



THE FUTURE OF EDUCATION

# **FAMILY HANDBOOK**

Student and Parent Guidelines and  
General Information

2024 – 2025

**LeadAZ Private School**

(480) 269-0144

1602 S. Priest Dr., Suite 101-102, Tempe AZ 85281

Visit us at: [School.LeadAZ.org](https://www.School.LeadAZ.org)

The Administration of LeadAZ Private School reserves the right to amend this handbook at any time. Notification of amendments will be published on LeadAZ's Website or updated in the handbook.

# TABLE OF CONTENTS

## Contents

<b>1. INTRODUCTION AND OVERVIEW .....</b>	<b>1</b>
1.1 LEADERSHIP AND STAFF .....	2
1.2 COMMUNICATION POLICY .....	5
1.3 ORGANIZATIONAL STRUCTURE .....	6
<b>2. EDUCATION &amp; STUDENT SUPPORT .....</b>	<b>7</b>
2.1 LEARNING APPROACH .....	7
2.2 CURRICULUM .....	7
2.3 GRADING PHILOSOPHY & PROGRESS REPORTS .....	10
2.4 CLASSROOM MANAGEMENT .....	11
2.5 SUCCESS COACHING .....	13
2.6 SCHOOL SCHEDULE & CALENDAR .....	15
2.7 EXTRACURRICULAR ACTIVITIES .....	18
2.8 ACCOMMODATIONS FOR SPECIAL NEEDS .....	19
2.9 ATTENDANCE .....	20
<b>3. ADMINISTRATIVE POLICIES .....</b>	<b>22</b>
3.1 ADMISSION PROCEDURE .....	22
3.3 DISCIPLINARY PROCEDURES .....	24
3.6 TUITION, FEES, AND FINANCIAL AID .....	25
3.7 DRESS CODE .....	28
<b>4. STUDENT SAFETY .....</b>	<b>29</b>
4.1 CAMPUS SAFETY .....	29
4.2 HEALTH & EMERGENCIES .....	29
4.3 VOLUNTEERING .....	31
4.4 FOOD & ALLERGIES .....	31
4.5 LOST AND FOUND .....	32
4.6 TRAFFIC FLOW/PARKING .....	33
4.7 STUDENT TRANSPORTATION & TRAVEL POLICY .....	33
<b>5 RIGHTS, RELEASES, AND RESPONSIBILITIES .....</b>	<b>35</b>
5.1 RELEASE, INDEMNITY AND ASSUMPTION OF RISK .....	35
5.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“FERPA”) NOTIFICATION .....	36
5.3 NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (“PPRA”) .....	38
5.4 TOLERANCE AND PLURALISTIC SENSITIVITY .....	39
5.5 ANTIDISCRIMINATION .....	39
5.6 RIGHTS AND RESPONSIBILITIES .....	39

## Quick Answers

We know how hard it can be to find the right information in a big handbook. Use this chart to find answers to frequently asked questions in this handbook.

Topic	Quick Answer	Reference
Tuition Information	Tuition is \$20,000/year, but LeadAZ has potential funding for every child, and will work with the parents to ensure cost will not prevent attendance.	Section 3.6
Admission Procedure	<ol style="list-style-type: none"> <li>1. Complete an interest form</li> <li>2. Speak to a staff member</li> <li>3. Complete registration form</li> <li>4. Complete an interview</li> <li>5. Get started!</li> </ol>	Section 3.1
Staff Information	All staff biographies and contact information is shared in this handbook.	Section 1.1
Grades & Progress Reports	All students receive A's as they master subjects. Progress reports are sent quarterly and include parent/student meetings.	Section 2.3
Advanced/Honors Courses	If students advance quickly, they could begin studying high school-level material (AP, ACT, and SAT).	Section 2.2
Absences & Tardiness	Parents should contact LeadAZ staff by 9am if students will not be in attendance.	Section 2.9
Rights, Releases, and Responsibilities	These policies protect parents and students and should be reviewed prior to completing registration.	Chapter 5

# 1. INTRODUCTION AND OVERVIEW

Dear Families,

Welcome to LeadAZ Private School, a home to all motivated learners!

We are honored that you have chosen our school for your family, and we are excited to support you and children in their education journey.

By now, I am sure that you have taken plenty of time to familiarize yourself with our school, our approach, and some of our staff members. We do things very differently at LeadAZ, but every decision we make is for our students. Our number one goal is to provide a relevant, helpful, and enjoyable education experience for all. We hope that you will join us in this effort by offering your support, feedback, and participation.

This handbook was created to help you and your children understand how we approach learning. We encourage you to [read this handbook in its entirety](#). This is the best resource to help you understand our policies, procedures, and philosophy. Along with information about our operations, this handbook includes all our legal policies that are important for every parent and student to be aware of.

Above all else, we try to create a flexible education experience for students, teachers, and families. If you have any questions or concerns, please let us know. We wanted to create this school so every student can get the education that best suits them and their needs.

Welcome aboard, and we look forward to seeing you soon!

Warm Regards,

Jake Gunnoe, PhD  
Principal  
Chairman of the Board of Directors

## 1.1 LEADERSHIP AND STAFF

### Administration

Our administrative team is here to ensure that your time at LeadAZ is as enjoyable as possible. Because of our small staff, all requests and concerns are handled by the administrative team directly. You can reach any of them by calling our main line **(480) 269-0144** or emailing [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org).



Dr. Jake Gunnoe  
Principal



Jessup Traum  
Vice Principal



Dr. Alfredo Rivera  
Director of Operations

### Instructional Team

Our instructional team is comprised of professionals from over 6 industries: business, entrepreneurship, engineering, information technology, supply chain management, and more. Instructional leaders have their PhDs and have worked on business consulting projects totaling over \$3B in services. In addition to business consulting, each lead instructor has worked in K-12 education for a minimum of 10 years (3,500+ students). Every instructor keeps an up-to-date fingerprint clearance card.



#### **Jacob Kashiwagi, PhD | Senior Instructor**

- Founder and Chairman of Leadership Society of Arizona
- Managing Director of Performance Based Studies Research Group
- Former Arizona State University Professor
- Supply Chain Consultant for 20+ years [1,100+ industry projects, \$3.6B of procured services]
- Education Researcher for 15+ years [Taught 1,500 college students and 3,500+ middle/high school students]
- Creator of No Influence Mentoring and Best-Selling Author of 2 books and 45+ journal publications
- Married 4 Years | 2 Children



**Jake Gunnoe, PhD | Lead Instructor & Mentor**

- Co-Founder of Leadership Society of Arizona
- Education Researcher for 10 years [Taught 250+ college students and 3,500+ middle/high school students]
- Supply Chain Consultant for 3 years
- 30+ Industry Keynotes
- Author of 1 book and 20+ journal publications
- Married 5 Years | 2 Children



**Alfredo Rivera, PhD | Lead Instructor & Mentor**

- Co-Founder of Leadership Society of Arizona
- Education Researcher for 10 years [Taught 250+ college students and 3,500+ middle/high school students]
- Supply Chain Consultant for 6 years [150+ industry projects, \$24M of procured services]
- Author of 10+ journal publications
- Married 14 Years | Veteran



**Isaac Kashiwagi, PhD | Lead Instructor & Mentor**

- Managing Director of Kashiwagi Solution Model
- Co-Founder of Leadership Society of Arizona
- Supply Chain Consultant for 12 years [700+ industry projects, \$1B of procured services]
- Education Researcher for 10 years [Taught 250+ college students and 3,500+ middle/high school students]
- 30+ Industry Keynotes and 15 Conferences
- Assisted in authoring of 15 books and author of 20+ journal publications
- Married 4 Years | 3 Children



**Joseph Kashiwagi, PhD | Lead Instructor & Mentor**

- Owner of Kashiwagi Solution Model
- Co-Founder of Leadership Society of Arizona
- Supply Chain Consultant for 12 years [700+ industry projects, \$1B of procured services]
- Education Researcher for 10 years [Taught 250+ college students and 3,500+ middle/high school students]
- Managing Coordinator of 15 Conferences
- Assisted in authoring of 15 books and author of 20+ journal publications
- Married 10 Years | 5 Children



**Yutian Chen, PhD | Lead Instructor & Mentor**

- Co-Founder of Leadership Society of Arizona
- Education Researcher for 6 years [Taught 1000+ middle/high school students]
- Over 400 hours in student coaching
- Hosted leadership workshops for 350+ college and high school attendees
- Managed internship coordination program for 30+ college students
- Author of 5+ journal publications
- Married 4 Years | 2 Children

**Support Staff**

All support staff have completed a minimum of 3 years of mentoring and instructional training through Leadership Society of Arizona. All staff are required to maintain an up-to-date fingerprint clearance card.

Suley Cortez	Assistant Instructor	B.S. Biology, Chemistry Minor
Kayla Krassa	Assistant Instructor	B.S. Human Communication
Jessup Traum	Assistant Instructor	B.S. Psychology, Pursuing PsyD
Elliott Norton	Assistant Instructor	Pursuing bachelor’s in history
Aishwarya Chopra	Assistant Instructor	Pursuing bachelor’s in psychology
Peyton Hall	Assistant Instructor	Pursuing bachelor’s in education
Hailey Wesloski	Communications	Pursuing bachelor’s in psychology
James Saloman	Facility Management	Pursuing associate degree
College Interns	Support	Pursuing various degrees

**Board of Directors**

Jake Gunnoe, PhD  
*Chairman*

Alfredo Rivera, PhD  
*Director*

Yutian Chen, PhD  
*Director*

Jessup Traum  
*Director*

Elliott Norton  
*Director*

## 1.2 COMMUNICATION POLICY

We have found that the most effective educational tool is parent involvement. We understand that many families have restrictive schedules which make involvement and communication a challenge. Our staff is able to work around any scheduling needs, but communication is imperative. If our staff cannot reach parents/guardians, we cannot provide a quality education for our students. We ask that you abide by these guidelines:

1. Share your best contact information with our administrative team (phone and email). If your preferred contact information is different from your initial application, [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org) with your preferences.
2. Inform us if you believe you are receiving too much or too little information. Please do not block or unsubscribe from emails because it will often prevent you from getting important information.
3. Inform us if you change contact information right away.
4. If you have general questions, please contact [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org) or call/text (480) 269-0144.
5. If you have specific questions about your child, please contact their designated success coach.
6. We aim to respond to all email requests within 24 hours, but please allow staff members up to 1 week to respond.

