



Brighton School
8632 W. Northern
Glendale, Arizona 85035

Office Hours: 7:30 a.m. - 4:00 p.m.
Phone Number: (623) 271-9518
Fax Number: (623) 328-8958
School Hours: 8:00 a.m. – 3:00 p.m. Monday - Friday

Brighton School Parent Student Handbook

Brighton School Mission Statement

Brighton School will provide students with a nurturing, well-rounded, and academically challenging learning environment. Students will be respected, and parents valued as an integral part of the educational process. Brighton School will instill in our students the knowledge and skills to make them valued and productive members of society.

Brighton School Goals

Brighton School has the following goals that guide the program of instruction for students, parents, and staff.

1. Annually ELA percent passing will increase schoolwide by 10% or the median student growth percentile will increase schoolwide by 5% as measured by the State Assessment.
2. Annually Math percent passing will increase schoolwide by 10% or the median student growth percentile will increase schoolwide by 5% as measured by the State Assessment.
3. Thirty percent (30%) of students English Language Learning needs will make growth of one proficiency level as measured annually by spring AZELLA/State Assessment.
4. Forty percent (40%) of parents/families will participate in at least one school sponsored activity/event each school year as measured by sign-in sheets collected at each event/activity.

Vision Statement

Respect...Responsibility... Resourcefulness.

Contacts:

School Secretary: Jennifer Garcia, garcia@brightoncharterschool.com

Administration:

- Katryn Goodwin, goodwin@brightoncharterschool.com
- Lee Dillenbeck, dillenbeck@brightoncharterschool.com
- Pat Keech, pkeech@msn.com
- Rachel Ruiz, ruiz@brightoncharterschool.com
- Jyevonne Saffold, saffold@brightoncharterschool.com

Special Education Director: Rachel Ruiz, ruiz@brightoncharterschool.com

Attendance and Absences

Attendance is very important at Brighton. We want your child to receive the best education we can offer, and we cannot accomplish this goal if your child is not here. School attendance is mandatory in Arizona from the age of 6 until the age of 16. Failure to send your child to school is considered a truancy violation and could result in loss of credit, a court hearing and/or a fine. Brighton will comply with truancy requirements. Pursuant to A.R.S. S15-901(A)(2) "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. This means that a child should have no more than 9 absences per semester to receive credit or to be promoted to the next grade level.

Exceptions to this shall be:

Chronic illness (doctor's letter explaining how the chronic illness will affect attendance, and other reasons as approved by the administration.)

If your child is going to be absent, please call the school by 8:30 am (623-247-6456) on the day of absence.

Tardies

Students are expected to be in class on time. If your student is tardy, please call or send a note. Students should not be tardy for classes during the day. There is no bell, so students should go quickly to their next class after using the restroom etc.

Immunizations and Child Identity

Please provided the following within 30 days of attending Brighton:

- Immunization Records or Immunization Waiver
- Copy of your child's identity document such as Certified copy of the pupil's birth certificate, or any document approved under A.R.S. 15-828 (Example Baptismal Certificate, Passport, Arizona Driver License or State ID, application for a social security number, original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate, letter from the authorized representative of an agency having custody of the pupil)

Medication

A new medication sheet needs to be filled out each year for every student. Students will not be given medication until this is brought back to the office signed by the parent or guardian.

All prescription medication shall be authorized by a physician and brought to school in the original container. The container must be clearly labeled. Medication needs to be brought in by a parent and a medication form signed. This form will be kept in the office while the child is on medication. Over the counter medication will be given only if the parent or guardian has authorized it. The school does not provide medication for stomach aches. Parents may provide over-the-counter medications for their child with a note explaining the child's need for the medication. The school will follow labeling instructions when administering medication.

Lost and Found

Report lost articles to the office and check for them there or in the classroom.

Bicycles, Skateboards and Scooters

Bicycles need to be placed in bike rack and locked. Bikes are not to ridden on campus because of safety reasons. Wheeled items such as skateboards and scooters are not to be ridden on campus while on school grounds.

