



2017-2018

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Introduction: A Note to Parents and Students

Armadillo Technical Institute is Southern Oregon's oldest Public Charter School, and one of the first 12 schools chartered in Oregon. Being a public school, ATI does not charge tuition. ATI is funded by State School Funds and accredited by AdvancED Oregon.

Open to grades six through twelve, ATI is a purely choice school. Only students and their families decide whether or not to enroll here. Public Charter Schools are prohibited from discriminating in enrollment for any reason. If you are in grades six through twelve who has not been expelled by another school in Oregon you will be admitted in an order prescribed by the state of Oregon.

ATI is a program created by staff, parents, students, and the Phoenix-Talent School District. As a private 501c3 organization we operate as a separate entity within the Phoenix-Talent School District on the basis of our charter agreement. Our charter was a collaborative process with the district, and we wrote the charter together. Our relationship with Phoenix-Talent School District is positive, and we work together for the benefit of our students.

ATI is an intentionally small, highly personalized, program of intense instruction and academic work. We have high academic and behavioral standards, and students are expected to work to their potential. Everyone is working on something, and we understand that students come with strengths and gaps so we don't expect members of our community to be perfect or all one way, but we do expect that everyone is actively working toward their goals and making progress. At ATI, ATTITUDE is everything, and by that we mean, students need to be serious about their academic, social, and emotional education and willing to learn. We place students according to their abilities, requiring students to take classes at a level that will challenge them. Students have opportunities to revise work until they achieve at least a 70% or higher. We don't give D's or F's at ATI; we rework assignments for a higher grade.

ATI is not for everyone, but for those students who decide they like it here, ATI can help many students succeed. Like any other public school, ATI has students who struggle academically and students who are far ahead of grade level. We have students who have never experienced difficulty and students who are high risk. We serve students who have IEPs and 504s. What matters is a student's willingness to learn and try hard even when things take time or don't go well the first time.

ATI uses technology in a variety of classes in a variety of ways. We do far less lecturing and far more work in class than many mainstream schools. For the most part, we want students to work on their projects and assignments at school, so they can get the help they need. With the exception of reading, ATI seldom assigns homework unless a student is falling behind or a student chooses to do work to earn additional credit in order to catch up or get ahead.

The *Student Handbook* will give you an overview of our program. There's really nothing else like it in Jackson County. We have the smallest classes, the best student to computer ratio, and the most personalized program of any public school in the state.

With less than 120 students and a focus on core courses, we don't expect ATI to be right for every child, so consider your choice carefully. Talk about it as a family, and consider the commitment that you are making if you come. That word, **commitment**, is crucial. We're willing to do what it takes to help you succeed academically. Your performance and learning matter deeply to us, so we expect these things to matter to you as well.

Get ready to bring your best self to school and remember that you will get out of this

experience exactly what you put into it. If you decide that ATI is the place for you, we are excited to work with you. Welcome to ATI.

**Armadillo Technical Institute
Southern Oregon's Oldest Public Charter School
Located in the Phoenix-Talent School District
Founded September, 2000**

Mission Statement:

ATI is a unique community inspiring thoughtful individual choices in learning and growth.

Admissions

New Enrollment:

1. Attend orientation:
 - Tuesdays at 3:30 PM
2. Attend an interview & submit the completed admissions packet including:
 - The signed enrollment form
 - Insurance card
 - Unofficial Transcript
 - Any other school documentation you may have (IEP, 504)
3. Complete the *Intake Program*
(See Pages 5 & 6)

Order in which state law REQUIRES ATI to enroll students:

1. Returning students
2. Siblings of current students
3. Students residing inside Phoenix-Talent School District
4. Students residing outside Phoenix-Talent School District

Students who receive special education services:

- Use the previous stated process
- Once a student with an IEP is enrolled, ATI will request those Special Education records in order to accept their IEP and begin providing services. ATI staff are not likely to have access to IEP information during the Intake Program so it is important for families to share any vital information during an interview.

Lotteries:

ATI may only enroll 120 students and in the event we reach that maximum capacity, a lottery may to be held.

- On July 1 of each school year, new students enrolling prior to July 1 are either admitted, or a lottery is held.
- A second lottery is held on August 1, if the program did not fill by July 1.
- During the remainder of the year, new students enter every two weeks as described in the established New Enrollment process. Students are called and have 24 hours to claim an admission spot if a lottery is used.