### Emergency Notifications

During emergencies (e.g., national, local, or campus emergency requiring school evacuation, sheltering-in-place, or other mass departure from the school's usual procedures for student arrival, dismissal, or the school's operating status) school administrators will use parent's preferred means for contacting them. This protocol is designed to assist the school in distributing important information in a timely manner. Please inform us immediately if you change contact methods.

### Student Communication Policy

Staff members reserve the right to communicate directly with students via phone, email, text message, or online communication in order to assist with individual coaching (see Section 2.5). Communication will pertain to coursework, personal goals, and school involvement. Staff will maintain and safeguard student confidentiality unless we believe that a child's safety, wellbeing, or health are at risk. We expect parents to create a confidentiality plan with their children in order to decide which information can/will be shared. During phone calls and meetings with parents, staff members will share relevant information regarding student progress, challenges, or accomplishments.

This student communication policy is not a requirement, it is a suggestion to create the best mentoring environment. Parents have the right to requests exceptions to this policy. For any concerns, contact [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org).

### Child Abuse and Neglect Reporting

By state law, all school employees are mandated reporters and therefore must report suspected cases of child abuse to Child Protective Services and local law enforcement agencies. State law protects all individuals who are required to report suspected child abuse or neglect, from civil or criminal liability. Each Division has a coordinator for processing suspected cases of child abuse. LeadAZ adheres to mandatory reporting statute 13-3260.



### 1.3 ORGANIZATIONAL STRUCTURE

LeadAZ Private School LLC is a subsidiary of Leadership Society of Arizona 501(C)(3) or LSA. LSA has selected a qualified board of directors to manage the organizational development of LeadAZ. The board has selected our team of administrators to manage the daily operation of the school and ensure that quality education is provided to all learners.

LSA began by offering summer leadership camps at Arizona State University. These camps were based on an industry-proven management model and research from the Ira A. Fulton School of Engineering. In 2016, LSA became a non-profit organization. Since then, LSA has continued offering summer programs, curriculum development, overnight retreats, teacher training, parent support, and one-on-one student coaching. As of 2024, LSA has helped over 4,500 students through 130+ programs including one-on-one coaching for over 230 students. As a result of their program, 90% of students felt happier, 86% reduced their stress, 72% improved their grades, and 52% improved relationships with their parents. Additionally, 56% of students wrote resumes, 40% found jobs, 33% of seniors earned scholarships, and together students achieved over 1,087 personalized career prep goals.

The table below summarizes the responsibilities of each organization in the operation of LeadAZ.

<b>Leadership Society of Arizona</b>	<b>LeadAZ Private School</b>
<ul style="list-style-type: none"><li>• Curriculum development</li><li>• Fundraising &amp; scholarships</li><li>• Financial management</li><li>• Facility acquisition &amp; development</li><li>• Instructor training &amp; certification</li></ul>	<ul style="list-style-type: none"><li>• School administration</li><li>• Registration</li><li>• Instruction &amp; activities</li><li>• Facility management</li><li>• Tuition payments &amp; processing</li><li>• Materials &amp; supplies</li><li>• Student &amp; family support</li></ul>

## 2. EDUCATION & STUDENT SUPPORT

### 2.1 LEARNING APPROACH

We use a unique approach called the [No-Influence Method](#), developed through over 30 years of industry and classroom research at [Leadership Society of Arizona](#). The No-Influence Model proposes that it is impossible to change or control anyone, including children. We believe that students must take accountability for their own learning and growth. This method follows three key principles:



**Individual  
Centered**



**Simplicity  
Structured**



**Action  
Focused**

<p>Students are more important than the curriculum. Our objective is to understand who every student is, how they learn, and what interests them most. Only then can coaches help students build their own learning plan which includes academics, socializing, and personal development.</p>	<p>The world is facing information overload. Instead of memorization, we focus on reinforcing concepts that apply everywhere. If students understand logical principles, they are more prepared to sift through information and know what is most important to their happiness and success.</p>	<p>Learning requires action, not lecturing. We want students to be hands-on and creative in everything they do. Our coaches help students set goals and measure their progress.</p>
---	---	---

### 2.2 CURRICULUM

Our curriculum is based on two fundamental principles: 1) the philosophy of the No-Influence approach and 2) our goal is for all students to be effective learners. Here’s how each aspect translate to creating curricula:

**Individual Centered:** Through over 30 years of industry and classroom research, we found that learning is only sustainable when students are accountable. When students are micro-managed or pressured to learn specific material, they do not retain information. Our curriculum puts students at the center of their learning and allows them to determine their pace and subject matter.

**Simplicity Structured:** Our staff is comprised of research experts, industrial engineers, and supply chain management consultants. We have used this unique expertise to simplify Department of Education standards and common material used on standardized tests (ACT, SAT, etc.). With this simplified information, LeadAZ instructors have created curriculum maps that will help students master key skills to succeed in high school, on standardized tests, in college, and in their future careers.

Action Focused: Learning is an active function—it cannot be done through only memorization and testing. In order to master a skill, students must learn how to apply their knowledge to real-world situations. Our curriculum maps are comprised of specific milestones that require students to both retain information and apply it in a meaningful way.

Effective Learners: The foundation of LeadAZ is research-driven. Our partner organizations have over 30 years of experience in researching professional development, education, and youth mentoring. Our expertise is research. As such, this key skill we want students to learn. Research is the heart of effective learning. When a student knows how to research, they can learn any topic or find the right resources to get the information they need. At LeadAZ, having research skills means students know how to plan their education, find reliable information, simplify what they've learned, and clearly communicate their findings.

### **Curriculum Maps & Milestones**

Every subject at LeadAZ is summarized using a curriculum map. These curriculum maps are year-long plans broken out into specific milestones that correlate to state standards and life-long skills. Students can complete these milestones in their preferred order and at their own pace. Instructors will continually guide students to ensure they are progressing at the best pace for their needs (see section 2.4). Each of these milestones are based on licensed curriculum, state standards, or proven research. These curriculum maps are updated as needed and are available on our website ([HERE](#)).

We have designed these maps in such a way that if a student completes all curriculum maps, they will be prepared to excel in any high school, college, or career of their choice. These maps will arm students with social, emotional, and academic skill sets. Graduates from LeadAZ will be prepared to perform well at any high school—this means we prepare students to do well in AP/IB courses, standardized tests, and college entrance exams (SAT/ACT). Although our curriculum is divided between traditional grade levels (6th, 7th, and 8th) since our school does not follow them, students have the flexibility to advance in all core subjects according to their speed. They are not bound to stick to that grade level's curriculum (see Section 2.4).

For each milestone, there will be a recommended amount of work and material to master it. Then there will always be a variety of exams and quizzes to measure and ensure they have mastered it. However, if a student can pass the examinations to prove they have mastered the milestone, they are not required to complete all work and materials.

Our key objective is to help students develop the ability to learn so they have no issues whenever they want to complete a new goal (e.g., completing a curriculum map, learning a new skill, or figuring out how to do well in the workplace). This is not an easy skill to develop. If young students were asked to move through curriculum maps on their own, it would probably be a slow process. This is why LeadAZ instructors are so important. They will meet one-on-one with students every day to help them to make plans and move through the curriculum, while helping them to slowly develop the ability to do it on their own. Our hope is that after three years of doing this they will figure out what works best for them and will be able to know how to get started, make a plan, and quickly achieve anything they want.

## Core Subjects

LeadAZ curriculum is divided into six core subjects based on education standards and relevant skills that students need to be successful.

English Language Arts (ELA): The core skill of ELA is communication. Language is not restricted to written form. Curriculum milestones are designed to help students learn how to express themselves in a variety of ways. These milestones also help students learn how to interpret various forms of communication from others.

Mathematics: The core skill of mathematics is logical expression. While ELA is designed to help students communicate thoughts and ideas, math is designed to help students communicate measurable observations using the language of metrics (numbers). There are many technical skills to be learned in math, but the main objective is for students to understand how math skills are critical in every professional industry.

Social Studies: The core skill of social studies is investigation and research. Social studies is comprised of history, economics, geography, civics, and all other knowledge pertaining to societal structure. In a traditional school setting, history focuses primarily on memorizing facts. At LeadAZ, social studies and history are about *discovering* facts and information. In this information age, people are inundated by data and opinions. At LeadAZ, we want to help students learn how to sort through information and determine what is reliable and consistent. In social studies, students will learn how to find information, validate sources, compare opinions, and become well-informed and helpful citizens.

Science: The core skill of science is problem solving. Science is a culmination of the other three core subjects. As scientists, students must learn how to gather reliable information, measure observations, and express their findings clearly. In a traditional education, students memorize the history of scientific discovery, then follow a predesigned experiment. At LeadAZ, we help students learn how to explore new curiosities by both researching past discoveries and forming their own creative experiments.

Leadership: The core skill of leadership is confidence and motivation. Our instructional team has spent years researching what skills and habits lead to success. We believe that no one can be successful unless they have learned how to be stable and happy. Our leadership curriculum is the most developed of the five subject areas because it has been tested and revised for 30 years in business settings, classrooms, and in families. It is proven to help students reduce their stress, gain self-confidence, improve relationships, and discover their strengths so they can build a successful career.

Life Skills: The core of life skills is health and stability. Every year, we curate a list of extracurricular field trips, workshops, tutors, clubs, and more (see Section 2.7) designed to arm students with important life skills. These skills might be specific to individual interests, but they primarily deal with the most important things every adult should know. To name a few, this includes fitness, diet, finances, organization, cleanliness, kindness, sleep habits, and many more.

## **Remote Learning**

Many of the curriculum map milestones can be completed remotely. These milestones may include online lessons, individual activities, or self-study. Students and parents can decide how much work they would like to do at home. Students are given the option to spend two days a week pursuing remote learning (see Section 2.6). Students are required to check in with their instructors on remote learning days.

