



**LA PALOMA ACADEMY**  
Student/Parent Handbook  
2025-2026

**Central Campus**

2050 N. Wilmot Road  
Tucson, AZ 85712  
(520) 721-4205

# **Table of Contents**

<b>Mission Statement and School Pledge</b>	5
<b>Campus Guidelines</b>	6
School Hours	6
Procedure for Abandoned Students	6
Leaving the Campus During School Hours	6
School Visitors	7
Phone Calls	8
Video Camera Surveillance	8
Bathrooms	8
<b>Student Conduct and Expectations</b>	8
Dress Code	8
School Uniforms	9
Dress Down Days	9
Attendance Policies	10
Absences	10
Tardies	11
Early Departures	11
Field Trip Eligibility	11
General Rules	11
Food	11
Campus Conduct	12
Electronics	12
Money at School Policy	12
Book Replacement Policy	13
Student Conduct (Gang Activity or Association)	13
Bullying	13
Sexual Harassment	13
Drug Free, Weapon Free School Zone	13
Search and Seizure	14
Personal Property/Lost and Found	14
Non-School Sponsored Events and Activities Disclaimer	14
Statement of Non-Discrimination	15
<b>Parent/Guardian Information</b>	15
Parental Involvement	15
Volunteering	15
Family Portal	16
La Paloma LINK	16
Safe Campus Policy (Parent Conduct)	16
Enrollment	17
Expulsions	17
Behavioral, Academic, and/or Attendance Contracts	17
Withdrawal	18

Homeless Policy (McKinney-Vento)	18
Food Service	18
Substitutions/Modifications	18
Foods Sold or Served on Campus	18
Annual Notification to Parents Regarding Confidentiality of Student Education Records	19
Custody and Equal Access to Information	20
Restraint and Seclusion	20
<b>Curriculum and Academics</b>	20
Beyond Textbooks	20
Grading and Assessments	20
Report Cards	20
AASA	20
AZScience	21
Performance Matters	21
DIBELS	21
Intervention Services	21
Remediation	22
Interventions	22
Homework Requests	22
Promotion Criteria	22
Third Grade Retention: Arizona's Move on When Reading	23
Eighth Grade Graduation/Social Promotion	23
Eighth Grade Trip	23
<b>Discipline</b>	24
Character Counts/Family Values	24
Positive Behavioral Interventions & Supports (PBIS)	24
Code of Conduct	24
Classroom Discipline Procedures	24
Progression of Discipline	24
School Detentions	25
Suspensions	25
In-School	25
Out-of-School	26
Behavior Modification Contracts	26
Counseling Services	26
<b>Health Services</b>	26
Rules	26
Head Lice	27
If Your Child Gets Sick at School	27
Medication at School	27
Administration of Medication	28
Immunizations	28
Screenings	29
Hearing	29
Vision	29
PE Excuses	29

Chronic Illness	29
Special Procedures	30
Students with Special Health Conditions	30
Students with Disabilities	30
<b>School Safety</b>	34
Fire Procedures, Policies, and Drills	34
Child Abuse/Neglect	35
Transportation of Students	35
<b>Sports and Athletic Program</b>	33
Physicals	34
Eligibility	35
Student Athletes/School Ground Concussions and Head Injuries	36

**There have been several changes to the Handbook this year based on changes to law. Please review the Handbook carefully!**

# La Paloma Academy

## Student/Parent Handbook 2025-2026

### Mission Statement

La Paloma Academy is committed to providing the highest quality education where children can achieve their full academic potential. This is accomplished by individualized instruction in core curriculum and a qualified teaching staff. Our goal is to provide a safe, structured environment, which encourages the development of strong family values, where a child becomes not only a well-rounded scholastic student but also a lifelong responsible citizen.

### School Pledge

“At La Paloma Academy, we are respectful and trustworthy,  
we care about each other, and we take responsibility!”

#### **School Phone Numbers:**

Central Campus:      Phone 520-721-4205  
                                 Fax    520-721-4263

#### **Website:**

<http://www.lpacentral.org>

**Superintendent:** Jackie Trujillo

**Assistant Superintendent:** Kris Johnson

**Chief of Leadership and Learning:** Kevin Carney

#### **Site Administrators:**

Central Campus: Leslie Chartier, Principal

Geneva Vasquez, Assistant Principal

#### **Disclaimer**

This handbook is not intended to create a contractual relationship with the student and/or parent; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations, including the student code of conduct. **Rules and regulations in this handbook are in effect until the student receives the handbook for the next school year** or until the school issues an updated handbook.