Fees:

- **There is a non-refundable fee of \$40 per student per year due on the first day of participation.** These fees provide funding for student activities such as field trips and celebrations
- Payment plans can be arranged.

What's A Charter School Anyway?

Oregon defines three types of publicly funded schools:

1. Mainstream district schools
2. Public charter schools
3. Private alternative programs

All of these schools are funded by state school funds and may not charge tuition, although most charge a student fee. ATI is a public charter school, which means we have an agreement with

our host district (Phoenix Talent Schools) to provide education with a little more flexibility than district schools.

As a public charter school...

- We receive 95% of the state funds for high schoolers and 85% of the funds for middle schoolers that the state provides. The host district keeps the remaining portion.
 - We are a non profit so we have our own Board of Directors and can accept donations and grants.
 - We must be accredited, which means that we are certified to award credits in high school that are accepted by any other accredited school in Oregon.
 - We offer the same Oregon High School Diploma as any other school in the state.
 - We must offer core classes that allow students to earn all required credits to graduate.
 - We may offer extracurricular services/programs but we are not required to. ATI offers counseling at least three days each week, student government, and clubs may be available based on the interest of staff and students.
 - Our students may participate in the extracurricular programs at the school district in which they reside as long as they meet the same requirements that all others students from those schools meet, which might include good attendance, a certain grade level or grade point average.
-

ATI's Educational Philosophy

- Students need a challenging curriculum that starts where they are at and requires them to progress to higher levels of learning.
- While state assessments are required, and are one way to evaluate student performance, we believe that there are lots of ways to show what students are able to do. We are focused on integrating skills, higher level thinking, real life experiences and community connections build the mindsets, knowledge, and skills required for college and career readiness.
- We expect all students to transition from ATI to post-high school education programs or career opportunities, whether university, community college, internships, or the work force. Current research shows that students with at least 2 years of education/training beyond high school earn an average of \$20,000 more each year when they enter their careers.
- The primary reason for attending any school should be progress toward graduation and preparation for life beyond high school. It does not make sense for students who are not progressing to stay at ATI.
- We believe that barriers to education, whether academic or behavioral, must be identified and addressed; we work with students to identify lagging skills so that we can coach and develop them, and with families to explore/identify support services needed to lay the foundation for strong learning.
- We welcome parent/guardian participation and have a variety of volunteer opportunities. We do require background checks and volunteer registration for some roles.
- What a student does is more important than what a student says. Behavior and performance

matter, and we evaluate both.

- We believe most work should be done at school, but some homework is necessary: Students are expected to complete homework at home or take the necessary time to complete it at school.
 - We believe that students should be rewarded, not penalized, for revising work that has not met the standard. ATI does not penalize students for taking longer or needing more help on an assignment. We encourage students to improve their grade and increase the credit they earn to revising and improving work to meet expectations.
 - It is easier to stay caught up than to catch up later. Coming to school each day is a basic expectation and a huge step toward staying caught up. If a student must miss school or falls behind for any reason they are expected to ask for help and put in the time and effort to complete missing work so that they may earn all available credit.
 - We believe that students should take responsibility for their behavior. Everyone makes mistakes, and when we do it is our responsibility to make it right. Students always have the first chance to fix their mistakes, and if they are unable to do so staff will help them. This may include things like difficult conversations, taking responsibility and apologizing to people we've hurt, and making changes so that the same mistakes aren't made again. Students who are not able to take responsibility for their actions and adjust their behavior may find that ATI is not the right place for them to learn.
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ATI Programs

Intake Program: (All Students Must Complete Intake in Order Become Full-Time ATI Students)

WHAT IS IT:

- A two or more week training and evaluation program.
- A time to orient students to the procedures and culture of ATI
- The time to make sure that a complete academic and support program is in place for each student.
- A chance for prospective students know for sure that ATI is the program for them
- A program designed to give students a positive start and greater success.
- A process of assessing student academic and resiliency skills to ensure proper class placement and demonstrate growth over time.

WHEN IS IT:

- The first two or more weeks of a student's enrollment at ATI. Students may participate in the Intake Program for more than two weeks as needed to lay a strong foundation for success.
- The schedule for Intake students at ATI is
Monday -Thursday 11:30 am - 3:30 pm
Friday 8:30-11:45
- As students demonstrate the ability to complete academic work, their schedule will be increased.

