



STUDENT/GUARDIAN HANDBOOK 2024-2025

Welcome to Phoenix Recovery Academy!

We would like to welcome you to the Phoenix Recovery Academy community! We are eager and deeply committed to making a positive difference in the lives of our students and their families. Our goal at Phoenix Recovery Academy is to provide an outstanding educational opportunity in a setting that is fully committed to helping young people on their journey of continued recovery from substance use and maintain a dedicated commitment to their education.

At our school, we believe that all students deserve a high quality education. The staff at Phoenix Recovery Academy consists of highly trained and experienced teachers who are prepared to meet the needs of all learners while providing an engaging and rigorous curriculum. We realize that each student that attends Phoenix Recovery Academy has a different academic profile and different academic goals so it is our mission to work with each student in order to help them meet their goals.

Additionally, we are committed to meeting the recovery needs of each student and their family. With a supportive staff and recovery community, Phoenix Recovery Academy offers a safe and supportive environment for students to sustain and grow in their recovery. We also recognize and value the importance of working closely with each student's family and support network in order to maximize each student's potential for success both inside and outside of school.

This handbook serves as a guide for us as we implement a unique academic and recovery focused program. The policies and procedures that are outlined here will assist us in ensuring the safety, security and success of all students who attend.

Wishing you much success,

Stephanie Purdy
School Principal

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Disclaimer:

The laws, policies and school rules in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Phoenix Recovery Academy. In addition to these written provisions, there may be times when, to further ensure the safe, orderly, and educationally sound operation of the school, Phoenix Recovery Academy may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance or Board policy not written in this handbook. The passage of any new laws supersedes current rules.

School Profile

Statement of Purpose

The purpose of Phoenix Recovery Academy is to provide a sober, safe and recovery focused educational environment for students who are in recovery from substance use disorder. By providing this environment, a student can focus on their academics, catch up on high school credits if they have fallen behind due to their substance abuse or need for treatment, and be among like-minded peers in a positive and supportive environment.

Our goal is to graduate students affected by substance use disorder and restore families.

Guiding Principles

Phoenix Recovery Academy prides itself on creating both a supportive academic community and a supportive recovery community. To assist us in providing this community with each other and for each other, we abide by the following principles that are at the core of the 12 Steps. We work on practicing these principles in our daily lives.

1. Honesty - Fairness and straightforwardness of conduct: adherence to the facts.
2. Hope - To expect with desire; something on which hopes are centered.
3. Faith - Complete confidence; belief and trust.
4. Courage - Firmness of mind and will in the face of extreme difficulty; mental or moral strength to withstand fear.
5. Integrity - The quality or state of being complete or undivided; soundness.
6. Willingness - Prompt to act or respond; accepted and done of choice or without reluctance.
7. Humility - Not proud or haughty; not arrogant or assertive; a clear and concise understanding of what we are, followed by a sincere desire to become what we can be.
8. Love - Unselfish concern that freely accepts another in loyalty and seeks good to hold dear.
9. Discipline - Training that corrects, molds, or perfects the mental faculties or moral character; to bring under control; to train or develop by instruction.
10. Perseverance - Steadfast despite opposition or adversity; able or willing to bear; to persist in an understanding in spite of counter influences.
11. Spirituality - Connecting and staying connected to something bigger than ourselves.
12. Service - A helpful act; contribution to the welfare of others; useful labor that does not produce a tangible commodity.

Commitments

Phoenix Recovery Academy's commitments to the students:

- We create a supportive and enthusiastic environment for your recovery and education.
- We work collaboratively with your treatment providers (IOP, mental health therapist, etc) to support your emotional, social, mental, physical and spiritual development.
- We offer opportunities for daily "check-in" and "closings" you can work through issues that may stand in the way of your education each day.
- We offer brief counseling interventions, if necessary, to address any behavioral/emotional/recovery issues that surface while at school.
- We offer random and frequent drug testing for accountability.
- We will listen to you and hold you accountable with love.

Phoenix Recovery Academy's commitment to parents:

- We will treat your teen with love, acceptance, and respect.
- We will do our best to answer phones and emails during school hours.
- We will return your calls within one business day if you leave a message.
- We will work with your family to ensure the well being of your teen.
- We will provide support to and collaboration with other professionals working with your teen, as needed.
- We will be open to any feedback you have regarding your teen's education and development.

Staff

Main Phone Number (301) 644-2140

Heather Whitcomb

Executive Director

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Stephanie Purdy

Principal

Email: spurdy@phoenixrecoveryacademy.org

Kevin Burnes

Peer Recovery Specialist

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Allyson Watson

Full Time Teacher

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Kayra Icard

Full Time Teacher

Email: kayra@phoenixrecoveryacademy.org

2024-2025 Academic Calendar

August 2024

August 19th and 20th -Staff Training
Wednesday, 21st- **First Day of School**

September 2024

Monday, 2nd- (Labor Day Holiday) **School Closed for Students**
Friday, 20th- Mid Term
Friday, 20th- (Fair Day) **1/2 Day School (school over at 12)**

October 2024

Thursday, 3rd-Rosh Hashanah, **School Closed**
Thursday, 24th-End term 1
Friday, 25th- (Teacher Workday), **School Closed for Students**

November 2024

Tuesday, 5th-Election Day, **School Closed**
Tuesday, 26th-Mid Term, **1/2 Day School**
Wednesday, 27th; Thursday, 28th; Friday, 29th- (Thanksgiving Holiday) **School Closed**

December 2024

Monday, 23rd - Wednesday-January 1 (Winter Break), **School Closed**

January 2025

Wednesday, 1st- (New Year's Holiday), **School Closed**
Thursday, 2nd-**School resumes**
Tuesday, 14th-End of Term 2/Semester 1
Wednesday, 15th-Semester 2 begins.
Monday, 20th- (Martin Luther King Jr. Day and Inauguration Day), **School Closed**