# **Campus Guidelines**

## **School Hours**

Monday, Tuesday, Thursday, Friday	8:30 am - 3:15 pm Kindergarten - 5th grade 8:30 am - 3:30 pm 7th - 8th grade
Wednesday	8:30 am - 11:30 am Kindergarten - 5th grade 8:30 am - 11:30 am 7th - 8th grade

All Kinder through 6<sup>th</sup> grade students begin school at 8:30 am each day and the school day ends at 3:15 pm, except for the designated half day. All junior high students begin school at 8:30 am and the school day ends at 3:30 pm, except for the designated half day.

**Wednesday is the designated half day. The school day begins at 8:30 am for all students, and ends promptly at 11:30 am on Wednesday.**

The campus does not open until 7:30 am.

Students must not be dropped off before 7:30 am, when the before school program begins.

- Students who arrive before school will report to the cafeteria for breakfast prior to entering their designated before school classroom.

The school office is open each day from 7:30 am to 4:00 pm.

## **Student Pick Up and Potential Consequences**

All students remaining at school 15 minutes after the end of the school day will be sent to the After School Program. If there is a half day with no After School Program (this happens usually on the last day of each quarter), and the student is not picked up within 15 minutes at the end of the school day, a fee of \$1 per minute per child will be assessed against the parent.

If students are not picked up by the end of the After School Program (6:00 pm), or at the end of the school day for students not eligible for the After School Program, the office will attempt to contact parents. If La Paloma Academy is unable to reach parents and/or parents are unable to pick up their child(ren), all contact numbers and emergency numbers will be called. If all numbers have been exhausted and the child has still not been picked up, the police and/or DCS (Department of Child Safety) will be contacted. Children picked up by parents after 6:00 will receive a "strike" in the program, and parents will be assessed a fee of \$1 per minute per child.

## **Leaving the Campus during School Hours**

Students are not to leave the campus from the moment they arrive until After-School is dismissed for the day. If a student must leave before school is dismissed, the following procedure is to be followed:

- At departure time, the parents/guardians come to the school office to request that their child be called out of class, and complete the sign-out log.
- If/when the child returns to school on the same day, the student must come to the front desk where the parent/guardian needs to sign-in the student and the child will receive a pass back to class.

- Only a parent/ guardian may check his/her child out of school unless a parent specifically notifies the school office that another authorized person may remove the child from school premises. Individuals under 18 years of age may not be authorized to remove a child from school.

### **School Visitors**

All visitors, including parents and siblings of current students, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. If a visitor has not received advance approval for their visit as indicated below, school administration will determine whether to allow them on-campus and set any parameters for their visit. Approved visitors will be given a tag identifying them as a visitor and must wear it at all times while on campus. Visitors are required to proceed immediately to their destination. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their stay on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal prosecution for trespass and/or disruptive behavior. Students from other schools are not allowed as visitors during the school day.

### **Parent Classroom Visits, Tours Or Observations**

**Parents of Enrolled Students.** In accordance with Arizona law, parents of students enrolled at the school may request to visit, tour, or observe their child's classroom (a "campus visit"), subject to the following parameters:

- All campus visit requests must be received by the school at least 24 hours in advance of the proposed visit, provided that the school, in its sole discretion, may waive the 24-hour advance notice requirement on a case-by-case basis.
- Campus visit requests will be promptly reviewed by school administration, with input from the classroom teacher.
- Campus visit requests will be approved unless they threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

During any approved campus visit, parents will be subject to all policies applicable to campus visitors generally, including safety requirements for providing identification, signing in and out of the campus, and if applicable, being accompanied by school staff.

**Parents of Potential Students.** In accordance with Arizona law, parents who wish to enroll their child in the school may request a campus visit, subject to the same parameters set forth above for parents of enrolled students. In addition, parents of potential students will be required to be accompanied at all times during any campus visit by a current staff member.