Visitors on Campus

The safety of students is our primary concern. **Therefore, all visitors to campus need to report to the office, identify themselves, and sign in before going on campus.** The office will issue a visitor's pass. Loitering on or near a school campus (A.R.S. 13-2905), or abuse of a teacher or other school employee while the employee is engaged in the performance of his duties (A.R.S. 15-502) is unlawful.

Students who want to bring a visitor must obtain administration approval before they bring a visitor. Student-aged visitors will only if they are interested in coming to Brighton and may only visit once. The behavior of visitors is the responsibility of the student that

brought them. Visitors that have any behavior problems at school will not be allowed to return to the school. All parents must check in at the office before going to a classroom. Teachers are not always available, so the office will check with a teacher before sending a parent to meet with a teacher or other staff member. An appointment may need to be made in advance.

Previous school graduates must check in with the office to visit during lunch time.

Closed Campus

Brighton is a closed campus. All students are required to remain on campus for the entire school day including breaks and lunch. Students may leave for lunch with their parents or an adult family member who is on the student's file. The student must be signed out by a parent or guardian and signed back in after returning. Parents can bring food to their children or even have an older brother or sister bring food to them.

Lunch orders for delivery:

Students cannot make food delivery orders during school hours. Food may be scheduled for delivery for lunch, but the food must be received and eaten during the student's regular lunch time. Students will not be called out of class to eat.

Driving on Campus

1. Cars will be driven in designated areas only. All drivers must follow the 5 MPH speed limit from the time the vehicle enters school grounds until school grounds are exited. Drivers will enter and exit the campus safely (no squealing tires, etc.). Any student driving recklessly, including speeding, will receive disciplinary action. Adults driving recklessly, including speeding, may not be allowed to drive on campus.
1. Cars must not be used as lockers. Students may not go to cars during school time (including lunch time). If you need something from your car, contact the office for help.
2. Cars are to be vacated immediately after parking. Sitting in or on cars is prohibited during the school day, which includes lunch hours.
3. Students are not to be picked up or dropped off at the front of the campus (south side). Please drop students off and pick up students in designated areas on the east side of the campus.

Discipline

The goal of Brighton's discipline plan is for students to develop self-discipline skills. Each case is handled individually, and all circumstances and sides are considered. We spend a great deal of individual time with students helping students see both sides of a story and create a solution.

Disciplinary action may be taken if these or other rules are broken:

1. No fighting, pushing, kicking, tripping or use of hands or feet in any other objectionable ways. This is considered very severe and could make it so that your student will not be able to continue at Brighton. **All students deserve to be safe and comfortable on campus.**
2. No provoking fighting. We hold all students to the same standards and do not allow other students to encourage students to fight it out. We expect students to discourage fighting to other students. Students who encourage or provoke fighting may receive the same consequences as those who fought.
3. No bullying, swearing, verbal threats, put-downs, obscene hand gestures, gang gestures or gang apparel, sexual harassment, or racial slurs.
4. No drugs or alcohol on campus or students under the influence of drugs or alcohol while on campus or at school sponsored activities. Brighton tries hard to maintain a drug-free environment. If there is a reason to suspect drug or alcohol use by a student on campus or at a school sponsored activity, he or she will be required to be screened for illegal substances at the school designated site and the initial test will be paid for by the school. The test must be done as soon as practical. If the test comes back positive, the student will be placed on long-term suspension. This suspension can last up to six weeks but will be lifted as soon as the student produces a clean drug test. Students are able to complete their work from home during this time. Drug use, sale, or distribution will be grounds for immediate suspension pending a board meeting for expulsion and police will be called.
5. Destruction of property is a serious offense and students will be expected to repair or pay for what they break or deface. No sitting on tables anywhere in the school.
6. No smoking or vaping on campus. This means no smoking or vaping from the time students arrive in the morning until they exit campus in the afternoon. This also implies that students are not to have any such items on them or in their possession while on school campus. This rule also applies to guests and visitors. There also cannot be any smoking by students, parents, or visitors at any school-sponsored events. This is a state law and can result in a citation and a fine.