February 2025

Monday, 17th- (President's Monday), **School Closed**
Wednesday, 19th- Midterm

March 2025

Friday, 21st-End Term 3 **1/2 Day School**

April 2025

Monday, April 14th - Monday, April 21st (Spring Break), **School Closed**

May 2025

Friday, 2nd-Midterm, **1/2 Day School**
Monday, 26th- (Memorial Day) **Schools Closed**
Friday, 30th- End of Term 4 (**Last Day of School for Students**)

Academic Summer Session: June -July 18, 2025 (NO SCHOOL July 3rd and 4th)

****In addition, we will be scheduling programming for the week of June 16 and July 21 and will update you with that information as soon as we get closer. ****

*****This calendar generally follows the Frederick County Public School (FCPS) calendar and takes into consideration 8 days for snow or other emergency closings. If no days are used or if more than 8 days are used, this schedule may be adjusted accordingly. You will be notified in advance of any changes to this schedule. Overall instructional days will be 180 in the traditional school year.

Inclement Weather Policy

Closing and delay decisions involve careful evaluation of a variety of factors in a short time period. Whenever possible, decisions are made by 5 AM for morning closings and delays (with communications by 5:30 AM posted on the web (www.fcps.org), FCPS TV channel 18, and Facebook and Twitter) and by 10 AM for early closings, announced soon after. Because weather can change quickly and forecasts aren't always certain, it's rarely possible to determine delays or closings the night before. But we always make the decision as soon as we can be sure of the weather and travel conditions, and we begin communicating the decision right away. We will follow FCPS school closures and delays. Students who reside outside of FCPS should be in contact with the principal about inclement weather.

Student/Teacher Ratio

Phoenix Recovery Academy prides itself on maintaining a low student to teacher ratio to ensure the best quality education. Our average ratio is 10 students to 1 teacher.

Typical Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:15	Student arrival	Student arrival	Student arrival	Student arrival	Student arrival
8:15-8:45	Community Meeting	Community Meeting	Community Meeting	Community Meeting	Community Meeting
8:45-10:05	Period 1	Period 1	Period 1 8:45-9:50	Period 1	Period 1 8:45-9:25 ----- Period 2 9:25-10:05
10:05-11:25	Period 2	Period 2	Period 2 9:50-10:55 10:55-11:55 Yoga	Period 2	Period 3 10:05-10:45 ----- Period 4 10:45-11:25
11:30-12:00	Lunch	Lunch	Lunch 12:00-12:30	Lunch	Lunch
12:00-1:20	Period 3	Period 3	Period 3 12:30-1:35	Period 3	Student led groups, school wide student service learning, community field trips, 12 Step Meeting
1:20-2:40	Period 4	Period 4	Period 4 1:35-2:40	Period 4	Student led groups, school wide student service learning, community field trips, 12 Step Meeting
2:40-3:00	Check-Out Group	Check-Out Group	Check-Out Group	Check-Out Group	Check-Out Group

Teacher Qualifications

Essential Qualifications: Bachelor's Degree from an accredited institute of higher education and experience teaching in a school setting. Comprehensive understanding of the disease of addiction, the unique challenges adolescents face when diagnosed with substance use disorder and the recovery process.

Ideal Qualifications: Masters Degree in Secondary Education from an accredited institute of higher education. Current Teacher Certification in Secondary Academic Education by the State of Maryland. And at least 3 years of teaching experience with high school students in the subject area of high school Science.

Reports to: Principal

Community Meetings

As a community, we will begin and end every day together. These times will be alternately led by students and staff to intentionally begin our day. This time may include prayer, meditation and daily readings. We may share our high and low points from the previous day as well as what we are hopeful to accomplish in our upcoming day. This will also be a point to share accomplishments, celebrations or other announcements.

Monday morning meetings may meetings will be longer in duration and other community meetings may be held at other times, as needed.

Wellness Wednesday

Wednesdays, students will have the opportunity to participate in various physical activities. We have partnered with a local yoga studio to provide yoga and mindfulness and have partnered with the local YMCA to provide more cardio based exercise.

Friday Afternoons

Friday's afternoons the school will have a variety of options to end our week together. We will start our time together in a 12 step recovery meeting led by a member of the local recovery community or a member of our school community. This may also be a time where the members of our community take time to share with us more about their profession so we begin to think critically about our lives beyond high school. We may then engage in a service project or other projects within the school, other recovery related activities or have some sober fun.

Admissions

Eligibility and Criteria

Phoenix Recovery Academy is committed to each student and their family, to support them in their path of recovery and academically. We enroll and admit students in high school to meet the academic requirements for 9th through 12th grade. Given that we are a recovery high school, we admit and enroll students who demonstrate a commitment to both their education and their sobriety.

1. In order to enroll in Phoenix Recovery Academy, all prospective students must demonstrate a commitment to recovery and sobriety. We ask that this be demonstrated by taking a drug test prior to admissions. This is the first step in committing to the community and to one's family and oneself the willingness to engage on a path to recovery. New students will be given 7 days to attend their first 12 step meeting and 21 days to obtain a sponsor; exclusion from the school community events may occur until the requirements are met.
2. Students are required to be clean and sober while attending Phoenix Recovery Academy.
3. All enrolled students must work with Phoenix Recovery Academy staff to develop an Individualized Recovery Plan. In the event of a relapse, the Individualized Recovery Plan may be revised to provide increased support for the student.
4. Students must fully participate in substance abuse recovery programming offered at Phoenix Recovery Academy.
5. Students must attend mutual help (e.g. AA, NA, Celebrate Recovery, etc) or equivalent, as approved by Phoenix Recovery Academy staff. The minimum meeting requirement will be determined in the creation of the students Individualized Recovery Plan.
6. Prospective students and parents/guardians are expected to answer all questions honestly during the interview process. This will enable Phoenix Recovery Academy staff to work most effectively with applicants while they await enrollment decisions and if/when they are admitted to Phoenix Recovery Academy.