## **Advanced Learning**

Since students can learn at their own pace, some students may complete curriculum maps faster than others. All students, whether they are advanced or struggling, will receive the best instruction and education we can provide. However, advanced students will be able to move through the curriculum quicker and if they complete all required curriculum they can move through 9-12<sup>th</sup> grade material. This material will be taken from AP courses and other honors courses to prepare students for advanced classes. Students will have the opportunity to take AP courses, Pre-ACT, and Pre-SAT tests whenever they like.

## **2.3 GRADING PHILOSOPHY & PROGRESS REPORTS**

LeadAZ uses a mastery-based approach to learning. This means that students achieve milestones when they have mastered the required skill. When students master a course, they get an A. Instructors will meet with students and parents to report on progress and ensure that students are on track. Students are not required to complete all the materials, they are only asked to demonstrate mastery.

### **Subject Mastery**

For each milestone, there will be a recommended amount of work and material to achieve mastery level. Students will complete a variety of exams and quizzes to ensure they have mastered material. However, if a student can pass the examinations to prove they have mastered a milestone, they are not required to complete all work and materials. Students will be examined at registration to identify where they will start on the curriculum maps. If they show they have mastered certain milestones then they will automatically complete it without any additional work. We determine subject mastery as either earning at least 80% on a test or completing a project/paper that meets specified criteria.

### **Progress Reports**

Progress reports are updated weekly on students' Google Drives for parents to review continual progress. At LeadAZ, progress isn't about grades, it's about demonstrating subject mastery. Student progress is measured using the subject curriculum maps (see Section 2.2). Every week, LeadAZ instructors will update students' maps so parents can make sure their children are on schedule as well as review which milestones they have completed. Every quarter, parents can request a full progress report that summarizes which milestones students have completed, are working towards, and have yet to begin ([click here](#) for an example report)

Each progress report will also include our baseline schedule of milestones. This schedule is designed based on the assumption that a student completes the minimum amount of recommended work per subject every week. The reality is that students have learning preferences and might favor one subject over another. In that case, students are free to pursue their preferred subject at their own pace. As

such, students may exceed the baseline schedule in some subjects while they fall behind in others. Progress reports will show how students compare to the baseline schedule. Students will not be penalized or reprimanded for falling behind in subjects.

Every quarter, instructors will reach out to parents to arrange virtual meetings. During these meetings, instructors will discuss students' progress, achievements, and challenges. At this time, parents can express any concerns about their student's progress or request additional support in specified areas. **Ultimately, parents have the final say on their child's progress.** If they are comfortable with their child's current standing/plan, no action will be taken. If parents would like their child to adjust their learning plan, LeadAZ instructors will work with parents to create the most sustainable learning plan.

We invite parents to reach out to instructors at any time. If they would like to speak before a quarterly progress report, they can email individual instructors or [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org) to schedule a virtual meeting. Instructors aim to respond within 24 hours, but please allow up to 1 week before following up.

### **Transcripts & Grades**

Although LeadAZ does not report grades on progress reports, every student will have an academic transcript they can use when transferring to another school. On this transcript, students will have an A (4.0) in every class in which they have completed. Course completion is achieved when students complete at least 80% of the milestones. Students and parents can elect to complete more milestones for further skill mastery/development. If students do not complete 70% of the milestones, the class will not appear on their transcript. This has little to no effect on high school admissions in Arizona—students will be assessed by the high school and placed in a class that fits their abilities.

If students aspire to attend an admissions-based school, they can work with their instruction coach to create a competitive education plan with a very high likelihood of acceptance to an advanced school. LeadAZ staff will communicate with high schools to ensure standards are sufficiently met.

### **Transferring Credits to Other Schools [Updated 2024]**

Since LeadAZ is a private school, transferring credits is a little more challenging. If a student is an 8<sup>th</sup> grader transferring to a high school (9<sup>th</sup> grade) they will have the option to test out of specific classes which can earn them credit depending on which school they attend.

If a student is in high school at LeadAZ (9<sup>th</sup> – 12<sup>th</sup> grades), we recommend they do not try to transfer to a different high school. Many times, credits will not transfer, forcing students to retake classes or preventing them from walking at their graduation. If high school students transfer from LeadAZ, they can still use LeadAZ credits and other school credits to apply for college, but they will not have an official diploma from either institution.

As of 2024, LeadAZ is in the process of obtaining accreditation. This is a 2-year process so it will not be official until 2026 at the earliest. When accreditation is obtained, all other high schools will recognize LeadAZ credits.

## **2.4 CLASSROOM MANAGEMENT**

The learning environment at LeadAZ is designed to best emulate the principles of the No-Influence Method. As such, everything we do is designed to allow students to learn in a way that best fits their

needs, interests, and preferences. Our classroom policies and procedures are designed to encourage as much freedom as possible while also providing tools to simplify learning. We take a unique approach to the different facets of traditional education. Students work with their instructors to create an academic plan that fits their interests and abilities. It is up to them to follow this plan and check in with their instructors to report on their progress. Students' days and workload will change depending on their plans or changing needs.

At any time, there will be 7 instructors present (senior, lead, assistant, and junior instructors). These instructors will be aware of every student's curriculum map and will provide small group instruction, activities, and lecturing based upon student's needs.

### **Mixed Grade Levels**

Students are not separated by grade level, age, or academic abilities (gifted, remedial, etc.). Instead, students are encouraged to learn alongside one another in a way that fosters social skills and leadership abilities. Students are encouraged to pilot their own learning experience, but we encourage students to learn from each other as much as possible.

### **Subject Matter**

We do not have separated rooms or periods dedicated to specific subjects. During the day, we designated learning time in which students can choose which subjects they would like to focus on according to their academic plan. Students may work alongside others who are focusing on the same subject. Students are not told which subjects they need to focus on; they decide how they would like to spend their time according to their plans and advice from their instructors.

### **Discipline**

At LeadAZ, we believe that student behavior is a reflection of their current mental well-being. Because of this, we view behavioral issues manifest when students are stressed, anxious, unwell, or there is a misunderstanding. If any conflicts or behavioral issues should arise in the classroom, we address problems with minimal disruption to other students. This usually means removing any conflicted students from the area and giving them individualized support. See Section 3.3 for a detailed explanation of our disciplinary procedures.

### **Google/G Suite for Education & Computer Technology**

LeadAZ uses Google/G Suite for Education for all students. G Suite for Education is a set of educational productivity tools from Google including Docs, Sheets, Drawing, Classroom, Meet, and more. Students use these tools to collaborate, create, and communicate with other students and their teachers.

Students will be given a choice to bring their personal computers/tablets to school or check out a school Chromebook. Any student who does not have a personal computer/tablet will be provided a school Chromebook.

LeadAZ utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). While on campus, all devices using the school's internet will have all internet activity protected and monitored by the school. Students may checkout their Chromebook so they can continue work at home. While offsite, internet protocol is not in place and it is parents' responsibility to establish internet safety protocols.

If you do not want your child to use the Google/G Suite for Education tools, you must contact school administration in writing within two (2) weeks of enrollment.

### **Media & Material**

LeadAZ uses a unique approach to learning that prioritizes student involvement. As such, instructors will often employ outside resources/media to relate important concepts. Lessons may include movies, TV shows, music, and other forms of media. LeadAZ staff will strive to ensure that all media shown in class is considered PG-13 or below. While LeadAZ employs an internet content filter, staff members will policy students' personal forms of entertainment. As such, some students may possess music, games, or media, that is expletive in nature. If this media disrupts the learning environment, students will be asked to refrain from using it on campus, but as long as students are respectful, considerate, safe, and obey their parents' preferences, LeadAZ staff will permit students to use their preferred forms of media.

If parents wish for stronger media filters for their children, they must inform LeadAZ administration during enrollment. In response, students may not be able to participate in activities involving PG-13 content, and they will be asked to remove themselves from any student-led activities that have the possibility of explicit content (e.g., listening to music, playing video games, etc.)

## **2.5 SUCCESS COACHING**

Success coaching is a cornerstone of LeadAZ's unique approach. Every student will be assigned to a success coach (instructor). LeadAZ coaches are not certified counselors, therapists, or psychologists. All five lead instructors have their PhDs, are certified management consultants in the Best Value Approach from a UN governed research organization called CIBW117, and are highly qualified in mentoring youth (10-20 years of experience running programs with high satisfaction). All instructors and junior instructors are fingerprinted by the State of Arizona and have received rigorous training in mentoring youth by the Leadership Society of Arizona (LeadAZ's parent organization and founder of the school's philosophy). These coaches are individuals who check in with students on a weekly basis to ensure they are on track and progressing successfully. Coaches will help students with goals relating to academics, social skills, personal development, and improving their relationship with family members.

This coaching program is based on 30 years of professional development research in business settings, and 10 years of academic research with teenagers and young adults. It is proven to lower stress, improve confidence, increase academic performance, and help students make positive behavioral changes at home and at school.

Coaches will work very closely with students and their parents, but it is important to remember the following:

- In order to develop a stable relationship with students, coaches maintain confidentiality. Coaches will only share information with parents if students have given express permission or if someone's health/safety is at risk. This goes both ways—coaches will not share information with the students unless parents give express permission.
- Coaching will often cover topics that are sensitive to students. Coaches will permit students to share their opinions on whatever topics they choose. Coaches will not share their own personal beliefs regarding religion, politics, or sexuality, but they will help students find resources and



people to help them form their own opinions. Coaches strive to be accepting of all students regardless of their personal beliefs, backgrounds, or experiences.

- LeadAZ coaches have many years of experience and can offer advice regarding mental and physical health. This advice will be shared with parents before students. Parents must remember that coaches are not medical professionals. If parents believe that additional medical services or mental health services are required, it is their responsibility to seek it out.
- Coaches will meet with students in designated rooms. These rooms will be under surveillance and have doors open at all times.

## 2.6 SCHOOL SCHEDULE & CALENDAR

Our weekly and daily schedules are arranged to prioritize flexibility and student-led learning. Every week, we will have three instructional days (Tuesday, Wednesday, and Thursday) and two supplemental days (Monday and Friday).