Assessments to be completed during Intake:

- Academic Readiness

- Informal Assessments in Reading, Writing, and Math
- Keyboarding
- Needs Assessment:
 - Academic Background
 - Transcript Review
 - Learning/working Style
 - Economic Factors
 - Free Lunch Eligibility
 - Health Insurance Status
 - School ID / Gmail accounts set up
- ATI Community Readiness
 - Student Handbook
 - Resiliency Inventory

ATI Diploma Program:

A grade 6-12 Program that uses small, interdisciplinary classes to teach the skills and knowledge required for high school graduation. Credit is awarded only for work that meets the appropriate state standard for the task. Students may work on the task until it meets the standard.

Students are placed in courses that match their current levels in Reading, Writing and Math. Classes that are at the high school level (Algebra, for example) earn high school credit regardless of the student's age.

Most students graduate with a standard Oregon Diploma, but students may alternatively earn a Modified or Extended Diploma if the student and their support team determines that option is in the best interest of the student.

The schedule for full time students at ATI is:

Monday-Thursday 8:30 AM - 3:30 PM

Fridays 8:30 AM until 11:45 AM

ATI Instructional Environments

Guided Studies:

- Classes limited to 25 or fewer students
- All students are studying the same curriculum, but they may not all be at the same place at the same time
- Most core courses are guided studies.
- May include a variety of methods such as notes, videos, labs, hands-on explorations, reading, discussion, presentations.

Independent Study:

- Classes designed to allow students to work independently on an area of interest or need
- May be a course with new content or a study skills class that allows students to get extra time to complete homework in a particularly challenging course already taken during the day.
- May be used to help a student access a class needed for graduation that is not being offered or conflicts with another class they need.

Elective Work Experience:

- Paid or unpaid work done in the community that may be related to career exploration as long as it is not part of senior project mentored hours.
- Must be supervised and authenticated by either a pay stub or supervisor signed tracking sheet. Supervisors may not be family members.
 - Paid Work = 130 Hrs/1.0 Credit
 - Volunteer = 130 Hrs/1.0 Credit

Community Activities Courses

- Courses or activities completed in the community. PE, Fine and Technical Arts, and Careers are often activities which a student may use to earn credit at school. An example would be a student taking a fitness class, participating in a local play, or completing a course of study sponsored by a local agency (Parenting, First Aid, Work Readiness, etc.).

RCC / Phoenix High School

- Students may take a course at Phoenix High School at the discretion of Phoenix High and the student's team leader providing that it does not disrupt a student's ability to remain on track for graduation.
- Students may be released from class time at ATI to complete an in-person course at RCC or other institution of higher learning providing it does not disrupt a student's ability to remain on track for graduation. This option must be approved by the student's team leader prior to registration at RCC or other institution of higher education.
 - This option is most often used by students who are on track to graduate early or are ready for more challenging courses related to their career goals.

Student Rights To Special Education Services

Special Education:

The Individuals with Disabilities Education Act (IDEA) is a federal special education law that requires school districts to provide a free appropriate public education to eligible children with disabilities. A free appropriate education means special education and related services, described in an Individualized Education Plan (IEP), and provided to children in the least restrictive environment. The Phoenix- Talent School District offers a wide range of special education services. More information can be obtained from ATI special education teachers. You may also call the Phoenix-Talent School District Special Programs Office at (541) 535-7520

Child Find Requirements:

Public Law 105.17 known as the Individuals with Disabilities Education Act (IDEA) requires that

school districts provide a free and appropriate education to all disabled children and young adults from birth through 21 years of age.

Section 504 of the Rehabilitation Act of 1973:

Some children may have a disability that affects a major life activity but does not fit into one of the categories of disability under the Individuals with Disabilities Education Act (IDEA). These children may be protected by a different law, which is Section 504 of the Rehabilitation Act of 1973. The rights of "504 only" children and their parents are in some ways similar and in some ways different from the procedural safeguards provided by the IDEA. For more information about Section 504, contact the Phoenix-Talent School District's Section 504 coordinator at (541) 535-7520.

Grievances

This section describes the processes you may use if you have a conflict or grievance with another person at ATI. These policies and processes apply to grievances with both staff and students

Grievance Process: Each step of this process should be completed in order to ensure a fair opportunity to resolve the issue.