Tuition, Scholarships and Refund Policy

Phoenix Recovery Academy (PRA) is a non-public school that is funded in part by private donations, grants, and student based tuition. Annual tuition is \$13,800 and monthly tuition is \$1,150. PRA is a year round school and please note, the tuition rates take into consideration the short breaks in the summer and monthly tuition rates for those months remain the same as our operational expenses remain the same. Tuition is due on the first of every month unless other arrangements have been made.

Prior to the first day of enrollment, a payment must be made to Phoenix Recovery Academy for the students first and last month tuition. A one semester commitment is required to attend.

We want every student that needs to attend PRA to be able to do so. We offer sliding scale tuition rates and have scholarships available. Please see Executive Director for details.

PAYMENT OPTIONS

The preferred method of payment is through the electronic system in Gradelink (instructions will be provided). Other methods of payment must be approved by the Executive Director

- Monthly payments using the electronic format Gradelink provides
- 4 payments of \$3450.00 on the first of August, November, February, May
- 12 months upfront with 1 month free for a total of \$12,650

DRUG TESTING FEES: The drug testing fee for Phoenix Recovery Academy is included in the tuition.

ADDITIONAL FEES: Miscellaneous expenses may be incurred during the course of the year. These expenses may include field trips, graduation invitations, cap and gown rental or unforeseen expenses related specifically to the student. These expenses will be minor and will be discussed with the Responsible Party as needed.

Refund Policy

When a student leaves Phoenix Recovery Academy a refund for any tuition paid in advance will be made, if all of the following conditions have been met:

- Student leaves in good academic and recovery standing, ie - student has not been asked to leave Phoenix Recovery Academy due to a return to use that jeopardizes their own recovery and the health of the school community and/or has no outstanding behavioral records.
- The Principal has been given ten (10) days notice in advance of the date the student withdraws
- All textbooks, classroom supplies, media materials must be returned.
- All outstanding fees/ balances paid If the student is withdrawn after the 5th of the month, the tuition for that month will not be refunded. Refunds may be considered with discretion of the Executive Director and the Finance Committee.

Academics

Progress Reports and Report Cards

Phoenix Recovery Academy operates on a year-round academic calendar that includes four grading terms, and one summer term, which may include mid-year and final exams. Minimum passing grade is a D. Report cards are sent home at the end of each grading term and progress reports are sent home mid-term of those report cards.

Grading Policy

Grades on transcripts and report cards are literal and the numerical equivalents are:

Numerical	Letter	Grade Point Average
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

Graduation Requirements

A. Credit

To be awarded a diploma, a student must earn a minimum of 21 credits, 18 of them in the subjects below.

- 1. English** - four credits of organized instruction in comprehension of literary and informational text, writing, speaking and listening, language, and literacy
- 2. Fine Arts** - one credit in visual arts
- 3. Mathematics** - three credits, including one with instruction in algebra, one or more credits in subsequent mathematics courses for which algebra is a prerequisite, and one with instruction in geometry aligned with the content standards for geometry;
- 4. Physical Education** - one-half credit;
- 5. Health Education** - one-half credit;
- 6. Science** - three credits of organized instruction which includes a laboratory component engaging in the application of the science and engineering practices, the crosscutting concepts, and disciplinary core ideas including Earth/space science, life science, physical science

(chemistry and physics), and engineering, technology, and applications of science

7. Social Studies - three credits including one credit in United States history, one credit in world history, and one credit in local, state, and national government

8. Technology Education – one credit that includes the application of knowledge, tools, and skills to solve practical problems and extend human capabilities; and

9. One of the following:

- a. Two credits of world language
- b. Two credits of advanced technology education; or
- c. Successfully complete a career and technology program

B. Service Learning

To be awarded a Phoenix Recovery Academy diploma, a student must meet the service learning requirements of 75 hours.

Course Offerings

Phoenix Recovery Academy offers the full spectrum of required courses for graduation and attainment of a high school diploma. These courses are offered both through in class teaching and online learning. A full list of course offerings can be obtained from the school Principal upon request.

Homework Policy

Phoenix Recovery Academy believes that students need time after school to focus on family, recovery and other interests and that this needs to be balanced with academic needs and demands. In light of this, our teachers work to ensure any homework assigned is within reasonable limits given other after school demands.

Unit of Credit

80 minutes instruction per day x 5 days a week=400 minutes weekly
400 minutes weekly x 18 weeks per course=7,200 minutes per semester

1 unit of credit is 7,200 minutes per course or 120 hours

½ unit of credit is 3,600 minutes per course or 60 hours

Transcript Maintenance Policy

Phoenix Recovery Academy utilizes online record keeping through GradeLink. We will maintain electronic and print copies of transcripts of all students. In the case we cease operation, Phoenix Foundation of Maryland, the legal authority of the school shall file these transcripts with the Department of Education, in alphabetical order, the original or a legible copy of Phoenix Recovery Academy's transcript of each student who has been enrolled in the school.

Attendance

Attendance Policy and Procedures

- Students must notify the Principal with any planned absences or tardies at least 24 hours in advance.
- A note verifying an excused absences or tardy must be handed in the following day, signed by a parent or legal guardian. (See section on Documenting Excused Absences).
- If a student is sick and unable to attend school due to any unforeseen circumstances, he/she/they (or his/her/their parent or guardian) must notify the Principal as soon as possible and at the latest by the start of the school day.
- It is the student's responsibility to obtain any missed work from the teachers and to create a plan to complete the work.