### Instructional Days (T/W/Th)

On instructional days, all students are required to attend school in-person (exceptions are made for excused absences). These days are designed to give students maximum learning support and peer interaction. While some days may vary in their time and scope, the average instructional day will adhere to the following schedule:

Tuesday	Wednesday	Thursday	Color Code
8:30 - 9:00 Light Exercise (Optional)	8:30 - 9:00 Light Exercise (Optional)	8:30 - 9:00 Light Exercise (Optional)	Free Time & Activities
9:00 - 9:15 Daily Planning	9:00 - 9:15 Daily Planning	9:00 - 9:15 Daily Planning	Personal Development
9:15 - 10:15 Self-Led Learning w/Instructor Support	9:15 - 10:15 Self-Led Learning w/Instructor Support	9:15 - 10:15 Self-Led Learning w/Instructor Support	Learning & Instruction
10:15 - 10:30 Break & Snack	10:15 - 10:30 Break & Snack	10:15 - 10:30 Break & Snack	
10:30 - 12:00 Self-Led Learning w/Instructor Support	10:30 - 12:00 Self-Led Learning w/Instructor Support	10:30 - 12:00 Self-Led Learning w/Instructor Support	
12:00 - 1:00 Lunch & Free Time	12:00 - 1:00 Lunch & Free Time	12:00 - 1:00 Lunch & Free Time	
1:00 - 2:45 Self-Led Learning w/Instructor Support	1:00 - 2:45 Leadership & Life Skills	1:00 - 2:45 Exercise & Games @ Local Park	
2:45 - 3:00 Reflection & Meditation	2:45 - 3:00 Reflection & Meditation	2:45 - 3:00 Reflection & Meditation	
3:00 - 5:00 After-School Activities (Optional)	3:00 - 5:00 After-School Activities (Optional)	3:00 - 5:00 After-School Activities (Optional)	

Exercise & Games – Morning exercise is encouraged for all students, but optional based on student/parent preferences. These activities are key to wake up the mind and body. Activities will feature light movement such as active games, stretching, yoga, etc. On Thursday afternoons, we will go to a local park for a variety of games, sports, and activities.

Daily Planning – During the first 15 minutes of every day, students will use their daily planner to update their goals, review their academic progress, and plan their learning objectives for the day by reviewing their curriculum maps.

Leadership & Life Skills – These activities are designed to reinforce important lessons and logical concepts proven to help students manage stress, develop confidence, and build life skills. This time also includes a special mock-government council that all students participate in. This council allows students to pass school-wide bills that affect their daily lives and use real-world money to improve the school.

Self-Led Learning – During self-led learning, students will follow the academic plans they have created for themselves. They will choose which curriculum map milestones to pursue with guidance from instructors. Every milestone will have predesigned worksheets that guide students through specific lessons. These lessons may include watching videos, reading assignments, creative projects, math/science problems, social activities, and so on. Instructors will be present during self-led learning to answer questions, provide assistance, or to complete weekly coaching meetings with students.

Reflection & Meditation – Daily reflection encourages students to review the goals they set for themselves that morning and compare it with their accomplishments. This allows students time to make adjustments for the next day, journal about important lessons they've learned, or to write any questions they have. After reflection, students are encouraged to take part in a short meditation exercise to practice relaxation and stress management techniques.

After-School Activities – Every day, students will have the option of staying after school to participate in a variety of activities including, but not limited to:

- Clubs based on hobbies and interests
- Additional tutoring from local professionals
- Music classes/lessons
- Physical education
- Self-led learning

### **Supplemental Days (M/F)**

On supplemental days, in-person attendance is optional. Students may elect to stay home and spend the day working on their academic plans and curriculum maps milestones remotely (see Section 2.2). Students can decide to stay home on the day of or they can create a planned routine—we only ask that parents communicate planned absences to [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org) (see Section 2.9 for attendance policy). If students choose to learn remotely on supplemental days, their instructional coach will make sure to track their progress to ensure they aren't falling behind. Students are required to check in with their instructors on remote learning days so they can share their learning plan and daily accomplishments.

Although supplemental days are established to give students the option for remote learning, many activities will still occur at the LeadAZ campus. Daily schedules will vary depending on the activities. A detailed schedule of activities will be shared with students and parents at least one month prior. Field trips are scheduled at the beginning of the year and included in our annual calendar (field trips are subject to change). Supplemental days may include the following activities:

#### Periodic Activities:

Regularly Scheduled Activities:

- Field days and physical education
- Self-led study
- Free time at the LeadAZ campus
- Music classes/lessons
- Tutoring
- Club meetings
- Field trips
- Guest speakers
- Special projects
- Movie days

**Annual Calendar**

The LeadAZ annual calendar can be found on our website at [School.LeadAZ.org/calendar](http://School.LeadAZ.org/calendar). Be sure to check often, because we will also update our upcoming supplemental day activities on this page. Here is a list of the observed holidays and breaks throughout the school year:

<b>Fall Semester</b>					
<b>Aug</b>	5	First Day of School	<b>Nov</b>	11	Veterans Day - No School
	23	ASU Gammage		15	Goldfield Ghost Town
				25-29	Thanksgiving Break
<b>Sep</b>	2	Labor Day - No School	<b>Dec</b>	6	Phoenix Zoo
	13	Odysea Aquarium		18	Progress Check-in
<b>Oct</b>	4	Progress Check-in	19	Last Day of School	
	7-11	Fall Break	20-31	Winter Break	
	14	Columbus Day - No School			
	25	KTR Jump			
<b>Spring Semester</b>					
<b>Jan</b>	1-10	Winter Break	<b>Apr</b>	1-10	Testing
	13	Start of School		4	ASU Dreamscape
	20	MLK - No School	<b>May</b>	16	Schnepf Farms
	24	Papago Park		19	Progress Check-in
<b>Feb</b>	7	Golfland Trip	22	Last Day of School	
	17	Pres. Day - No School			
<b>Mar</b>	6	Progress Check-in			
	7	Chase Baseball Field			
	10-21	Spring Break			

## 2.7 EXTRACURRICULAR ACTIVITIES

As a small school, LeadAZ does not possess the resources to accommodate many extracurricular activities. As such, LeadAZ employs the help of professionals within the local community to provide a variety of extracurricular activities. Every year, LeadAZ staff will survey students and parents to create a flexible list of provided activities. This section provides a brief overview of possible activities.

### **Tutoring, Music, & Professional Training**

For a provision fee (see Section 3.6), parents and students can participate in advanced tutoring, music lessons, or other skill-focused classes facilitated by local professionals. These classes might include wood working, home economics, art, theater, graphic design, and more.

### **Clubs & Special Interests**

Students can form special interest groups and clubs that meet after school or during lunch.. These special interests groups can be formed around any topics that students want to learn about or share with others (e.g. movies, books, community service, art, video games, table-top games, and so on). Clubs will be automatically disbanded if there is a lack of student participation. All clubs are required to maintain at least 3 active participants. Club availability will vary based on student interests.

### **Athletics**

LeadAZ does not have any formally organized athletic teams. Students can participate in option physical education sessions on Mondays and Thursdays. These sessions will be held at local parks or gymnasiums (see Section 4.7 for travel policies).

### **Field Trips & Career Training**

Throughout the year, LeadAZ will offer various optional field trips on supplemental days to aid in coursework or to teach students about different career options (see Section 4.7 for travel policies). Some of these field trips may require an additional fee (see Section 3.6). Field trip schedules for the year will be shared at the beginning of the year (but activities are subject to change). Field trips may also require additional permission and release forms. Forms will be shared at least one month prior to activities.

In-person attendance is mandatory on field trips. Even though field trips will only happen on supplemental days, all students are required to be on campus during field trip days (unless they have an excused absence).

### **Executive Leadership Club**

Throughout each semester, Leadership Society of Arizona offers a hybrid leadership and life skills course that includes eight virtual workshops every other Thursday from 4:00pm – 5:00pm using an interactive online platform. In addition, five in-person Saturday events are organized between 10:00am – 2:00pm and 5:00pm – 9:00pm. The club fee is \$450 each semester.

### **Summer School [Updated 2024]**

Summer school is available to all LeadAZ students and it is open to the public. The cost of summer school is not included in annual tuition. Fees for summer school are released every spring. Students can use this time to get ahead in their curriculum or catch up if they are behind.

## 2.8 ACCOMMODATIONS FOR SPECIAL NEEDS

LeadAZ is not authorized to provide any assessments to identify special needs assistance. LeadAZ is open to make any accommodations regardless of the disability. If we do not have the proper procedures or accommodations in place, we will do whatever possible to include all students. Parents and students can share specific concerns or needs during the application interview.

### **Individuals with Disabilities Education Act (IDEA)**

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records for students with disabilities, education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents/guardians and staff of the school of attendance. Also, with parent/guardian permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the student is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a student with a disability must be in accordance with IDEA regulatory requirements.

### **Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act ("Ada")**

Section 504 of the Rehabilitation Act is a civil rights statute designed to prevent discrimination against individuals with disabilities and to assure that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students.

It provides that:

- No otherwise qualified individual with disabilities in the United States... shall, solely by reason of their disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Congress enacted a similar civil rights statute, the ADA, in 1990, also for the purpose of preventing discrimination against individuals with disabilities. While Section 504 only applies to recipients of federal financial assistance, the ADA protects individuals from discrimination by both public and private entities.

Both Section 504 and Title II of the ADA include similar nondiscrimination requirements. Since Title II applies to public institutions such as state governments, not just to schools, it does not include the same level of detail as Section 504 with regard to certain obligations of schools in educating students with disabilities (e.g., in providing students a FAPE).

## 2.9 ATTENDANCE

### Attendance Policy

LeadAZ will track student attendance for both instructional and supplemental days. Attendance will be updated on every progress report. While in-person attendance is mandatory on instructional days, we are flexible according to student and family needs. Students may choose to stay home and work remotely on supplemental days, but parents are required to report planned absences. Parents can report absences on the morning of, or students can plan absences in their customized education plan (e.g. "I will learn remotely on every Friday). In the event of an unexpected absence, call or text [\(480\) 269-0144](tel:4802690144).