1. Try to resolve the problem with the person in question.
2. If that does not result in a resolution, a staff member such as team leader should be notified of the issue and
that staff member, administrator or counselor may mediate a meeting to resolve the conflict.
3. If that does not result in a resolution, complete the *Complaint Form* and file it with the Executive Director.
This may lead to an investigation of the matter at hand.
4. If a satisfactory resolution is not reached, the matter will be forwarded to the ATI Board.

If the grievance concerns the Executive Director or if issue was not satisfactorily resolved through step 4, mail form or letter to the ATI board:

**P.O. Box 1560
Phoenix, OR 97535**

Armadillo Technical Institute Complaint Form

Name of person filing complaint (Please Print): _____

Address:

Phone:

Description of problem (Use back, if needed)

Have these steps of the grievance process been completed? (Please check)

- Issue is taken to the person/people involved in order to solve the problem together
- An ATI staff member (team leader of students involved, Assistant or Executive Director) have been notified of the conflict
- The parties involved have participated in mediation

If not, please explain.

Date Complainant's Signature

Evaluation & Support

Teams:

- ATI wants all students to succeed, and to avoid "slipping through the cracks." Each student is assigned to a teacher (team leader) who:
 - Tracks academic performance
 - Contacts students/families when students are absent.
 - Arranges conferences with parents
 - Schedules students into classes each term
 - Provides behavioral support and accountability as needed

Community Partners:

- Maslow Project provides support for students who are homeless or without family shelter
- College Dreams provides support for juniors and seniors exploring college and career opportunities after high school
- Phoenix Counseling provides on site counseling two days each week
- Family Solutions provides on site counseling one day each week to students who are served by OHP.

- Rose Circle provides small group mentored time for students to connect, share personal experiences and support one another. Circles are held once each week.

ATI Performance Standards: ATI students are expected to maintain:

- 90% Attendance
- 80% caught up on work
- No major policy violations.
- If a student is not complying with the expectations of our community, one of the following occurs:
 - An intervention and development of an improvement plan including staff, parent and student.
 - Referral back to the home school.

Counseling Services & Policies

1. Various levels of counseling are available at ATI through partnership with Phoenix Counseling and Family Solutions.
2. The ATI Team may require a student to participate in counseling as part of a performance contract if he/she has a chronic behavioral issue (such as anger management) that could not be resolved through a normal disciplinary process. In addition, ATI may require a student to undergo a chemical dependency assessment if he/she has violated the Drug & Alcohol Policy – this assessment can be provided through Phoenix Counseling, or guardians may obtain these services through another community resource at their own expense.
3. Schools and social service agencies face many important and complex youth confidentiality issues. Situations arise which involve the interpretation of state and federal laws and regulations. Some will require a legal opinion. It is not within the scope of this handbook to address these complex issues. The following description is limited to the aspects of school policy and procedure, youth record-keeping, and confidentiality.
4. All counseling services are provided by trained staff who work under clinical supervision.
Counseling services provided to the students by ATI are ***funded by Insurance or Oregon Health Plan (if available), and through grants and State School Funds: There is no cost to families of ATI students.***
5. If for some reason a student is unable to make a set appointment, you are requested to notify the counselor **AT LEAST 24-HOURS IN ADVANCE.**
6. Any information divulged by a student or his/her family in the course of treatment will be held in strictest confidence and will not be divulged by Armadillo Technical Institute to any person or agency without student's written permission, with the exception of:
 - Statements made of intentions to commit suicide or homicide.
 - Statements indicating that child abuse has been or intends to be committed.
 - Information about you that would facilitate treatment in a medical emergency.
 - If ATI staff is subpoenaed to testify in court, confidential information may have to be provided without client permission. This occurs only in a small number of cases, usually when there is a child custody or parental rights termination hearing.

7. Counselors are required by law to notify authorities if students are believed to be a danger to self or others. If we believe a student is in danger of hurting him/herself, we may need to make a referral to another agency. If we believe that a student may harm another person, we are mandated to inform the intended victim of the threat, as well as, the police department.
8. We are required by Oregon law to report child abuse.: **1) unnecessary physical force; 2) sexual advances; 3) denial of food, clothing or shelter.** Child abuse is reported in order to protect students should they return home, to be sure the guardians receive treatment if they are abusive, and to protect other youth living in the home.
9. All counselors are required to review with potential youth the “*Counseling Policy and Confidentiality Disclaimer Form*” and to obtain “*Informed Consent*” from youth and/or families before proceeding in counseling services sponsored by ATI.