Attendance Requirements

- A student may not exceed 5 unexcused absences total from each class each quarter.
- If a student exceeds allowed absences in a quarter then they will receive an incomplete for their grade and will require a meeting with school administration, teacher and parent or legal guardian.
- If a student arrives to class more than halfway through the class, they will be marked as absent for that class.
- If a student arrives more than halfway through the day, they will be marked absent for the day.

Excused Absences/Tardies

- If a student has an emergency doctor's appointment that cannot be scheduled during non-school hours then the student must present an official doctor's note to verify.
- If a student has a doctor-verified illness or injury that prevents them from attending school then the student must present an official doctor's note to verify.
- If a student has a court appointment that cannot be scheduled during non-school hours then the student must present an official note or summons from the court to verify.
- It is considered an excused absence if a student has a verifiable family crisis (e.g. a death in the immediate family).
- We ask that family vacations be planned during the regularly scheduled school breaks or at the end of the academic year. School absences due to family vacations will not be excused.

- Reasonable accommodations may be available for students who wish to participate in traditional and customary observances of their religion on days when school is open. A student who does not attend school for this reason is considered excused for the day, or any portion of the day, if the school receives a written request from a student's parent or guardian.

Early Dismissal

If a student needs to leave school early, he or she must sign out and must provide documentation (see excused absences) verifying the reason for the early departure. Early dismissal will be counted as an absence (excused or otherwise) if the student is missing more than half the school day. Leaving school without permission and appropriate documentation is considered truancy (skipping) and will be subject to disciplinary action.

Documenting Excused Absences

Every time a student is absent he/she **must** bring a note signed by a parent on the day of return. The note **must** be turned into the Principal or Academy Director.

Each note should contain the following: Current date, full name of student, date of absence, reason for absence and signature of parent.

Rules and Expectations

Phoenix Recovery Academy has policies and procedures in place in order to ensure that Phoenix Recovery Academy remains a safe place that fosters education, produces productive members of society, and remains a positive recovery and educational culture. Additionally, we are committed to being good neighbors to the larger community. Phoenix Recovery Academy is committed to treating our students with respect and ensuring they develop the skills to become productive citizens. Failure to comply with the following basic rules and expectations will be handled with the appropriate disciplinary action.

Commitment to Sobriety

All students who enroll in Phoenix Recovery Academy must be committed to and participate in an ongoing recovery program. As part of this process, students have to demonstrate a commitment to remaining abstinent from drugs and alcohol by submitting to a pre-admission urine screen and be clean from any substances for at least one week prior to admission. During the orientation process, the student must consent to and sign the drug testing policy which requires also submitting to random urine screens as well as consenting to urine screens upon reasonable suspicion of relapse. Additionally, students must be willing to participate in all recovery based activities included as part of the program model. Status of students who relapse will be reviewed as part of the relapse policy and individualized recovery plan created and signed as part of the enrollment process. Both the Relapse Policy and Urinalysis Policy are listed further on in this handbook.

Plagiarism and Cheating

At Phoenix Recovery Academy, plagiarism is defined as a type of cheating that is the use of another's ideas and presenting it as one's own. Cheating is defined as any attempt to gain an unfair advantage through an unauthorized or improper source. Facilitation of academic dishonesty is helping another student plagiarize or cheat and is just as bad as committing the actual offense. Anyone caught submitting plagiarized work, cheating or engaging in any form of academic dishonesty will be subject to disciplinary action, up to and possibly including given a failing grade. These students could also risk suspension and or expulsion from school. Please also refer to the Academic Integrity Agreement as a part of the enrollment paperwork.

Violence

Acts of violence, violent confrontations and/or threats of violence will not be tolerated by Phoenix Recovery Academy. We believe that however difficult, only peaceful resolution can and must be utilized. Violence among students in any form in any setting will lead to immediate suspension, if not expulsion from school.

Weapons

Any student with a firearm will be automatically expelled from school. Any other weapons or objects intended for use as a weapon will be confiscated by staff and result in appropriate disciplinary action as determined on a case by case basis. In addition, any necessary court officials or guardians may be notified.

Possession or Sale of Drugs or Illegal Substances

The possession or sale of drugs or any other illegal substance is prohibited by Phoenix Recovery Academy. Strong circumstantial evidence of the possession or sale of drugs is grounds for expulsion. (See Search and Seizure Policy)

Harassment/Sexual Harassment

Harassment of any kind will not be tolerated at Phoenix Recovery Academy. Sexual harassment consists of unwanted sexual attention including but not limited to; looks, gestures, comments, jokes, physical contact, and requests. If any student or staff member feels they are being harassed, they should label it as such, demand that it stop, and discuss the incident with a staff person. Students or staff members who perpetrate harassment will be subject to disciplinary and/or legal action.

Respect

At Phoenix Recovery Academy, we believe that everyone has a great deal to offer each other and the world beyond our school. Education is important in enabling students to achieve their potential. As a staff, we come to school to teach, counsel and learn. This process can only take place in an atmosphere of respect. We expect students and staff to show respect for themselves and others at all times. In addition, we expect a student to show respect for the sober lifestyle.

Language

Students are expected to use appropriate language that reflects respect for both Phoenix Recovery Academy community. Racial, ethnic, sexist, and homophobic slurs and innuendo will not be tolerated anywhere at Phoenix Recovery Academy.

Disagreements/Dissenting Opinions

Disagreement is both healthy and inevitable. Differing opinions are both encouraged and allowed at Phoenix Recovery Academy. Everyone in the community should feel

secure to voice their options appropriately without fear of scorn or retribution. Disagreements are to be handled in a respectful manner. There is a time and place for disagreements to be aired.