### Remote Learning Attendance

Students have the opportunity to learn remotely during weekly supplemental days and during extended school breaks (see Section 2.6 of calendar). Students are required to check-in with their instructors on remote days. During the morning check-in, students will share their goals and plans for the day. At the end of the day, students report back to their instructors on what they have accomplished. Students can check via phone, text, or email.

### Absences

Arizona state law (15-802.A, 15-803.E) requires every child between the ages of 6 and 16 to attend school while it is in session unless the student is ill. The state considers a student "habitually truant" when they have accumulated five or more unexcused absences or an accumulation of more than ten percent of the required number of school days of excused and unexcused absences. Failure to attend school 90% of the time could result in a citation being issued. (Students who are chronically ill should request a Chronic Illness form to be completed by the student's doctor).

### Tracking and Reporting Absences

When an absence occurs, LeadAZ administration will inform parents via their preferred communication method (text/email/phone). Unless parents respond otherwise, LeadAZ assumes that parents are aware of their child's absence, and thus it is excused. **If parents were not expecting the child to be absent, they must reply to LeadAZ correspondence right away.** In this case, the absence will be considered unexcused until the parents are able to clarify the situation and report back to LeadAZ.

### Excused Absences

LeadAZ has a lenient absence policy because of the hybrid nature of our curriculum. Students can complete a lot of their curriculum maps remotely. This allows students to miss school as needed and create their own schedules to stay on track with their academic plans. Because of this, parents are permitted to excuse students from school whenever needed. We do not require documentation for excused absences. If instructors believe that absences are negatively affecting a student, it will be discussed during quarterly progress reports.

### Unexcused Absences

LeadAZ assumes that all absences are excused unless otherwise notified by the parents. If an unexcused absence occurs, this means that parents were unaware of the absence or they do not support the

absence (e.g., a student refused to go to school), therefore the absence is the student's responsibility. We maintain this policy because we want students to be aware of and accountable for their absences.

### **Extended Absences**

If students expect to miss an extended period of time due to illness, travel, or personal situations, parents should inform [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org). LeadAZ instructors will arrange virtual meetings with students as needed to ensure they are progressing along their academic plan.

### **Tardiness**

Students can arrive at school as early as 8:00am. An optional light exercise will begin at 8:30am. Our regularly scheduled learning activities will not begin until 9:00am. It helps instructors if students arrive on time and ready to participate, but there will be no penalty for late arrivals. **LeadAZ staff will begin sending absent alerts at 9:30am.** If parents expect students to arrive later than 9:30am, please call or text [\(480\) 269-0144](tel:4802690144).

### **Before & After School Arrangements [Updated 2024]**

Students can arrive at school as early as 7:30am every morning. Activities will not begin until 8:30am, but supervision will be provided. Students can stay as late as 5:00pm every day, but parents must arrive for pick up no later than 5:10pm. Late pick-ups will be tracked every semester. If a student is picked up later than 5:10pm more than 3 times each semester, a \$40 fee will be assessed for each late pick-up. Special arrangements can be made on a case-by-case basis.



## 3. ADMINISTRATIVE POLICIES

### 3.1 ADMISSION PROCEDURE

LeadAZ strives to create an inviting and inclusive learning environment. Our admission process is designed to ensure that students and parents will enjoy and benefit from our unique approach to learning. We do not exclude students based on academic abilities or learning preferences.

#### Admission Process



#### Step 1: Waitlist

LeadAZ maintains a waitlist throughout the year. Any student/parent can sign up for the waitlist by visiting our website ([HERE](#)). Families will be contacted when space opens at LeadAZ. We maintain a rolling enrollment. All students must first join the waitlist even if space is available. After an initial inquiry is filed, students and parents will be invited to LeadAZ for a tour.

#### Step 2: Application

Annual registration begins in February of each year. When registration begins (or when seats become available), a LeadAZ staff member will contact families on the waitlist and set up a preliminary meeting to discuss the school, process of enrollment, and answer any questions. Parents then choose if they would like to move forward with an application, and they will receive all the necessary information/instructions. We will call each family for a follow-up after 1 week if we have not received a fully completed application. If we have not received a completed application within 2 weeks, we will invite the next student on the waiting list.

#### Step 3: Interview

Within 48 hours of receiving your completed application, a LeadAZ staff member will contact the applicant's parents to schedule a student/parent interview. Interviews for this first year of the school opening will be conducted at the LeadAZ campus in Tempe. The purpose of these interviews is to ensure that students and families will benefit from our unique approach to education. We seek to create a positive and welcoming environment for all—students will not be admitted if they have an unmitigated history of bullying/aggression, destructive behavior, or disrespect for others. Interview questions will cover the following:

- Student's interests, hobbies, and talents
- Student's experiences with school and learning preferences
- Student's social skills and experiences
- Parent's goals/expectations for their child
- Information about LeadAZ, our approach, and operations

#### Step 4: Acceptance Determination

Once an interview is conducted, the information will be shared with the LeadAZ Private School Board of Directors for final approval. LeadAZ reserves the right to dismiss any student's application if interviewers and the Board feel that student(s) and/or parent(s) will not benefit from LeadAZ's learning environment. Determination notices will be sent to parents within 2 weeks of the interview.

#### Step 5: Onboarding

During the onboarding process, the following will occur:

1. A LeadAZ staff member will begin the legally mandated 30-day process of retrieving required school admissions documents. See below for full list.
2. A LeadAZ staff member will contact the student(s) applicant's previous school/school district to obtain as many documents as possible. This may take up to 10 business days (2 weeks).
3. A LeadAZ staff member will send parents an email with a list of documents that were not obtained by the school and collect it from them. This may include visiting the school to provide the documentation.
4. Once all admissions documents are received and properly filed, a LeadAZ staff member will schedule a time for your family to come back to the school for orientation during July.
5. Prior to orientation, your child will complete a leadership assessment, may need to complete an academic assessment, and register for Google Classroom.
6. During orientation, the student applicant and parents will meet with their assigned coach and put together an individualized education plan for the year.
7. Once orientation is complete, the student applicant will be ready for the start of school.

#### **Definitions for Documents:**

- Forms – are preset documents provided by LeadAZ for parents to fill out and submit.
- Attachments – are documents provided by your child(ren)'s previous school or parents. If these documents are not sent by the previous school, parents must bring original copies.
- Optional – are documents that are not required, but needed if parents want the school to be aware of or act in a certain way.

#### **All Documents**

- Form A: Student Registration
- Form B: Authorization for Request/Release of Student Records
- Form C: Preliminary Student Questionnaire
- Form D: Private School Affidavit of Intent
- Form E: Private School Affidavit of Intent Withdrawal
- Form F: Arizona Residency Document
- Form G: Optional: Consent for Medication Administration
- Form H: Optional: Immunization Exemption: Personal Belief
- Form I: Optional: Immunization Exemption: Medical
- Attachment: Academic Transcript
- Attachment: One Legitimate Proof of Current Address (listed in AZ Residency Document)
- Attachment: Child's Certified Birth Certificate (notarized)
- Attachment: Immunization Record

- Attachment: Photo of Child, Parent/Legal Guardian
- Attachment: Previous School Withdrawal Form
- Optional: Legal Documents as needed, for example: custody/court/guardianship
- Optional: Medical Information school needs to be aware of

### 3.3 DISCIPLINARY PROCEDURES

At LeadAZ, our top priority is to ensure that we maintain a safe and welcoming environment. The most effective learning happens when students feel comfortable and accepted. We strive to uphold very few rules and we aim to minimize disciplinary actions. If a student breaks any law, LeadAZ will report to parents and the proper authorities. All other disciplinary situations will follow the same procedure:

1. LeadAZ staff will speak with the student in a private setting to ensure they understand why their behavior might negatively affect the learning environment.
2. If behavior does not improve, LeadAZ staff will schedule a meeting with the parents, and together they will decide on the best course of action to help the student.
3. If behavior continues to be a problem or if parents are not involved in appropriate intervention, LeadAZ reserves the right to expel students. We do not take expulsion lightly—it will only be considered after all other attempts have been made to support the student.

#### Expulsion

At LeadAZ, we do not view expulsion as a punishment. A student will only be expelled if it becomes clear to staff and parents, that the student is not thriving in the LeadAZ environment or if their behavior continues to negatively impact other students. In the instance of expulsion, LeadAZ staff will do what they can to help students and families find another school or learning environment that will best suit them.

#### Important Rules

LeadAZ staff strives to maintain a flexible learning environment. As such, we try to minimize rules wherever possible. All the rules listed below have been established to promote respect, maintain safety, and protect the integrity of our school. This is not an exhaustive list of rules/procedures. This list outlines all behaviors that will result in disciplinary action explained above:

1. Bullying/Harassment – We will not tolerate any type of harassment or aggression of any kind. This includes interactions in school, outside of school hours, on social media, and so on. This also includes hazing or any other behavior in which the aggressor perceives their actions as playful or harmless.
2. Destruction of Property – Any intentional acts of property destruction will result in disciplinary action. This includes property owned by LeadAZ, other students, or affiliated organizations.
3. Illicit Materials – Students are forbidden from bringing any of the following items to campus: weapons, drugs, alcohol, pornography, or other items considered inappropriate for children. LeadAZ reserves the right to conduct a search and seizure if we suspect illicit possession.
4. Misuse of School Resources – This includes, but is not limited to, inappropriate usage of computers, internet, Wi-Fi, or other resources provided by the school. Inappropriate usage is

defined as using resources to view/share explicit content, conduct illegal activity, or break any of the aforementioned rules.

5. Physical Contact – Students are prohibited from any physical acts of violence or sexual harassment. To best protect students, we ask students refrain from any physical contact that may lead to or be perceived as prohibited. As such, we ask that students refrain from rough housing, public displays of affection, and isolated/unsupervised time with any student or staff member.
6. Association with Rule-Breaking – In order to maintain a safe and supportive environment, we encourage all students to avoid any association with rule breaking. If a student is participating in an activity in which another student is blatantly breaking a rule, then the associated student will also face disciplinary action.