7. Students shall not have weapons of any kind (including pocketknives) on campus. The weapon will be confiscated, police may be called, and will likely result in suspension or expulsion. Parents will be called and may need to pick up the child immediately.
8. Brighton is a K-12 school and we want the campus to be safe and comfortable for all ages of students. Therefore, there will be no public displays of affection by students during the school day, on the school campus or at school events, including handholding, hugging, kissing, etc.
9. There will be no hazing, encouraging of others in hazing or helping anyone haze any other enrolled, enrolling or intending to enroll students. Hazing means any intentional, known or reckless act committed by a student, alone or with a group against any other student in connection with initiation into any organization that contributes to risk of injury, mental harm or personal degradation. Students should report any incidents to administration or to a staff member for investigation.
10. Students are expected attend classes and maintain appropriate behavior in the classroom and on campus. This includes staying quiet, and paying attention during class, and being respectful to staff and peers. Students who continue to disrupt the learning of others or who show disrespect may have consequences assigned such as writing assignments or physical exercise (per policy).
11. No food, soda, candy, or gum in the classroom. These items will be thrown in the trash if brought into the classroom. Water in a closed container with a screw-on lid is acceptable.
12. Absolutely no insults or abuses of staff members will be tolerated. This includes arguing with a staff member who has made a request of a student regarding the student's behavior. Any student participating in this behavior will be immediately sent home for the rest of the day. Further action may then be taken. A second offense may result in suspension.
13. No play-fighting or wrestling.

Arizona Statue 15-507:

A person who knowingly insults or abuses a member of staff on school grounds or while the employee is performing his/her duties is guilty of a misdemeanor, which is punishable by a fine and/or imprisonment.

Dress Code

Brighton expects students to present a neat, clean appearance and dress approximately for the activities required at school. Parents may be required to bring the appropriate attire to school if their child does not adhere to the dress code. Students not receiving clothing from their parents within a short time will be required to wear something provided by the school.

1. No low-cut blouses, spaghetti straps, camisoles or muscle shirts are allowed.
2. No shirts that show midriffs (belly or back).
3. No short-shorts or short skirts. All shorts and skirts must be long enough to cover the buttocks and other body parts no matter what movement the student is doing.
4. Pants must be kept high enough on the hip/waist to cover all clothing underneath. Pants shall not be worn sagged. The whole buttocks must be in the pants. No underwear or extra shorts can be showing. A long shirt does not excuse sagging pants.
5. Shirts, hats or any clothing with inappropriate suggestive words, phrases, pictures, and advertising of tobacco-related products, narcotics, alcoholic beverages or any type of emblem, writing or picture that is not appropriate for school will not be permitted.
6. No overalls with only a tube top for the shirt.
7. No see-through coverings, designed to cover already unacceptable clothing are allowed.

Parents: Please discuss the dress code with your child/children. Make sure their clothing abides by the dress code.

Lunch

Brighton has a program that provides all students free lunch and breakfast. Breakfast is served from 7:30- 7:50 each school morning.

Students can bring their own lunches. Refrigerators and microwaves are available.

Lunch Rules

1. No cutting in line or allowing friends to cut in line.
2. Food is to be kept inside the lunchroom.

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3. Clean up after yourself at the tables. Trash is to be thrown into the provided containers.
4. No pushing, shoving, or horseplay in line or in the lunchroom.
5. Students must comply with reasonable requests from staff.
6. No play-fighting, ball stealing, or keep away games.
7. No tackle football or wrestling.
8. Stay in designated areas.

Break rules

1. No play-fighting, ball stealing, or keep away games.
2. No tackle football or wrestling.
3. Students are to comply with requests from staff.
4. Stay in designated areas.