Phone policies

All cellular communication devices will be collected at the beginning of the day and will be returned to students at the end of each day. No cell phones are allowed in class or in groups. Students who have maintained only positive behaviors on their point sheets for three consecutive weeks, can request access to their phones during lunch. They will be held responsible for returning it before the start of the next class. Emergency calls should be directed to the main office at (301) 644-2140. Staff phones should not be used without permission. If a student needs to use a phone they should ask a staff member first.

Other electronic devices

Students may not use or handle any portable music and/or gaming devices unless they are given permission to do so by a staff person. Violation of this policy will result in temporary confiscation of said items and in some cases further disciplinary consequences.

Food

Students may eat snack foods during class **at the discretion of their teachers**. All meals should be consumed at breakfast and/or lunch. No meals should be eaten at classroom tables and kept away from computers. Students are responsible for cleaning up after themselves and disposing of all trash.

Water Bottles

Students can leave personal water bottles at home. We will have bottles of water available for students while in school.

Property

All students at Phoenix Recovery Academy are expected to help maintain the upkeep and appearance of Phoenix Recovery Academy facilities. Vandalism or destruction of any property will not be tolerated. Graffiti is prohibited. Violators will be responsible for repairs and removal of graffiti and will be subject to disciplinary action and/or legal action.

Smoking

Smoking and or use of any tobacco related products is prohibited throughout the entire property and on any Phoenix Recovery Academy sponsored event outside of the school building. This includes vapes, e cigarettes, chewing tobacco, etc (and includes staff). Any student found to be smoking or vaping will be subject to disciplinary action and could minimally include demonstration of participation in a smoking cessation program.

Gambling

Use of scratch tickets or other gambling games are prohibited throughout the entire building. Items like scratch tickets and dice should not be visible in the building at any time.

Dress Code

Phoenix Recovery Academy is committed to providing a safe, productive, and positive educational environment, one which reinforces our mission while respecting students' First Amendment rights. The Board provides the following standards for dress recognizing that such standards are to be consistently and fairly applied to all students regardless of gender. (Taken from Frederick County Public School)

1. Students are restricted from wearing clothing that is unduly revealing (e.g. cut low at the neck or under the arms, exposing bare midriff, pants worn below the hips exposing the student's underwear or skin).
2. Students are prohibited from wearing clothing or items that promote illegal or violent conduct such as unlawful use of drugs, alcohol, tobacco, or weapons.
3. Students are prohibited from wearing clothing or items that are obscene, libelous or feature sexually offensive or vulgar words, pictures, phrases, drawings, etc.
4. Students are prohibited from wearing clothing or items containing derogatory expressions or language demeaning an identifiable person or group such as based on a person's race, color, gender, national origin, religion, sexual orientation, gender identity, or disability that could disrupt or materially interfere with school activities.
5. Students are prohibited from wearing specific gang-related attire.
6. Students may be restricted from wearing clothing that may conceal weapons or other illegal items such as drugs (outerwear jackets, etc.), and items that may be used as weapons (metal belts, chains attached to wallets/keys, etc.). Students may be asked to keep such items in an administrative office during the school day.

7. Students are prohibited from wearing hats or hoods.
8. State regulations require the wearing of shoes in public places at all times.
9. Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, proper foot protection, or other similar requirements.
10. Students may be restricted from wearing an item of clothing or article which impedes their ability to be fully engaged and participate in instruction.
11. Discipline – Students may be disciplined and asked to change their clothing or given alternative clothing items to wear.

Computers

School computers may only be used with staff permission. Computers are to be used only to assist students in achieving curriculum goals and outcomes. Students are prohibited from using Phoenix Recovery Academy computers to access websites with any inappropriate content including but not limited to sites that promote drug/alcohol use, those that contain sexually explicit content, social networking, or gaming sites. Students are asked to respect public files and information while using the computers. School staff reserves the right to access materials created by students on Phoenix Recovery Academy computers including internet search histories in order to ensure that students are following computer policies. Violation of this policy may result in temporary or permanent loss of computer privileges and in some cases further disciplinary or legal consequences.

Internet Acceptable Use Policy

The internet is an open system that contains material that may be inappropriate, offensive and/or objectionable. We ask for your assistance in encouraging our students to use the internet responsibly. Student use of the internet is to be conducted under staff supervision when possible. Staff members are not, however, able to monitor student computer use at every moment. Phoenix Recovery Academy expects that its students use the internet in a responsible manner at all times. While the benefits of the internet access are enormous, it is important for students to realize that there is no guarantee that information they obtain is accurate. Users must use good judgment in determining the reliability of web site content. The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. In using the internet, students are expected to follow the guidelines outlined below as well as all directions given orally by staff.

USER GUIDELINES

1. Students' use of the internet must be in support of education and research consistent with the objectives of Phoenix Recovery Academy.
2. Students may not post personal information to the internet (e.g. home address, telephone number, name and location of their school) without the permission of a staff member.
3. Students are prohibited from creating online content containing any prejudicial, harassing, threatening, obscene or hateful language or images.
4. Students are prohibited from using the internet to access or process pornographic material or web site content that promotes illegal activity.
5. Students may not use the internet to access content that lacks any educational value.
6. If a student accesses any material that they feel is not appropriate or that makes them feel uncomfortable, they should immediately tell a Phoenix Recovery Academy staff member.
7. Student internet use is not private and is monitored by Phoenix Recovery Academy staff. Suspected use of the internet for illegal activities will be reported to appropriate authorities.
8. Plagiarism is the taking of material created by others and presenting it as if it were one's own. The use of internet content for purposes of plagiarism is prohibited.
9. Students may not use the Internet for commercial purposes, product advertisement or political lobbying. Products or services may not be purchased or offered. Students and their parents/guardians will be held responsible for any liabilities stemming from such unauthorized uses of the internet at Phoenix Recovery Academy.
10. Students may not use the internet for illegal purposes or for the support of illegal activities.
11. Student use of the internet must not serve to disrupt its use by other individuals or connecting networks.