Youth under Age 14:

We MUST have written consent from parents or guardians to provide ANY services. To seek or release youth information, we must have written consent from the youth and parents/guardians.

Youth Ages 14 through 18:

We prefer to have written consent from parents/guardians to provide services. However, if parents/guardians refuse to allow consent, the adolescent may participate (ORS 109.675) and the parents/guardians will not be obligated financially. Phoenix Counseling records will document parental/guardian refusal and program goals will be directed toward cultivating parental/guardian consent and involvement **except** in the following circumstances:

- a) If a youth demands that their parents/guardians not be informed of their participation. However, project goals will be directed toward parental/guardian consent and involvement, unless there is a clear indication to not do so (such as with a minor youth who has been sexually abused by a parent).
- b) An emancipated minor (whether emancipated under the provisions of ORS 109.510 and 109.520 or 419B.550 to 419B.558) or emancipated by virtue of having lived apart from the parents or legal guardian while being self-sustaining for a period of 90 days prior to obtaining treatment.

- C Counselors are legally and ethically required to keep all information disclosed strictly confidential within the ATI Team. Sometimes it may be necessary to discuss a situation with other service providers and agencies. Before this happens, we will need written permission from the student and parent/guardians by signing an, “*Authorization To Release Confidential Information*” form. In the case of youth receiving services without parental/guardian knowledge or consent, information may be shared with only the youth’s written consent.

It is Armadillo Technical Institute’s goal to provide high quality counseling services to all persons without regard to race, religion, sex, ethnicity, age, disability, HIV status, sexual orientation, or ability to pay. If you have questions or concerns about our services or the counseling process in general, please let your counselor know. If you continue to have questions or concerns, you may contact your Team Leader or one of the other Staff Members.

General Policies

ATI policies are designed so that we can have a community and environment that lets us be safe, relate positively to others, make progress toward goals and graduation, and remain a school in our current location. We have permission from the neighborhood to be here even though our property isn't zoned for a school. In order for us to stay here we need our neighbors to like us and behaving appropriately and taking care of our property helps us make a good impression.

Meals:

- Breakfast and lunch are available to order through Phoenix High School.
 - Breakfast must be ordered by 3:30 pm the day before.
 - Lunch must be ordered by 8:30 am the day of.
- Students may bring food from home and use the kitchen to heat up or store food.
- Students who demonstrate responsible behavior may go off campus for lunch.

Cleanup

• ATI students are responsible for cleaning our campus. Each team is responsible for particular areas to maintain and clean a few times a week, but we are all expected to clean up a mess if we make it or if we see that something needs to be taken care of.

Required Materials:

- Most materials are provided by the school, however many students prefer to bring their own notebook, pens/pencils, and paper.
- Basic scientific calculator (graphing calculator may be required for advanced math).
- Headphones if you plan to listen to music during your work time. You may not wear headphones during lectures or discussions.

Transportation:

- ATI provides each student with a picture ID that serves as a RVTD Bus Pass and there are bus stops within walking distance of school
- Students may also do the following to get to and from school:
 - Drive if they have insurance and a license. Students must park in the assigned parking area.
 - Take the Phoenix-Talent school bus. (Check with the school district)
 - Skateboard, bike, or walk
 - Car pool
 - Ride with parents
- Students may not transport themselves or other students to activities during school such as field trips due to school liability insurance. Transportation for school activities during the school day will be provided by school bus or RVTD through the use of student ID/RVTD pass.

ATI Graduation Requirements 2017 - 2018

CONTENT	CREDITS REQUIRED
Fine Arts	2.00
World Studies	1.00
Careers	0.50
American Studies	2.00
Health	1.00
Language Arts	3.50
Presentation	0.50
Math	3.00
Physical Education	1.00
Personal Finance	0.50
Science	3.00
Keyboarding	0.50
Electives	5.50
Total	24.00

Other requirements for graduation include:

Essential Skills: *demonstrated through approved State Standardized tests or work samples*

- Reading
- Writing
- Math
- Speech

Personalized Learning:

- Career Related Experiences

Senior Project

- Supervised internship hours with a mentor in a career area of interest
- Presentation to staff/students.
- Expository or persuasive essay

ATI BEHAVIOR POLICIES APPLY FROM THE TIME A STUDENT LEAVES HOME IN THE MORNING UNTIL THAT STUDENT RETURNS HOME AT THE END OF THE DAY.