**Scheduling.** Approved campus visits will be scheduled at a mutually convenient time for the school and the parents, and may be limited to a specific time frame, at the school's discretion.

**Health and Safety Parameters.** For purposes of this policy, the following requests threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff, and are therefore not allowed:

- Requests for campus visits during state testing, other testing periods, or at other times that would clearly interfere with educational instruction or disrupt the educational environment.

- Requests for campus visits by parents who have demonstrated failure to abide by Parent Behavioral Expectations (set forth below), or who have otherwise failed to abide by campus visitation policies of the school.
- Requests that, for other reasons, threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.

**Parent Behavioral Expectations.** During any campus visit, parents are expected and required to comply with all campus visitor procedures and to comport themselves at all times with appropriate decorum and in a manner that is respectful and conducive to an environment in which the educational objectives of the school can be effectively administered. Consistent with this expectation, any parental behavior that constitutes harassment, bullying, or verbal or physical abuse of staff or students, or that otherwise disrupts the educational environment is expressly prohibited.

In addition, parents may not interfere with instruction or distract from the instructional environment, nor may parents help their child with their schoolwork during a campus visit, unless specifically allowed by the classroom teacher.

Parents who disregard these behavioral expectations while on school grounds will be ejected from campus; may be prohibited from future campus visits or subject to other limitations on future campus visits; and may be subject to other consequences under applicable law or policy.

### **Phone Calls**

The school has adopted a student cell phone/electronic devices policy for this coming year in compliance with state law. More information about that policy can be found later in this handbook. Students are permitted to briefly use the office or classroom telephone only with permission or a pass from a teacher. No student will be called from class to receive telephone calls. Teachers will not be available by phone during school hours. If parents need to contact their child, they should do so by leaving a message with the front office.

### **Video Camera Surveillance**

Certain portions of the building and outside areas are under video and audio surveillance at all times. There is no expectation of privacy in these portions of the school campus.

## **Student Conduct and Expectations**

### **La Paloma Academy Student expectations:**

- Follow the 6 Pillars of character while at school (trustworthiness, respect, responsibility, fairness, caring, and citizenship);
- Respect others with language and actions;
- Listen and follow directions;
- Work and play safely;
- Work quietly;
- Be prepared to learn.



## Dress Code

The dress code applies to all students at all times during the school day, including the After-School Program, unless an administrator waives it for a specific activity.

- 1<sup>st</sup> / 2<sup>nd</sup> transgression – School staff will notify parents of concerns. Students will be expected to change into appropriate clothing provided by the parent. Students will be welcomed back to class when they meet guidelines. The infraction will be entered into the discipline database, as well as the consequences (i.e., verbal warning, lunch detention, after school detention, essay, etc.)
- 3<sup>rd</sup> transgression – Parent/guardian will pick up their child from school. The infraction will be entered into the discipline database, as well as the consequences (i.e., verbal warning, lunch detention, after school detention, essay, etc.)

## School Uniforms

**Tops:** Polo Shirts (must be a solid color) – Red (not maroon), white, and navy blue.

**Bottoms:** Slacks, Shorts, Capris, Skirts – Navy blue and khaki only. No blue denim allowed.

**Jumpers:** Solid red, white, navy, or khaki.

- Pants should be in good condition, without any rips or holes, even on dress-down days.
- Leggings are not to be worn as pants. If worn, they must be under uniform shorts or skirts and a solid red, white, or navy blue color.
- Belts, if worn, cannot hang down from students' waists.
- Jumpers, shorts and skirts are to be no shorter than 4" above mid-knee.
- **All shirts are to be tucked in at the waist at all times.**
- Undershirts (which cannot be larger than the shirt), tights, and leggings are to be of a solid color (red, white or navy).
- Sweaters, sweatshirts, and jackets:
  - o Inside classroom:
    - Only sweaters and sweatshirts.
    - Must be a solid color – red, white or navy blue – and over a uniform collared shirt.
    - LPA or U of A emblems only.
  - o Outside classroom:
    - Any appropriate sweater, sweatshirt, or jacket
- All jackets, sweatshirts, and sweaters must be appropriately sized for the student.
- Headwear: No hats, bandanas are allowed. Hoods on sweatshirts must be down at all times.
- Shoes: No open-toed or open backed shoes allowed. No slippers allowed. "Heelys" (roller-skate/shoe combos) are not allowed on campus and wheels will be taken away from the student. Crocs are not allowed on campus.
- Students may have highlights, braids, extensions, etc. as long as the style and/or color is not distracting others from the learning environment
- Piercings and/or tattoos: piercings or tattoos that violate school norms (are vulgar, for example) or disrupt the educational setting, students will be asked to remove or cover them.
- If suspenders or ties are worn they must be solid red, white, or navy blue.
- No "spaghetti straps" or sleeveless tops.
- Apparel, jewelry, accessories or manner of dress or grooming that indicates or implies membership or affiliation with a gang is prohibited.