12. All passwords shall be kept confidential by the user and may be not shared or displayed. Individual users shall be responsible for the proper use of accounts issued in their name.

13. Students who violate this policy or administrative procedures related to internet use will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.

Bullying/Cyber Bullying

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- results in harm to the other student or their property;
- places a student in fear of physical harm or of damage to their property; or
- is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is strictly prohibited and could include hazing, threats, taunts, teasing, assault, demands for money, confinement, destruction of property, theft of or intentional damage to valued possessions, name-calling, rumor-spreading, and ostracism. Bullying can occur through electronic methods, called "cyber bullying." Any student who believes they have experienced bullying or has witnessed bullying of another student must notify a teacher, or Principal as soon as possible. The administration will investigate any allegations of bullying and will take appropriate action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Any retaliation against a student who reports an instance of bullying is prohibited. Parents of the victim and the bully are notified immediately after the incident occurs.

Behavioral Policies

Behavioral Procedures

The goal of Phoenix Recovery Academy's behavioral policies is to create a safe, productive learning environment for staff and students. In an effort to promote fairness, respect, and learning in our school community, (and empowerment of our teachers and staff) our behavior policies are restorative in nature. At Phoenix Recovery Academy, Restorative Justice means we promote students' ability to take responsibility for their actions. In addition to receiving consequences for unacceptable community behaviors as indicated on our point sheets (see attached), students are provided opportunities to reflect upon their actions and make amends to the community.

Behavioral Point Sheet

Student behavior, both positive and negative, is documented on a point sheet (see attached). Positive behavior is rewarded and unfavorable behavior is consequence. Point sheets are issued to students at the beginning of each week and they are expected to maintain the same copy throughout the week (ie - keep track of it and not ask for a new one). Point sheets will be handed in at the end of the week for record keeping purposes. Any negative behavior or challenges are communicated directly to parents/guardians. Continued and/or multiple occurrences of the same unfavorable behavior may result in a parent/guardian conference. The Principal reserves the right to amend any of the consequences as deemed necessary.

Relapse Policy

Phoenix Recovery Academy recognizes that persons with substance use disorder often exhibit certain behaviors which have been understood to a) signal relapse, b) lead to relapse, and/or c) signal an unwillingness to pursue an education at Phoenix Recovery Academy. These behaviors can include lying, excessive tardiness, sleeping at school, excessive absences, not completing schoolwork, and disrespect toward school staff, peers, and school policies. These, "relapse behaviors" can be used as grounds for enactment of the relapse policy. Certain checks, including random drug screens, have been established to monitor student sobriety and will be used in conjunction with staff observance of relapse behaviors to hopefully lay the groundwork for long-term recovery.

Recovery vs Sobriety:

At Phoenix Recovery Academy we believe that Recovery is a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential. While sobriety is a physical state of being, Recovery is a way of life. Our goal is to guide students through the process of early Recovery. This means that in addition to being randomly drug tested on a weekly basis and participating in weekly recovery groups, students are expected to work an active, individualized plan of Recovery outside of school.

1. There is a difference between a relapse that will occur and a student that self discloses and reports to staff versus a relapse and a student is dishonest or not forthcoming about their behavior.
2. If a student relapses and is forthcoming and desires to remain apart of our community and school, the following steps need to take place:
 - a. There will be an immediate (within 24 hours) meeting held among all the concerned parties to possibly include; teacher, Principal, therapist, counselor, probation officer, parents.
 - b. At this meeting, a chain analysis will be conducted by the student and shared with all those in attendance in order to assist them and the concerned people understand how the relapse occurred and what steps they need to take in the future. (See behavior chain form)
 - c. From this chain analysis, a new recovery plan will be created. (see recovery plan form)
 - d. Severe and/or repeated relapse and/or continued use may indicate a need for a high level of support and services and thus may result in referrals to other programs and/or dismissal from Phoenix Recovery Academy.

Urinalysis Policy

We at Phoenix Recovery Academy conduct drug and alcohol testing based on two criteria. We conduct both frequent random testing and test based on suspicion.

We believe random testing provides accountability to the student, their family as well as the school community. We have found this helps motivate the students to remain clean and sober as well as promoting a safe community. This leads to creating an enthusiastic recovery-focused learning environment.

We test based on suspicion of substance or alcohol use. This is based on behavior, parent concern, or community concern. Any school personnel can request a test and if any parent is concerned and would like to request a drug or alcohol test, they can contact the school administrator.

If a student is asked to submit to an alcohol or drug test and they refuse, it will be considered a positive test. Their continuation at Phoenix Recovery Academy will be dependent upon their participation in a concerned person meeting per the school's relapse policy (See above).

At this time we incorporate the charges for the drug and alcohol testing into the tuition and do not have any additional charges. This policy is subject to change depending on future experiences in our environment. In the event of any changes, you will be notified.

Search and Seizure Policy

Our staff may conduct unannounced searches for alcohol, drugs, paraphernalia or missing/stolen items. Entering Phoenix Recovery Academy property constitutes consent to searches. Students are expected to cooperate in such searches. Searches of students and their personal property which includes, but is not limited to, lunch containers, backpacks, cell phones, desks, work areas, purses, wallets, and vehicles may be conducted when there is reasonable suspicion to believe that a student is in violation of this Policy and/or when circumstances and school conditions justify them. Consent to a search is required as a condition of continued enrollment and the student's refusal to consent may result in expulsion. No student will be touched as part of the search or detained without his/her consent. Students being searched may be asked to empty pockets and remove hats and outer clothing, such as jackets and sweaters. Any illegal or non-prescribed drugs discovered will be turned over to the appropriate law enforcement agency. Any action taken by law enforcement agencies will be completely independent of this Policy.