### **Anonymous Reporting**

If a student or parent is aware of any rule-breaking, we ask that it be reported to LeadAZ staff immediately. We will do all that we can to protect the identity of those who have reported rule-breaking. When reports are received, LeadAZ staff will conduct a complete investigation. Students will not be accused of rule-breaking unless there is sufficient evidence. If a student or parent would like to report rule-breaking or suspicious behavior, they may send an anonymous letter to the school address, but we encourage in-person reporting so staff can collect all relevant information.

## **3.6 TUITION, FEES, AND FINANCIAL AID**

LeadAZ strives to be accessible to all students. Finances should never be a limiting factor attending our school. While we do ask for a full tuition payment, special arrangements and scholarship will be made to support students and their families.

### **Tuition [Updated 2024]**

Tuition payments include all costs associated with attending LeadAZ and participating in the full curriculum (including educational material, coaching, field trips, and supplies). Processing fees are charged as a down payment for initial registration and documentation. If your child is accepted into the program and attends LeadAZ, the processing fee down payment will be put toward the tuition.

The following table summarizes the total cost of tuition and how the money is used to support your child’s education at LeadAZ. Partial payments will be arranged for students who do not attend a full year of school. Some fees cannot be reduced even if students attend for a portion of the year.

<b>Base Tuition</b>	
<b>Item</b>	<b>Cost</b>
Material & Supplies	\$360
Transportation	\$120
Field Trips & PE	\$520
Student Life	\$400
Instruction	\$9,481
Administration	\$1,600
Operations	\$7,519
<b>TOTAL</b>	<b>\$20,000</b>

## Payments

Payments can be made in full one time or broken out quarterly. Quarterly payments are due August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup>, and April 1<sup>st</sup>. Payments will be made in the following ways:

1. Check or Card
2. ESA Portal

## **Refund & Withdrawal Policy**

If a student is withdrawn or expelled from LeadAZ, they must pay all tuition fees up to the current quarter. If parents have paid for a full year of tuition, they will be refunded for future quarters (e.g. if a student withdraws during quarter 2, they will be refunded for quarter 3 and 4). Processing fees are non-refundable.

## **Financial Aid [Updated 2024]**

LeadAZ provides the following financial aid for all students:

Type of Aid	Range
Student Tuition Organizations	No limit
Empower Scholarship Account (ESA)	\$6,000 - \$8,000
LSA Scholarship	Up to \$6,000

We encourage *all* families to take full advantage of the financial options available to students. Families can choose from a combination of types of aid listed above. During the initial interview, we will help each family create a funding plan that works best for them. We recommend that all families follow this funding plan regardless of their financial situation:

1. Every family should apply for ESA (more information below). Most students can earn around \$7,000 per year and students with special needs or disabilities can receive complete funding.
2. If possible, families should reach out to friends and extended family members to donate Arizona Tax Credit Contributions. These contributions can help lower tuition.
3. Families without financial limitations can pay the rest of the tuition costs in quarterly cash payments.
4. Families with financial limitations can apply for scholarships to cover the rest of their costs.

## Student Tuition Organization (STO)

LeadAZ is partnered with [STO4KIDZ](#) to provide tuition scholarship for all students. These scholarships are funded by individuals and businesses who choose to redirect their Arizona state taxes using a tax credit. Families can fund tuition by asking friends and family to redirect their tax credits to pay for a student's tuition. Businesses can also redirect their taxes, but those contributions can only be used for students with financial needs. To learn more, visit [School.LeadAZ.org/sto](https://School.LeadAZ.org/sto)

There are two types of STO contributions, individual and corporate. Individual contributions are made by individuals and families. Families can use individual contributions to pay for their full tuition. LeadAZ

highly encourages families to reach out to their network to make individual contributions in order to fund tuition.

Families cannot use both ESA and STO funds in a given year, but if LeadAZ will award special scholarships to families who are able to raise funds. These scholarships will be awarded at a 1.5x rate (every \$1.50 raised in tax credit contributions can result in a \$1 scholarship towards your child's tuition). While these funds cannot be combined with ESA payments, LeadAZ will use extra funds to help support other students in need.

### Empower Scholarship Account (ESA)

As of 2022, all students are eligible for ESA funding. Families cannot use ESA funds and STO scholarships at the same time. If a family qualifies for free/reduced lunch, then they should not use ESA funding. To apply for ESA, visit the Arizona Department of Education ESA Portal ([azed.gov/esa](https://azed.gov/esa)).

Additional funding is granted through ESA for students with disabilities or officially certified individual education plans (IEPs). If you feel that your child may qualify for additional funding, contact the administration team to verify your documents.

It is very important **to apply for ESA as soon as possible**. The process of navigating ESA can be lengthy and there are often issues with documentation. If you plan on using ESA funds, make sure to apply immediately after your child finishes at their previous school (May or June).

The ESA process usually follows the steps below (detailed instructions [here](#)), but there are special circumstances that can arise. LeadAZ is happy to help with any challenges:

1. First time students – apply for ESA before July. You will be required to upload a colored copy of a birth certificate, proof of residence, and any documents to support physical, emotional, or learning disabilities. Repeat students do not need to reapply after initial acceptance.
2. Every quarter, LeadAZ will send an invoice that needs to be uploaded through the ESA portal right away.
3. After the invoice is submitted, payment will be automatically sent to LeadAZ.
4. ESA uses a platform called ClassWallet that charges a 2.5% processing fee. Parents are asked to cover this fee with a cash payment (unless funding is not available).

### Leadership Society of Arizona (LSA) Scholarships

LSA is the non-profit parent organization of LeadAZ. Students can apply to receive LSA funds to assist with tuition payments. These funds will be awarded based on financial needs, past participation in LSA programs, and student interviews.

### **Other Participation Fees**

Families will be required to pay additional fees for certain optional extracurricular activities (tutoring, field trips, after school activities, etc.). If families have financial needs, they can apply for a fee-waiver by contacting [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org). LeadAZ will provide ample warning if any activities have associated fees.

These fees will be added to student's tuition account so families can use their STO tax credit allotments to pay the fees.

### 3.7 DRESS CODE

LeadAZ maintains only one dress code policy—**students must bring their own pair of indoor shoes.** These shoes are to be kept on-campus and only worn inside. This is done in order to maintain cleanliness, health, and comfort. Students may bring whatever shoes they would like, but we encourage flip-flops, slippers, slides, Crocs, etc.).

LeadAZ does not adhere to any specific dress code regarding clothing. It is the parents' responsibility to determine school-appropriate attire. We ask that students do not wear clothing that is expletive in nature or designed with the intent of offending/bullying/criticizing others. If a student is wearing any clothing that takes away from the learning environment or causes discomfort for other learners, then students may be asked to change and parents will be informed. Students will not be punished or sent home for their attire. In rare instances in which attire becomes a continual issue, LeadAZ staff will arrange a meeting with parents.

### 3.8 FACILITY POLICIES

LeadAZ maintains a few facility policies to ensure proper care of the facility and equipment:

1. Only bottled beverages are permitted. Special exceptions can be made for open containers, but they cannot be removed from the kitchen area.
2. Eating is permissible anywhere in the facility as long as students are responsible for messes and clean-up. If spills or cleanliness become a problem, eating may be restricted to designated areas.
3. No games, equipment, or supplies should be taken from the facility without express permission from LeadAZ staff.

## 4. STUDENT SAFETY

### 4.1 CAMPUS SAFETY

We encourage all students to be mindful of individual safety and respect for our facilities. We take several measures to protect the safety of our students and staff.

#### **Campus Visitors**

At LeadAZ, we strive to be a community-based organization. As such, we often invite family members, community leaders, and special guests to visit our campus. All visitors are required to check-in with our administrative team. We prefer visitations to be planned, but special arrangements can be made for impromptu visits. For information on volunteering, see Section 4.3.

Parents and family members are invited to spend time at LeadAZ or join us on field trips. If any family members would like to plan a visit or chaperone a field trip, we ask they schedule a visit with [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org) with at least one week's notice.

#### **Leaving Campus**

Students are never allowed to leave campus during regular hours of operation unless they are picked up by a parent/guardian. Parents/guardians may grant permission for other adults to pick up their children, but they must issue express permission via email and confirm by phone/text on the day of pick-up. When school is over, a LeadAZ staff member or volunteer will monitor student pick-ups (Section 4.6).

#### **Pets on Campus**

Pets of any species or size may not be brought on campus, unless with the express written permission of LeadAZ administration. This policy does not prohibit the presence of service animals, but all service animals must be approved at least 30 days prior to coming on campus.

#### **Prohibited Materials**

The following materials are prohibited: weapons of any type to include firearms, explosives, knives, swords or cutting instruments, simulated firearms, pellet guns, tobacco, cigarettes, vaping devices, illegal drugs or narcotics, alcohol, non-prescribed drugs or medications, and pornographic materials. LeadAZ will cooperate with appropriate police agencies, including the use of police dogs, to search for illegal drugs or other contraband on campus.

### 4.2 HEALTH & EMERGENCIES

#### **Communicable Diseases**

The Health Department requires that instances of communicable diseases be reported by the school immediately. Parents of a class will be notified in writing when a child in that class contacts a particular communicable disease. Before a child may return to school following illness, a covid test or medical release form may be required from your physician.



The following are considered communicable dis-eases: COVID, chicken pox; German measles; red measles; mumps; streptococcal infection (strep throat, scarlet fever); MRSA (a type of bacteria staphylococcus aurous, which is resistant to many antibiotics); fifths disease (viral infections which effects red blood cells); hand, foot, and mouth disease; and whooping cough.

### **Lice**

Lice infestations must be reported to the school immediately. A proper hair treatment must be followed before returning to school. A student who has had lice must be checked and cleared by the school office before returning to class.

### **Illness/Injury**

Students who become ill or injured at school will be sent to the office. Office personnel will in turn notify the parents. It is important that any change in work or home telephone numbers be provided to the office as they occur. If parents cannot be reached, the office staff will contact the person listed in the records as the “Emergency Contact.”