VIOLENCE AND HARASSMENT POLICIES APPLY ALL THE TIME WHEN INVOLVING ATI OR PHOENIX-TALENT STUDENTS.

Compliance:

- Students are expected to comply with directions given by staff and volunteers without argument or disruption.
- If a student disagrees with a direction, the student is expected to comply and discuss it with the instructor at a convenient break in class or after class.
- If the instructor has made an error, he/she will fix it.
- Non-compliance can result in the need for a student contract, family meetings, removal from class or referral back to home school.

Dress Code:

Dress Code Philosophy

- Armadillo Technical Institute's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.
- Our values are:
 - All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
 - All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
 - Student dress code enforcement should not result in unnecessary barriers to school attendance.
 - School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
 - Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
 - Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.
- Our student dress code is designed to accomplish several goals:
 - Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
 - Allow students to wear clothing of their choice that is comfortable.
 - Allow students to wear clothing that expresses their self-identified gender.
 - Allow students to wear religious attire without fear of discipline or discrimination.
 - Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
 - Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
 - Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
 - Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to

imminent lawless action, defamatory speech, or threats to others.

- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

- Armadillo Technical Institute expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).
- ATI is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.
 1. Basic Principle: Certain body parts must be covered for all students at all times.
 - Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements.
 - All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
 2. Students Must Wear*, while following the basic principle of Section 1 above:
 - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
 - Shoes.

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).
 3. Students May Wear, as long as these items do not violate Section 1 above:
 - Hats facing any direction. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
 - Religious headwear
 - Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
 - Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
 - Pajamas
 - Ripped jeans, as long as underwear and buttocks are not exposed.
 - Tank tops, including spaghetti straps; halter tops
 - Athletic attire
 - Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

Dress Code Enforcement

- To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.
 - Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above.
 - Students in violation of Section 1 and/or 4 may be provided three options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
 - No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
 - School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
 - Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of "distracting" other students with their clothing.

- These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.
- Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Executive or Assistant Director.

Language:

- Students are expected to use language appropriate for a workplace, which means: swearing, disparaging remarks, intimidating or harassing remarks, etc. are inappropriate for ATI. This expectation applies on campus, in the neighborhood surrounding campus, and any place staff and students travel for school related functions.
- Students will be required to rephrase inappropriate language, and students may be sent home when the problem persists. (In some cases, there are medical conditions that may cause an exception here, but the condition must have a diagnosis, and there needs to be a treatment plan in place.)

Tobacco:

- It is illegal to possess or use tobacco products or electronic cigarettes on any campus funded by state school funds. It is a policy violation to be using tobacco at **any time/place during the school day** or to be in a group where a violation is occurring. It is a policy violation to be using tobacco of any kind on a **school campus at any time of day**.
- *In each case the product will be confiscated, the violation will be noted, and the authorities will be notified unless you are at the legal age to use tobacco, which is 21 in Oregon.*

Drugs & Alcohol:

- It is illegal to possess, use, or distribute drugs or alcohol.
- ATI may require a urinalysis and an assessment of students who demonstrate behavior consistent with drug and alcohol use, including but not limited to: inconsistent attendance, skipping classes, wide mood or behavior swings, possession of drug paraphernalia, frequent talking about drug and alcohol use, sudden drops in academics.
- Students who admit to use, are determined through testing and assessment to be using drugs, or are caught using drugs or alcohol, are required to complete the assessment process and then follow the proposed treatment plan.
- When a student is suspected of use or possession, the student may be searched. Refusal to comply with search will result in a conference and required D & A assessment. Following search, a conference is held, assessment may be required, or an improvement plan may be instituted, which, if completed, negates the need for assessment. Failure to complete the plan will result in a required assessment.
- Students caught using or possessing drugs or alcohol at school are:
 - Suspended and reported to authorities
 - Required to undergo an assessment
 - May return to school when the assessment is scheduled
 - Are restricted to campus until the treatment plan is completed
 - Remain in school as long as the treatment plan is followed
- Students who do not complete a required assessment an/or treatment plan will be referred back to the home school.