Attendance Requirements

- A student may not exceed 5 unexcused absences total from each class each quarter.
- If a student exceeds allowed absences in a quarter then they will receive an incomplete for their grade and will require a meeting with school administration, teacher and parent or legal guardian.
- If a student arrives to class more than halfway through the class, they will be marked as absent for that class.
- If a student arrives more than halfway through the day, they will be marked absent for the day.

Excused Absences/Tardies

- If a student has an emergency doctor's appointment that cannot be scheduled during non-school hours then the student must present an official doctor's note to verify.
- If a student has a doctor-verified illness or injury that prevents them from attending school then the student must present an official doctor's note to verify.
- If a student has a court appointment that cannot be scheduled during non-school hours then the student must present an official note or summons from the court to verify.
- It is considered an excused absence if a student has a verifiable family crisis (e.g. a death in the immediate family).
- We ask that family vacations be planned during the regularly scheduled school breaks or at the end of the academic year. School absences due to family vacations will not be excused.
- Reasonable accommodations may be available for students who wish to participate in traditional and customary observances of their religion on days when school is open. A student who does not attend school for this reason is considered excused for the day, or any portion of the day, if the school receives a written request from a student's parent or guardian.

Early Dismissal

If a student needs to leave school early, he or she must sign out and must provide documentation (see excused absences) verifying the reason for the early departure. Early dismissal will be counted as an absence (excused or otherwise) if the student is missing more than half the school day. Leaving school without permission and appropriate documentation is considered truancy (skipping) and will be subject to disciplinary action.

Documenting Excused Absences

Every time a student is absent he/she **must** bring a note signed by a parent on the day of return. The note **must** be turned into the Principal or Academy Director.

Each note should contain the following: Current date, full name of student, date of absence, reason for absence and signature of parent.

Student Safety

Student safety on school property or at a school-related function is a top priority. With safety in mind, Phoenix Recovery Academy has developed the following policies. However, the school can only address part of the challenge; the essential remaining part is the cooperation of the students. Our policies include:

- Avoid conduct that is likely to put the student or others at risk
- Follow the rules of Phoenix Recovery Academy for behavior and safety set by the Administration
- Remain alert to and promptly report safety hazards such as anyone who does not belong on school property
- Know emergency evacuation routes and signals
- Follow immediately the instructions of teachers, administrators or school staff who see to the welfare of the students
- Report any dangerous or disruptive behavior to the school staff
- Report any illegal, non-prescribed medication and alcohol

Suspicion/Reports of Abuse or Neglect

Every Phoenix Recovery Academy employee who has reason to suspect that a minor (anyone under the age of 18) has been subject to abuse or neglect, inclusive of sexual abuse, by any parent, guardian, adoptive parent, household or family member, or other person who has the permanent or temporary care or custody or responsibility for the supervision of a child must notify the local department of social services or appropriate law enforcement agency and the Principal. An authorized official conducting a child abuse investigation shall be permitted to conduct the required interview with the child at our facility.

Suicidal Ideation or Threats

Phoenix Recovery Academy aims to support the emotional needs of each student. We treat self harm and suicidal ideation seriously. Suspicion and reports of suicidal ideation will be communicated to parents and/or legal guardians immediately. If the student is working with a therapist and Phoenix Recovery Academy has a release to speak with this clinician, they will be notified immediately, as well. We will do

whatever necessary to ensure that students get the help they need and connect the students with the proper professionals.

Police

Phoenix Recovery Academy administration and staff have the responsibility and authority to determine when law enforcement officers need to be summoned. In addition, our staff cooperate with law enforcement agencies in regards to questions about current or previously enrolled students.

Summoning of Police: Situations in which the police may be summoned include:

- Physical violence severe enough to be likely to cause injury or which does not stop promptly upon verbal request.
- The presence of an intruder in the school.
- This is not a complete listing, and school staff will use their best judgment to ensure the safety of staff and students.

Questioning by Police: If an officer wishes to question a student at school, the following guidelines will apply:

- All officers present will provide their full name, rank, and identification number for the record of Phoenix Recovery Academy and to be shared with the parent if necessary.
- A member of Phoenix Recovery Academy administration or staff will bring the student to the officer.
- Efforts will be made for the interview to take place out of view of other students.
- A member of Phoenix Recovery Academy administration or staff will contact the parents before the questioning to provide information about the situation, officer's contact information and other pertinent details.

Arrest by Police: If an officer wishes to arrest a student at school, the following guidelines will apply:

- A member of Phoenix Recovery Academy administration or staff will bring the student to the officer.
- Efforts will be made for the arrest to take place out of view of the other students.
- A member of Phoenix Recovery Academy administration or staff will be present throughout the arrest.
- When the officers leave with the student, a member of Phoenix Recovery Academy administration or staff member will escort them to serve as a witness while the student is handcuffed and placed in the vehicle.

- Once the officers have left with the student, Phoenix Recovery Academy administration or staff will make reasonable attempts to contact parent/guardian including the use of all known contact phone numbers, email, and any other method. When the parents/guardians are contacted, Phoenix Recovery Academy administration or staff will provide them with the necessary information about where the student is being detained.