Please do not send a child to school who appears to be ill (fever/chills, shortness of breath/difficulty breathing, body aches, loss sense of taste or smell, congestion or runny nose, diarrhea, cough, fatigue, headache, sore throat, nausea or vomiting, rashes, pinkeye, etc.). If your child arrives at school with any of the aforementioned conditions, he/she will be sent to the office and parents will be contacted to pick up the child.

### **Medications**

The State Department of Health does not allow the school to administer over-the-counter medications to students unless written permission is given by the parent. All medications (Tylenol, Advil, etc.) need to be sent from home in the original container accompanied with a Medication Consent Form (available in the office) filled out and signed by the parent. The school must have one form for each medication to be given, along with the dosage and time of day it is to be given. The school may ad-minister it to your child acting as your agent. **DO NOT ASK US BY PHONE TO ADMINISTER ANY MEDICATION TO YOUR CHILD. PERMISSION MUST BE GIVEN IN WRITING.**

The same procedure must be followed for administering prescription medication. The original pre-scription bottle must be sent and a Medication Consent Form must be completed. The state does not allow us to administer any prescription without the child’s name, current date, and doctor’s name on the bottle. **NO MEDICATION (INCLUDING COUGH DROPS) IS TO BE KEPT IN THE CLASSROOMS OR THE STUDENT’S BACKPACK.** All medications will be under lock and key and can be accessed by an administrator.

### **Injuries/ First Aid**

Minor injuries incurred during the school day will be treated in the school office. First aid at LeadAZ is limited to a “wash and band aid” procedure. Injuries of a serious nature will result in a phone call to the parents, or the persons listed on the Emergency Contact Form. LeadAZ will have one person on staff that is CPR certified in a rare event they are needed. Parents are asked to keep the office informed of any changes to the emergency contact information and if they do not want their child to be subject to the services of the CPR certified staff member at any time.

## **Natural Disasters, Emergencies, and Lockdowns**

LeadAZ conducts quarterly emergency preparedness drills. In the event of real emergency, our first priority is student safety. Once all students are in a safe place and accounted for, parents will be notified through their preferred form of communication.

## **4.3 VOLUNTEERING**

Parents/guardians are enthusiastically encouraged to volunteer at LeadAZ, as LeadAZ believes that education must involve the student, the teacher, and the parent/guardian. At the request of the school, they are welcome to come into the classroom to read, tutor, or help with clerical duties. They may also offer to help in other areas of the school. Volunteers must undergo a background check before volunteering. Volunteers are responsible for knowing and understanding the contents of LeadAZ's handbook and are encouraged, but not required, to participate on school committees and provide other volunteer services. As indicated in this Volunteer Agreement, volunteers may be removed for conflicts of interest or violation of confidentiality. Volunteering is a privilege. The privilege of volunteering may be removed by the school board if it is believed to be in the best interest of the school.

### Volunteer Requirements

- Contact [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org) 30 days before volunteering to express interest.
- Complete a federal background check (including obtaining a fingerprint clearance card).
- Submit a list of skills, qualifications, or desired areas in which you would like to volunteer.
- Design a volunteering work plan which must include anticipated hours and estimated dates of service.

### **Volunteer Confidentiality Policy**

Volunteers may inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with LeadAZ staff. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

LeadAZ asks that volunteers not post pictures taken in the classroom on social media without the express consent of all of the students' parents and/or guardians in the picture or blurring/blocking faces.

### **Volunteer Background Check**

All volunteers must complete a volunteer application and obtain a fingerprint clearance card before working on campus. This process can be completed online by contact [Admin@LeadAZ.org](mailto:Admin@LeadAZ.org). The process can take up to 3 weeks and costs \$65 (LeadAZ can help with that fee if needed).

## **4.4 FOOD & ALLERGIES**

Students are required to bring their own lunch. A student or parent may elect to schedule a food delivery—in this case, food must be brought to the front desk and students will be called to collect it. Students are not permitted to leave campus for food unless they are excused by a parent/guardian.

LeadAZ will often provide snacks, drinks, and treats. It is the parent's responsibility to report any dietary preferences or allergies.

### **Allergy Policy**

LeadAZ does not take any special precautions to forbid nuts or other allergy causing food. It is the parents' responsibility to report all/any dietary restrictions or allergies. If a child has a severe allergy, LeadAZ staff will make all attempts to meet the student's needs. LeadAZ staff and volunteers will not be held accountable for any exposure to foods that cause allergic reactions. Parents/guardians assume the risks and we ask that they adequately prepare students with appropriate knowledge to avoid foods that may be detrimental to their safety. LeadAZ cannot administer an EpiPen or any other medical intervention without parent consent (see Section 4.1 – Medications). In emergency situations, if LeadAZ staff do not have express permission to administer medical attention, we will call 911.

### **Lunch Facilities**

LeadAZ provides minor kitchen facilities for students to use during lunch. These facilities include the use of a full-sized refrigerator. The refrigerator will be cleaned out at the end of every day unless specific requests are made. Students also have allotted cabinet space to store non-perishable food items.

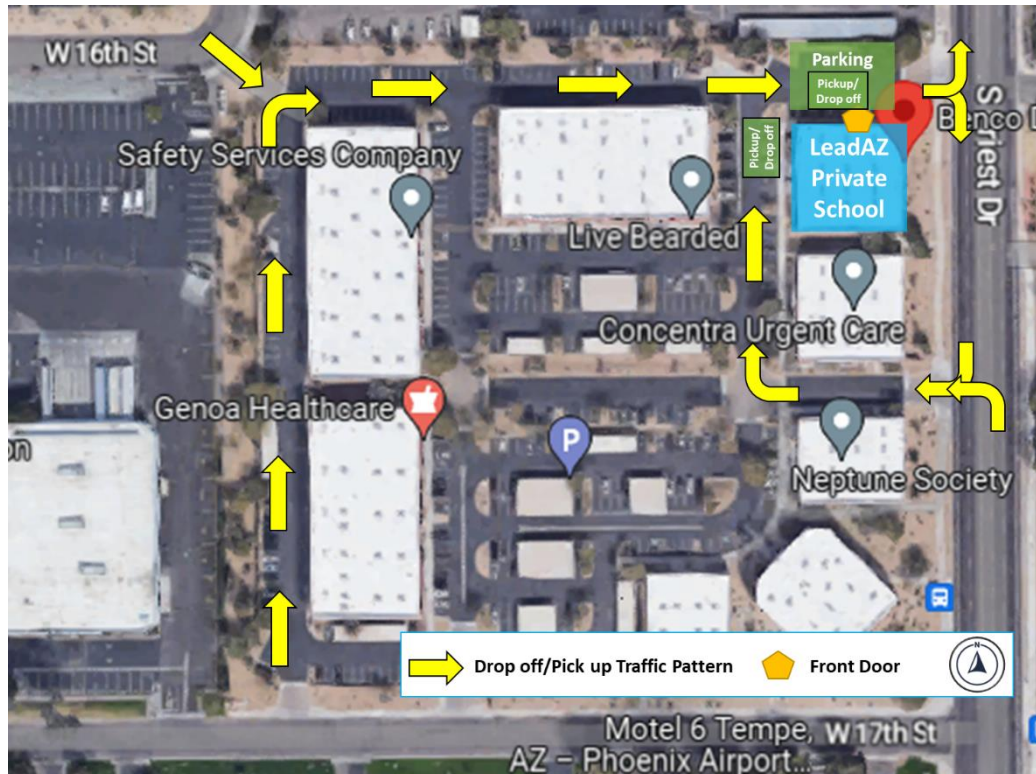
## **4.5 LOST AND FOUND**

All students are urged to take a common-sense approach regarding their personal security. LeadAZ is not responsible for student possessions lost, stolen, vandalized, or destroyed. LeadAZ will have a designated location for students to place their belongings. If a student misplaces or loses an item, LeadAZ staff will do what it can to assist the child in finding their item. If a LeadAZ staff or student finds an item that doesn't belong to them, that item will be placed in the Lost and Found. LeadAZ takes stealing very seriously and reserves the right to open and inspect personal belongings and bags. This policy applies not just to physical spaces, but also to the contents of hard drives, computers, storage devices, and other electronics. Such an inspection may occur at any time, with or without advance notice or consent. LeadAZ believes in the importance and personal empowerment of privacy. We do not wish to violate privacy unless students are in danger or there is sufficient evidence of rule breaking. If personal belongings are inspected, it will be done in front of only one student with the supervision of two staff members.

We strongly encourage students to clean their personal space every day. If items are left out, they will be placed in the lost and found. Students can use in-school currency/points to reclaim lost items. If parents would like to reclaim lost items, no penalty will be assessed. Periodically, Lost and Found items will be shown to students and if no one claims it by the end of the semester, it will be donated. Parents are encouraged to write names on all items they would like to be returned to them since many students forget which Tupperware is theirs.

## 4.6 TRAFFIC FLOW/PARKING

Parking is limited on campus. To help with traffic flow, parents/guardians must use designated drive-through lines to both drop off and pick up their students. We ask that all returning families adhere to the scheduled drop-off and pick-up times and that all our new family's study and review our traffic procedures and map so that each of us can contribute to the safety of our students and the optimal flow of traffic.



### Cars that pickup and drop-off students:

Enter either the NW, SW or E entries of the business center parking lot.

- Pickup / Drop-Off Place: North/Northwest parking lot of LeadAZ building. Building entrance is the Northside door.
- Drop-Off Time: 8:15am - 9:00am
- Pick-Up Time: 3:00pm - 3:15pm
- After school Pick-Up: 5:00pm - 5:15pm

### Late Drop-Offs and Early Pickups:

There is limited parking on the northside of the LeadAZ building. If you are picking up a student outside of the normal hours, please notify the front office.

### **Student Pick-Up Policy**

In order to maintain student safety, pick-ups are monitored by LeadAZ staff. We will not allow students to enter any cars unless they are being driven by an approved adult. Parents/guardians are automatically approved for pick-ups. If parents/guardians wish another adult to pick up their child from

school, they must submit written approval via email which should include the name and picture/physical description of the person picking up the child.