More rules may apply; if in doubt as to whether a behavior is appropriate or not, don't do it.

Grading Scale

Grades 3rd - 12th

A	90% TO 100%
B	80% TO 89%
C	70% TO 79 %
D	60% TO 69%
F	BELOW 60%

Grades Kindergarten-2nd

E	= Excellent
S	= Satisfactory
N	= Needs Improvement
U	= Unsatisfactory

Honor Roll

Principal's List:	3.8 to 4.0 Grade Point Average Honor
Roll	3.5 to 3.79 Grade Point Average

A	4 POINTS
B	3 POINTS
C	2 POINTS
D	1 POINT
F	0 POINTS

Report Cards

Report cards are issued every 9 weeks (each quarter). Parent-Teacher Conferences are held at the end of the first quarter and the end of the third quarter after report cards are distributed (see school calendar for exact dates and times). If you do not receive a report card, please contact the office for a copy. We believe it is extremely important to talk about the progress your child is making and develop steps that can be taken to help your child be successful. Teachers appreciate your input. Please call the office if you have concerns.

Mid-Term / Finals

High school mid-terms/finals are given at the end of each semester. Not all classes have a mid-term or final.

Parent Teacher Conferences

Conferences are held in November and March or April. Check your calendar for exact dates. Check your calendar for exact dates and times. It is extremely important that you attend these conferences so that together we can help your child be successful. It is possible to attend conferences either in person, through a phone call or zoom. Contact your child's teacher to make arrangements.

Eighth Grade Promotion Criteria

Brighton conducts an 8th grade promotion ceremony. We do not call it graduation, because we want our students to understand that it is a milestone on their way to further education. We want to recognize and celebrate the accomplishments of our students! This

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ceremony is held the last week of school, usually the same night as the high school graduation. Check your school calendar for the date of this ceremony. (The ceremony is a privilege, not a right. A student can be excluded from participation in the ceremony for a reasonable cause.)

High School Graduation

High school graduation is held the last week of school. Check your calendar for the date of the ceremony. In the state of Arizona, high school students cannot graduate without earning all required credits and participating in the State Assessments.

Required Courses for high school graduation:

A student must have 22 credits to graduate.

<i>Courses</i>	Required Credits / *Recommended Credits
<i>English</i>	4.0 credits
<i>Math</i>	4.0 credits
<i>Science</i>	<u>3.0 credits</u> (<i>College bound students 4 credits recommended</i>)
<i>Biology</i>	1.0 credit
<i>2 other Lab Sciences</i>	2.0 credits
<i>Social Studies</i>	<u>3.0 credits</u>
<i>World History / Geography</i>	1.0 credit
<i>American History / AZ His</i>	1.0 credit
<i>Economics</i>	0.5 credits
<i>American Government</i>	0.5 credits
<i>*AZ History</i>	0.5 credits*
<i>*World Geography</i>	0.5 credits*
<i>Fine Arts / Vocational</i>	1.0 credit
<i>P.E.</i>	0.5 credits
<i>Health</i>	0.5 credits
<i>Computer / Technology</i>	1.0 credit
<i>Electives</i>	5.0 credits
<i>*Foreign Language</i>	2.0 credits*

Testing

State Assessments are given in the spring. Tentatively, the following assessments will be given:

- Grades 3rd-8th will take ELA and Math.
- 5th and 8th grade will take AzSci
- 9th Grade will take the ACT Aspire
- 11th Grade will take the ACT and AzSci

Galileo Benchmark Assessments for all grades are given 3 times per year.

Move On With Reading literacy assessment is given three times a year to students in K-3 grades in September, January and May.