Medication and First Aid

Students should not bring prescription or over-the-counter medication to school. Phoenix Recovery Academy is not responsible for administering or storing any medication. However, we will store and administer medication if requested by a parent and of vital therapeutic or medical need. Requests must be made in writing and detail the dosage and time to be given. If bringing medication is of medical or psychiatric necessity, students must turn in medication to the Principal when arriving on campus. The medication must be in a clearly labeled prescription bottle, indicating quantity and dosage instructions. It also must be accompanied by a doctor's note. In the event that medication is found, it will be confiscated. Phoenix Recovery Academy has access to a few over-the-counter medications for pain relief, menstrual cramps and upset stomach. Phoenix Recovery Academy Staff will call parents to acquire parental permission each time a student requests over-the-counter medication. First-aid kits are located in all classrooms for care of small medical issues.

It is important that all emergency care information be up-to-date (name of doctor, emergency contact phone numbers, etc.). Please contact Phoenix Recovery Academy Principal to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

Visitors

Parents/guardians are welcome and encouraged to visit. All visitors must first report the main office to check in. Visits to individual classrooms during instructional time will be limited in order to not disrupt the students learning environment.

Family Support

At Phoenix Recovery Academy we realize that substance use disorder is a family disease and that the family is also impacted by the individuals substance abuse. Because of this understanding, we offer support to parents, guardians and caregivers.

Parent Groups

The second Monday of each month we offer a parent group that will support parents, guardians and caregivers. This group will be facilitated by one of the Phoenix Recovery Academy staff and will cover a variety of topics. Beyond this parenting group, we *strongly* recommend that parents/caregivers/guardians find other support groups and participate in their own journey of recovery. During enrollment, we will help you with referrals to locate and find the most appropriate support structure for you.

Miscellaneous

Valuables

Students should not bring any items of value, large sums of money to school, or wear expensive jewelry that would need to be removed for physical education. The school does not assume any responsibility for personal property that is lost or stolen at school. Students are responsible for their personal property. Teachers and staff are not responsible for any items left in the classrooms.

Parking

Parking at Phoenix Recovery Academy is limited and reserved to students who are in good standing academically and in their recovery. Parking passes can be obtained from the school Principal.

Field Trips

Phoenix Recovery Academy creates opportunities for students to attend educational field trips like museums, nearby college campuses, expressive arts events, service work projects, etc. Students and parents are required to sign a permission slip for field trips. Trips are adequately staffed and supervised to ensure safety and compliance with rules and behavioral expectations.

Van Policy

All students and guardians will sign a TRANSPORTATION ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM at enrollment. Phoenix Recovery Academy understands that you or a member of your family may require transportation to or from school and/or for field trips. Phoenix Recovery Academy volunteers, staff or other volunteers from within our community may be able to provide transportation to and from school, appointments depending on availability of staff or volunteers. Please note that you must let the Academy & Community Relations Director know at the beginning of the school year your needs for the van (to and from school). The driver will be given a weekly schedule and follow that schedule. If you need to make a change, please do so by 6:15 AM the morning of by text to the Academy and Community Relations Director or in advance by email, so we can plan accordingly.

Confidentiality of Student Records

Phoenix Recovery Academy complies with federal and state regulations related to the rights of students, parents, or adult students. Those students who are 18 years of age or older have the right to access, inspect, and review their own confidential school record. Phoenix Recovery Academy complies with the Family Educational Rights and

Privacy Act of 1974, (34 CFR part 99), and other related statutes, 34 CFR 300.560-300.575; TEC 26.004; 19 TAC 89.1050, which protect the confidentiality of students' records at their collection, storage, disclosure, and destruction stages. Highlights of these safeguards are:

1. Phoenix Recovery Academy permits parents or adult students to inspect and review any educational records relating to the students without unnecessary delay, in no case more than 45 days after the request is made.
2. The right to inspect and review educational records includes the right to a response to reasonable requests for explanations and interpretations of the records, the right to request copies of the records if inspection and review are not feasible, and the right to have a representative of the parent or adult student review the records.
3. The educational records eligible for inspection and review include:
 - a) Attendance records, test scores, grades, disciplinary records, counseling records, psychological records, admission applications, health and immunization information, teacher and counselor evaluations, and report of behavioral patterns.
4. A parent or an adult student who believes information in educational records collected, maintained or used is inaccurate or misleading or violates the privacy or rights of the student may request the records be amended. Phoenix Recovery Academy will decide whether to amend the information in accordance with the request within a reasonable period of time. If Phoenix Recovery Academy decides not to amend the information, it will inform the parent or adult student of the refusal and advise them of the right to a hearing under Section 300.568. If, as a result of the hearing, Phoenix Recovery Academy decides that the information is inaccurate, misleading, or in violation of the student's rights, it shall amend the information accordingly and so inform the parent/adult student of the right to place a statement commenting on the information or setting forth any reason for disagreeing with the decision of Phoenix Recovery Academy. This explanation is then maintained and disclosed as part of the student's records.
5. Phoenix Recovery Academy does not disclose information from educational records to officials/other participating agencies without parent/adult student consent unless authorized by 34 CFR Part 99. (One example of disclosure under this statute is the exchange of information between schools at enrollment when a student transfers). Phoenix Recovery Academy keeps a record of parties obtaining access to educational records, collection, maintained or used, except by parents, adult students, or authorized school employees, including the name, date access was given, and the purpose for which the party is authorized to use the records. Upon request, Phoenix Recovery Academy provides parents/adult students a list of the types and locations of educational records collected, stored, or used by Phoenix Recovery Academy staff.

- Phoenix Recovery Academy staff collecting or using personally-identifiable information receive training regarding federal and state guidelines. The Principal of Phoenix Recovery Academy assumes responsibility for ensuring the confidentiality of any personally-identifiable general information.

RECEIPT OF STUDENT/GUARDIAN HANDBOOK

Our handbook gives detailed information about Phoenix Recovery Academy’s policies and procedures. Read the handbook thoroughly to get familiar with the inner workings of our school. By signing below, you commit to reading the handbook and taking initiative to ask questions if necessary.

Student Signature

Date

Guardian Signature

Date