**This dress code policy cannot cover every conceivable clothing/fashion option. Teachers and administration will make the final decision regarding situations that are not covered by the above guidelines.**

## **Dress Down Days**

There are two options every Friday (or last day of the week) for students to dress down. Students can either:

- Have a “free” dress down and wear jeans (without holes/tears) and an LPA shirt or:
- Pay \$1 to their teacher and wear “regular” clothes (as long as appropriate). The monies collected via this fundraiser will be utilized by each specific classroom at the teacher's discretion.

Other “special dress down” days may occur throughout the school year and students will be instructed what they are allowed to wear on those days.

Portions of the dress code remain in place for dress down days. For example, at no time are students allowed to wear pants with exposed skin above the knees, flip-flops, pajamas, or spaghetti strap tops. Pants must be in good condition. Any dress down outfit may be rejected at the discretion of administration. If it seems questionable, don't wear it!

## **Attendance Policies**

La Paloma Academy is committed to:

- Working with students and their families to ensure that all students attend school regularly.
- Understanding there are a variety of factors that may influence school attendance.
- Providing strength-based and culturally appropriate interventions and services including parent education and referrals to school/community-based resources.
- Addressing excessive absenteeism, chronic tardiness and early departures as quickly as possible.
- Communicating the issue to the parents/guardians.
- Partnering with parents/guardians and students to develop strategies to address the absenteeism and produce a change in behavior.

La Paloma Academy takes a serious stance on consistent attendance, prompt arrival, and minimizing early departures.

Regular attendance for each child is necessary for maximum academic growth and it is the legal responsibility of parents/guardians to have their children in school on a regular basis and to comply with the Compulsory Attendance Law.

### **Absences:**

- State law defines an **excused absence** as being an absence due to illness, doctor appointment, bereavement, family emergencies, out-of-school suspensions, and religious purposes. La Paloma Academy has determined that family vacations are NOT excused absences.
- A child is “**excessively absent**” under state law when they have been absent over 10% of the number of required attendance days during the school year.
  - o Family vacations, hunting trips, babysitting, personal appointments, music/dance lessons, club meetings, or oversleeping are **NOT** legally valid reasons for an excused absence or tardy.
  - o Notes from a medical professional must be submitted to the registrar any time a student is absent for **3 or more** consecutive days because of illness.
  - o **La Paloma Academy reserves the right to withdraw any student who has missed 10 consecutive days of school.**

- o La Paloma Academy reserves the right to retain a student who has missed over 18 days of school (excused or unexcused) during the school year.
  - o Parents and/or students may face criminal prosecution when absences (excused or unexcused) surpass 10% of the instructional days scheduled for the school year (18 days).
- A student is “**truant**” when they have an unexcused absence for at least one class period during the day. A student is “**habitually truant**” when they have been truant for at least five school days within a school year.
  - o Truancy is a violation of state law and may result in legal action against the parents or guardians, as well as the student.
- Please notify the school’s front desk staff prior to 9:00 am if your child is going to be absent and provide the reason for the absence. The State of Arizona requires that schools obtain the *specific* reason for any absence.
  - o In the interest of sound academic work, a student should not be absent without an adequate reason.

### **Tardies:**

La Paloma Academy expects that every student will be in their seat and ready to begin their day at 8:30 am.

- Arriving at school on time demonstrates a commitment to success.
- Late arrivals mean lost learning and disrupt the class.
- Students arriving after 8:30 am must report to the front desk for a late pass. They will not be admitted to class without one.
- Students arriving **after** 9:00am **must** report to the front desk for a late pass and **must** have a parent/guardian sign them in. They will not be admitted to class without one.