Student Activities

Brighton has many activities for students to be involved in:

- Student Council: Open to high school students
- Athletics: Sports are offered based on student participation.
 - Junior High Sports (Volleyball, Flag football, basketball, track, softball, soccer) Open to fifth grade through 8th grade
 - High school sports: (volleyball, flag football, basketball, softball, track). Open to all high school students
- Dances and Prom: Open to high school students

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- Yearbook Committee: Open to all high school students who sign up for the class.
- National Honor Society: By invitation only for high school students.
- Key Club: Sponsored by the Kiwanis Club. Open to high school students

Many other activities are planned by various grade levels. Please see the calendar for dates for many of our activities. If you have an idea for an activity, please reach out to us. We would love to hear from you and see what we can do!

Bus Rider's Rules

1. No gum. Please wait until you are off the bus to chew gum.
2. No food or drinks. Keep items in your bags until you are off the bus. Pick up any trash you see.
3. Headphones must be used to listen to music.
4. Phones should not be used to take pictures on the bus. Take selfies, etc. once you are off the bus.
5. Sit in your assigned areas if assigned.
6. Once you are seated do not switch seats or get up, even at stops.
7. Please no loud talking or yelling. Yelling on the bus is distracting.
8. Wrestling, play-fighting, pushing, or "horse play" is not safe to do on a bus. Stay seated, facing front.
9. Hoodies are not needed on the bus. It is not raining or snowing on the bus, you will be fine☺

Cell Phone Policy

CELL PHONE POLICY Students in grades K-8 are not permitted the use of any personal electronic devices including but not limited to cell phones, smart watches, or personal tablets. High School students are allowed use of cell phones/electronic devices during passing periods and lunch only. Phones must be silent and out of sight at any other time. School staff may confiscate cell phones at any time for failure to follow school policy.

CYBER SAFETY We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe cell phone, social media, and Internet behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

GUIDELINES Violating the established policy will result in the following:

- First offense -the phone is taken away until the end of the day. Any further infractions will result in a parent or guardian having to pick up the device in person from the front office.
- Any serious misuse of technology will result in the student not being allowed to have a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

Parents will be required to sign a form which indicates they understand the school policy and the consequences for further phone violations before staff will release confiscated phones.

Parents are strongly encouraged to stress the importance of student compliance with the cell phone policy, as the policy will be strictly enforced. Students and parents should not expect exceptions to be made regarding the confiscation periods of cell phones or electronic devices.

Students who are in possession of cell phones must adhere to Cell Phone Acceptable Use Policy, and all Board Policies, particularly Internet Acceptable Use:

1. Students may not use their cell phone or smart watches during instructional time unless otherwise given permission by the teacher. This includes office runners and/or students in the restrooms during instructional time. Instructional time is defined as the time from the 8:00 to 3:00.
2. Cell phones or smart watches must ALWAYS be in silent mode or off while on school campus, unless otherwise allowed by a teacher. Headphones may not be used. Students are not authorized to use headphones with their cell phones during lunch or between classes.
3. Students may use social media, but may not post pictures, take video, or use facetime during lunch, before school, and after school but NEVER during instructional time.
4. All posts to social media should reflect an appropriate school behavior of the student. Students will be held accountable

for any negative postings, pictures, or video. Students may not use cell phones to “bully” or to post derogatory statements about students, or staff via text message or social media.

5. Students who need to leave early for appointments or illness must check out through the office. Students cannot just call/text home, they must come to office to use their phone or call using the school’s phone.
6. A student who has a phone confiscated may not use another student’s cell phone.
7. Cell phones should be charged prior to school and run on battery power while at school. Brighton will not provide “charging stations” for students to charge their cell phone. Students are prohibited from using cell phone to access unauthorized data or information.

Lost, Damaged, or Stolen Cell Phones or Electronic Devices

Each user is responsible for his/her own cell phone/smart watch/electronic device. Brighton takes no responsibility for stolen, lost, or damaged cell phones, smart watches, or electronic devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss.

Not all of Brighton’s rules and policies are written in this handbook. This handbook is a guide to be used for informational purposes. If you have questions about any procedures or rules, please contact the office before proceeding to determine if the action is permitted.

Cholla Academy (Brighton/Brighton) Schools does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its educational opportunities, activities, or operations.