#### **4.7 STUDENT TRANSPORTATION & TRAVEL POLICY**

During field trips and weekly physical education sessions, students will travel in 15 passenger vans with LeadAZ staff. These vans are inspected and maintained regularly to ensure student safety. Drivers are licensed, insured, and trained on all safety protocols (defensive driving, minimal distractions, and etc.). Upon request, parents can exclude their children from school transportation, but parents will be responsible for all transportation for their children. Parents may only drive their children—other students may not ride in the car unless written permission is emailed to LeadAZ 48 hours ahead of time.

## 5 RIGHTS, RELEASES, AND RESPONSIBILITIES

This section of the handbook details the rights, releases, and responsibilities of parents/guardians and their students. This section serves as a legal agreement for both students and families. By completing registration, LeadAZ staff assume that parents/guardians have read the following section and agree to the established guidelines.

### 5.1 RELEASE, INDEMNITY AND ASSUMPTION OF RISK

#### Definitions

Parent/guardian – an adult who maintains full, sole, joint, or primary custody of student.

Parents/guardians are required to disclose their custodial definitions to LeadAZ during the application process.

Child/student – in the following sections, it is assumed that the child/student is the child or legal ward of the undersigned parent/guardian.

LeadAZ – this refers to the legal entity LeadAZ Private School LLC, its parent organization, Leadership Society of Arizona 501(c)(3) and any employees, agents, contractors, or volunteers from either legal entity.

#### Overall

I, the parent, guardian or legal representative hereby consents to the participation of my child(ren) in all LeadAZ activities and participation. It is understood that this will be under the supervision of (a) LeadAZ staff and volunteers from the dates designated in the product purchased.

For and in consideration of the student(s) being allowed to participate in this activity, and other valuable consideration, the undersigned parent, guardian or legal representative, on behalf of the student(s) and the student(s)'s parents or personal representatives does hereby release and hold harmless LeadAZ employees and representatives. The undersigned assigns any loss or damage on account of any injury to the person or the personal property of the student(s), caused by perceived negligence or otherwise, while the student(s) is engaged in the above-named activity. The undersigned expressly agrees that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Arizona, and that if any portion of this agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

I, the undersigned parent, guardian, legal representative, request that my child(ren) be allowed to participate in the described activities. Additionally, I authorize emergency medical treatment for my child(ren) while my child(ren) is engaged in this activity, should the need arise for such treatment. I further acknowledge that I am authorized to enter this agreement on behalf of the student(s), and/or the student(s)'s parents, personal representatives, assigns, heirs, and next of kin.

#### Material Release & Photography

I, the parent, guardian, or legal representative grant permission and consent for the aforementioned child(ren) to allow photographs and videos to be taken during school activities. I further give permission

and consent that any such photographs or videos may be published and used by Leadership Society of Arizona or its agents, to illustrate and promote the school and program experience. Some activities may include water sports and/or swimming. In such activities, LSA does not enforce a dress code. The undersigned parent, guardian, or legal representative is responsible to ensure their child(ren) bring swimwear deemed appropriate according to their family's standards. The undersigned parent, guardian, or legal representative may submit a written inquiry to LeadAZ staff to request that photographs and videos are not taken or shared of the aforementioned child(ren). In this instance, the student(s) will be asked to refrain from participating in any group pictures or videos.

#### Travel Policy & Agreement

I, the undersigned parent, guardian, or legal representative grants permission and consent for the aforementioned child(ren) to allow transportation to be provided by LeadAZ staff and affiliated service providers, to and from program activities. I understand that LeadAZ requires that all students ride in one of their designated vehicles to and from all program events. I hereby agree to release and hold harmless LeadAZ and all its parties from any liability for any adverse results that may occur during travel. The undersigned parent, guardian, or legal representative may submit a written request to the Leadership Society of Arizona staff to request that travel is not permitted for the aforementioned child(ren). In this instance, the student(s) will be asked to refrain from participating in any program related activities.

## **5.2 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“FERPA”) NOTIFICATION**

### Required annual notification to parents/guardians and eligible students regarding student records:

This Notification is required by the FERPA and provides parents/guardians with important information regarding their rights as it relates to student educational records. It is directed to parents/guardians (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible students (students aged 18 years or older or attending an institution of postsecondary education).

#### **Your Right as A Parent or Eligible Student**

##### The Right to Inspect and Review the Student’s Educational Records.

If a parent/guardian or eligible student wishes to inspect/review the student’s educational records, please contact the LeadAZ board to make an appointment to do so. Parent/guardian or eligible student will be provided access to records within a reasonable period of time, but in no case more than 45 days after a request is received. School personnel will respond to reasonable requests for explanations and interpretations of the records. LeadAZ will provide the parent/guardian or eligible student with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent the parent/guardian or eligible student from exercising their rights to inspect and review the records.

##### The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student’s Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent.

LeadAZ will limit the disclosure of information contained in a student’s education records except: (1) By a parent/guardian or eligible student prior, written consent; (2) as directory information; or (3) under

certain limited circumstances permitted by FERPA. Some instances in which disclosure is permitted without consent are set forth below.

Directory Information.

Consent is not required for LeadAZ to release the following student information designated as “directory information”:

- Name
- Extracurricular participation
- Date of birth
- Weight & height for athletic teams
- Class designation
- Parent/guardian name
- Address
- Student photograph
- Place of birth
- Dates of attendance
- Previous school or district attended
- Email address
- Telephone number
- Achievement or honors

If a parent/guardian or eligible student wishes to refuse to permit LeadAZ to release directory information, a written refusal must be submitted to the LeadAZ administration within two weeks of the date of this notice.

Disclosure to School Officials.

LeadAZ may disclose personally identifiable information from a student’s education record without consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel
- Members of the Governing Board, when acting in their official capacity
- Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A “legitimate educational interest” is the person’s need to know in order to fulfill the school official’s professional responsibility and/or to provide a service or benefit to the student or the student’s family.

The Right to Seek Amendment of the Student’s Education Records that the Parent or Eligible Student Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Student’s Privacy Rights.

If a parent/guardian or eligible student believes the student’s records contain information that is inaccurate, misleading, or in violation of the student’s privacy or other rights, they may ask LeadAZ to amend the record. Parents/guardians or eligible student are also entitled to a hearing to present evidence that the record should be changed if LeadAZ decides not to alter it according to a submitted request. A form for this purpose and additional information is available in the LeadAZ board office.

The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by ACA to Comply with the Requirements of FERPA.

Parents/guardians or eligible student are entitled to file a Complaint with the U.S. Department of Education if they believe LeadAZ has violated FERPA. Complaints may be sent to the Family Policy



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

LeadAZ complies with FERPA (20 U.S.C. §1232g and §1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. §1400; 34 C.F.R. Part 300); and A.R.S. §15-151 and 15-142.

### **5.3 NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (“PPRA”)**

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

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

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

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

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

Inspect, upon request and before administration or use –

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

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

LeadAZ has developed and adopted policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. LeadAZ will directly notify parents/guardians of these policies at least annually at

the start of each school year and after any substantive changes. LeadAZ will also directly notify, such as through U.S. mail or email, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt their student out of participation of the specific activity or survey. LeadAZ will make this notification to parents/guardians at the beginning of the school year if LeadAZ has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-5901

## **5.4 TOLERANCE AND PLURALISTIC SENSITIVITY**

LeadAZ is a private, non-sectarian institution serving a variety of Arizonans. All members of the LeadAZ community—the administration, teachers, parents/guardians, and students—should show profound respect and tolerance for the religious, political, and cultural traditions and perspectives of others. The administration and teachers will take the lead at LeadAZ in actively promoting tolerance, civility, and sensitivity. Although the curriculum will include studies of world religions, teachers are not permitted to encourage or endorse a particular religious or political perspective in the courses they teach. Rather, they encourage a civil and tolerant discussion of ideas when such topics naturally arise in class or on campus.

## **5.5 ANTIDISCRIMINATION**

In accordance with federal and state law, and ACD 401: Prohibition Against Discrimination, Harassment, and Retaliation, LeadAZ is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. LeadAZ expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

To handle complaints regarding the non-discrimination policies, please contact LeadAZ administration.

## **5.6 RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

- To receive a high-quality private education.
- To be safe at school.
- To be treated courteously, and respectfully.
- To bring complaints or concerns to the school principal or staff for resolution.
- To tell their side of the story before receiving a consequence.
- To be told the reason(s) for any disciplinary action verbally and in writing.
- To be given information about appealing disciplinary actions.

### **Student Responsibilities**

- To read and become familiar with the policies in this handbook.
- To attend school, prepare for class, and complete coursework to the best of their ability.
- To know and follow school rules and instructions given by the school principals, teachers, and other staff.
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the community.
- To track academic progress through LeadAZ mapping and communicate with teachers.
- To live a healthy lifestyle and develop positive relationships.
- To use technology and social media responsibly.
- To treat everyone in the school community with respect.
- To respect school property, community property, and the property of others.

### **Parent/Family Rights**

- To be involved in their student's education.
- To be treated fairly and respectfully by the school principal, teachers, and other staff.
- To have access to information about LeadAZ policies and procedures.
- To be notified promptly if their student is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned.
- To appeal disciplinary actions taken.
- To receive information about their child's academic progress.

### **Parent/Family Responsibilities**

- To read and become familiar with the policies in this handbook.
- To make sure their child attends school and to notify the school before the school day begins if their child is absent.
- To give the school accurate and current contact information.
- To report parent/guardian information to LeadAZ admin. Admin must be aware of custody rights or agreements.
- To track academic progress and attendance through LeadAZ Mapping and Progress Reports and communicate as needed with teachers and staff.
- To be informed and involved in programs and activities available to students and parents at the school.
- To participate with their student and school in making educational decisions.
- To establish and sustain a supportive learning environment at home.
- To promote a healthy lifestyle and encourage positive relationships.
- To monitor the use of technology and social media.

### **LeadAZ Private School Responsibilities**

- To update academic progress and attendance through the Google Classroom for Education platform and communicate with parents and students.
- To promote programs and activities available to students and parents.
- To work with parents and students in making educational decisions.
- To establish and sustain a high-quality curriculum and a supportive learning environment at school.
- To encourage a healthy lifestyle and positive relationships.
- To utilize technology and social media effectively and appropriately.