release, discharge, and/or otherwise indemnify Western: CFA, its affiliated organizations and sponsors, their employees, and associated personnel, including the owners of fields and facilities utilized by the programs, against any claim by or on behalf of the registrant as a result of the registrant's participation in the program. This includes transportation to or from the program, social events, and the use of any photographs or quotations in the Western: CFA or CAA publications, which I also authorize.

As a parent/legal guardian of the above registrant, a legal minor, I agree that the registrant and I will abide by the rules of Western: CFA and its affiliated organizations and their sponsors

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_ **Date of Birth** \_\_\_\_\_  
**Parent Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Non-Western Students Must Present the Following:***

1. Transcripts or a Current Report Card as proof of current school enrollment
2. Birth Certificate
3. Current Physical
4. Proof of Insurance
5. Signed the packet and waiver.

# Coversheet

## Discussion and Consideration of Staffing Analysis and SY 25-26 Leadership

<b>Section:</b>	IV. Action Items #1
<b>Item:</b>	D. Discussion and Consideration of Staffing Analysis and SY 25-26
Leadership	
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	cidf_mc9i2f0x3.pdf

## Rachel Yanof, LLC

# Memo

**To:** Western School of Science and Technology Governing Board

**From:** Rachel Yanof

**Date:** 6/23/2025

I conducted an extensive review and interview process with over ten staff members to determine the best plan for success of the mission of WSST and most importantly the students in the 2025-2026 school year. A few key facts inform my recommendations for next steps. Those underlying facts:

- 1) Time is very limited and making any significant leadership changes at this juncture would be more damaging than helpful.
- 2) A significant portion of the staff will be first year employees of the school, or just beginning their second year of employment, meaning that institutional knowledge and history is reduced.
- 3) All leaders in the upcoming school year will have under two years of experience in their current leadership roles.

Based on these facts, my recommendations are:

- 1) A co-leader model where there is a Director of Operations and Compliance coupled with a Director of Assessment and Instruction. In this model both report to the board, and are held to very specific key metrics based on the mission and outcomes the board expects for student success.
- 2) As both leaders will be new to aspects of their roles I recommend hiring a coach to support them in meeting their goals and stabilizing staff turnover.
- 3) It is my recommendation that WSST contract with a charter school compliance expert to ensure all regulatory and educational requirements are met in a timely manner.
- 4) The board hold quarterly status meetings with the co-leaders and their coaches to determine areas of progress and challenge.

Critical areas to focus school leadership goals on:

- Student enrollment and retention throughout the year
- School letter grade and growth within subcategories
- Staff retention within the year and year-to-year
- A clean financial audit
- A passing compliance audit with the AZ State Board for Charter Schools
- High School Graduation/College-Going rate/ FAFSA completion
- Any other key metrics the board feels are needed.

Thank you for your trust in this matter. Please direct any questions or thoughts my way.

T: (480)-213-1301 Email: [rachel.yanof@gmail.com](mailto:rachel.yanof@gmail.com)