Loitering:

- Students may not linger on private property in the neighborhoods.
- Students are not allowed on other district school grounds without prior arrangements.
- Students are not permitted to skate, scoot, or bike on 1st St or Rose St except for transportation to/from school.

Weapons:

- Students who are suspected of bringing weapons to school may have their possessions, including pockets of clothing, searched by ATI staff and/or police. Police may also choose to search a student's person to ensure no weapons are being carried.
- Possessing a firearm on a school campus is a felony requiring expulsion and a police report.
- Other weapons are confiscated and may be retrieved by parents/guardians.
- A repeated non-firearm offense results in confiscation for the remainder of the school year.
- Multiple weapons offenses may result in referral back to the home school district.
 - *Any weapons offense may result in a police report at the discretion of ATI Staff.*

Physical Contact is limited to handshakes, hand holding, high fives and brief hugs. Behavior beyond these limits (horse play, play fighting, kissing, etc.) may result in disciplinary action.

Violence/Harassment:

- Physical contact that is threatening, proceeds from a threat, or appears to be a physical conflict is defined as violence. This includes physical abuse to property and/or possessions.
- Harassment is any unwelcome behavior that is designed to irritate or threaten another. This behavior includes sexual and other forms of harassment and may be physical, verbal or technological in nature. Actions may be harassment whether they are momentary (one time) or ongoing. (Some medical conditions may result in a variation to this policy consistent with medical diagnosis and treatment plan).
- When violence or harassment occurs the following procedure is followed:
 - Suspension of the student(s) involved.
 - The event is investigated.
 - A staff meeting with the student and parent is scheduled.
 - The student may be referred back to the home school (instances of assault or vandalism are reported to the Phoenix Police Department).
 - A reentry plan may be required that may include:
 - Required counseling
 - Drug/Alcohol Assessment and testing
 - Psychology evaluation
 - Mediation between the parties AND their families
 - On campus restriction.

Overt Threats:

- An overt threat is any statement that communicates an intent to do harm to another person. "I'm going to kill you." or "I'm going to lay him out later" are both examples.
- Like all public schools, ATI takes such statements seriously.
- When an overt threat is reported,
 - The student is suspended.
 - A report is made to the local authorities and investigation is conducted

- The student is not readmitted until the investigation is completed and the threat is determined to be benign.
- At that point, the “Violence/Harassment” policy is followed.

Technology Use Policy:

- Technology is central to ATI’s academic program, and students are expected to use the technology at school for the purposes for which it is intended:
 - Research
 - Assignments
 - Projects
- ATI uses the Google suite of tools and students will be assigned a Gmail account through ATI for use in school work. Students may only use their own account.
- Technology, whether personal or ATI property, may not be used to harass, intimidate, threaten or otherwise disrupt the safety or ability to learn of others. Inappropriate use of technology falls under the Violence/Harassment Policy above.
- Any other use of the technology requires staff permission
 - Violation of the policy may result in:
 - Restricted computer use
 - Suspension
 - Referral back to the home school
- Students may bring music players to school: They must use headphones and comply with instructor limits or the device will be confiscated for the class period or day at the discretion of ATI staff.
- Students may bring cell phones. They must be on vibrate, used at lunch/breaks or with instructor permission only. Violations result in confiscation for the class period or day at the discretion of ATI staff.

Plagiarism:

- Plagiarism is the use of another person’s words, ideas, or work product without giving credit to that person.
- Plagiarized work must be redone in order to receive credit, and in some cases a new project/assignment will need to be completed.

Academic Progress:

- ATI students will be expected to earn a minimum of 2.4 credits for the Fall term and 1.8 credits for the Winter and Spring Terms
- Students earning less than 80% of available credits may be placed on an Academic Improvement Plan created by the team leader with the student and their parents.
- Students near graduation (less than 5 credits remaining) who are not meeting the minimum requirements for progress toward graduation may have their schedules adjusted as an alternative to a referral back to the home district school.

Attendance

- Students are expected to attend at least 90% of the time.
- Absences are to be excused. Excused absences are defined as absences resulting from illness, family emergencies or an appointment. Excused absences require contact from parent or guardian (email or phone) in advance or within 24 hours of the absence. Partial day absences

MUST be excused at or before the time the student checks out of school.

Attendance Cont...

- In order for a student to check out of school with an excused absence, the student must:
 - Notify his or her team leader.
 - Wait until the team leader has verified permission with a parent/guardian.
 - Check out with each remaining teacher for work.
 - A student who does not follow the protocol will be given an unexcused absence.

Closed/Open Campus

- Students may leave campus during lunch and are expected to follow school policies and expectations during the lunch period.
- Students may not leave campus at any time during a school day other than lunch. Leaving campus, even “between classes” is considered skipping.
- Students who are not meeting ATI expectations may have their off campus privileges revoked.

Medication

- Students who require medication during the school day must;
 - Provide the medication (prescription or over the counter) in its original packaging.
 - Provide evidence of a doctor’s prescription for prescription medication. Information on the prescription bottle usually provides this.
 - Provide guardian signed documentation that describes how and when the medication should be administered.
- By law, ATI may not distribute any medication, even over the counter medications such as Tylenol, Ibuprofen, allergy medications, etc. without the prior consent and the medication provided by a guardian.
- All medication, other than inhalers and emergency epi-pens, will be kept in a locked space in the ATI office. Students may access those meds any time they are needed by asking the office staff.
 - In the event of an off-site activity such as field trip or camping, medications will travel with the group in a locked space for safety.
 - All medication distributed by ATI staff must be documented and a record maintained.
- Guardians may sign a document that gives students permission to self-administer medication, in which case the medication would remain in the locked office but no documentation would be maintained by ATI staff to record the administration of those meds.
 - If it is in the best interest of a student to carry their medication with them and their guardian has given permission for them to do so, a medical plan may be created with the Executive Director for that student. This is pretty rare and some medications are not eligible for this option.

Guest Visitation

Student are allowed to have guests visit the school with pre-approval.

- Ask team leader for permission to bring a guest.
- Complete guest request sheet (from office) at least 24 hours prior to the visitation.
- Check the visitor in at the office and carry visitor pass throughout the day.
- Check out and return visitor pass at the end of the day.

ATI Staff:

Executive Director: Summer Brandon

Assistant Director: Jennifer Brinson

Administrative Assistant: Kaitlyn Adams

Teaching Staff

Staff	Content Area(s)	Highly Qualified
Jennifer Brinson	History Language Arts Health Intake	Yes Yes Not Applicable Not Applicable
Quin Haldane	History Language Arts Career and Technical Education PE / Health	Yes Yes Yes Not Applicable
Nathan Clinton	Language Arts Fine Arts Special Education	Yes Yes Yes
Reynard Seifert	Language Arts Intake	Yes Not Applicable
Will Shapiro	Math	Yes
Luz-Angelica Marbain	Science	Yes
Summer Brandon	Intake Health Science	Not Applicable Not Applicable Yes

*Federal law requires public schools to disclose the highly qualified status of its teachers in core curriculum areas. A person can be highly qualified through teacher licensure or education equivalent to a Bachelors and/or Masters degree in the area being taught, or both. ATI staff currently meet the No Child Left Behind requirements in all subjects.

Important Numbers:

Office Phone (541) 535-3287

FAX (541) 535-7089

Email office@armadillotech.org

Team Leader: _____

Board of Directors

The ATI Board of Directors meets the 2nd Wednesday of each month at 5:30 PM. These meetings are at ATI and are open meetings that anyone may attend.

Board Chairperson: Ben Bergreen

Board Co-Chair: Jerry Sessions

Board Members: Suzanne Foster

Lyla Heigl

ATI Student Handbook Verification Form

After you have read the student handbook, please verify that you have covered and understood the areas below by initialing in the appropriate space and signing/Dating the form. This completed form is a requirement for enrollment.

Student: I understand and agree to comply with all of these policies in order to attend Armadillo Technical Institute. I understand that choosing not to comply with these policies may result in my removal from this school

Student Name:

Student Signature: _____ Date: _____

Guardian: I understand and agree to comply with all of the policies in this Handbook, and will support my student in complying with all ATI policies. I understand that if my student chooses not to comply with all of the policies in this Handbook they may be removed from this school.

Guardian Name(s): _____

Guardian Signature(s): _____ Date: _____

Guardian Signature(s): _____ Date: _____