### **Early Departures:**

- Early departures prevent a student from receiving the final review of instruction and assignments for the day and disrupt the class.
- Students are expected to be in school the entire school day, unless excused for one of the **legally valid reasons (stated above)**.

### **Field Trips and Eligibility**

Field trips to nearby points of interest are scheduled by various teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community. Parents/guardians will be notified in advance of any planned field trip. Notes will be sent home stating the destination, cost (no checks, please), time and purpose of the proposed trip.

Parents/guardians may accompany their child if they are designated as a chaperone (see *Volunteering* section). Any parent/guardian chaperone must be approved by school before attending any field trip.

Chaperones will not be permitted to bring any children other than the ones scheduled to attend the field trip. This includes children in another grade from the same school, children from another school, infants or toddlers. Guests of the chaperone are also not permitted.

A written permission slip signed by the parent **MUST** be obtained before a child is allowed to attend a field trip.

Many factors are considered by administration and teachers when determining whether a student is eligible to attend a field trip. These factors include, but are not limited to: whether the field trip is curricular or extra-curricular, attendance, academic achievement, and student behavior/discipline (including behavior contract status). Students who are not allowed on a curricular field trip are expected to attend school on the day of the trip or they will be recorded as an unexcused absence. Such students will be given alternative activities or assignments to complete instead of participating in the field trip. Extra-curricular field trips are not required for a student to complete the required curriculum, and students who are not eligible to attend will not be offered alternative activities or assignments.

### **General Rules**

These general rules of student behavior apply both on-campus and during school-related, off campus activities. Students instructed to leave the classroom or the cafeteria for a disciplinary reason must report directly to the front office. Repeated offenses will result in more severe disciplinary actions. Consequences for student failure to comply with behavioral expectations are discussed in the "Discipline" section of the Handbook, below:

#### **Food:**

- o All food and drink, including candy, are allowed *only* in the cafeteria. Food and drinks are not allowed in the classrooms and recreational areas unless approved by the teachers.
- o **Food deliveries from food delivery establishments (i.e. DoorDash) for students are NOT allowed. Only parents and immediate family members can deliver food to students during the school day.**
- o The only drinks allowed in classrooms are spill-proof water bottles.
- o Gum chewing is not allowed at school.

#### **Campus Conduct:**

Students are expected to conduct themselves in compliance with the 6 Pillars of Character while at school and to refrain from any behavior that fails to comply with such general behavioral expectations, whether the behavior is specifically referred to as prohibited by this Handbook or not. Some specific conduct expectations include:

- o No running in the building or on the cement walkways at any time.
- o Excessive displays of affection are not permitted at school at any time.
- o Students in the courtyards without a pass face disciplinary action.
- o Fighting, tackle games, and rough play will not be tolerated. Horseplay often results in injury or leads to serious fighting. Therefore, it is not permitted and may be treated as fighting when referred to administration.
- o Fighting at the bus stop, on buses, or anywhere on campus is prohibited. Students engaging in such activity face suspension or other disciplinary action.
- o Drawings or pictures which include but are not limited to drugs, drug paraphernalia, gang symbols or gang related activities, offensive or obscene material are prohibited.
- o Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property will not be tolerated.
- o Students are to be respectful when addressing teachers and staff.

- o Profanity is absolutely unacceptable in school or at any school functions. School detentions may be issued for use of profanity. Frequent offenders will receive more severe consequences.
- o Throwing balls (football, tennis ball, basketball, etc.) is only allowed on the large soccer field, or basketball courts, and is not permitted in the courtyards or common areas.
- o No tobacco products, lighters, matches or vapes or vape products are allowed at school.
- o Students must be respectful to cafeteria or custodial personnel and otherwise obey conduct expectations during lunch.

#### Cell Phone/Electronic Devices:

- o **No cell phones**, video games, smart watches, or other personal internet-connected devices are allowed to be used on campus at any time during the regular school day, except in the following situations:
  1. In case of an emergency;
  2. When a teacher or administrator expressly grants permission to the student to use a mobile communication device for educational purposes, subject to any reasonable limitation imposed by that teacher or administrator; or
  3. When the use is necessary for a student's medical condition, as determined by a licensed medical professional..
- o In compliance with this policy, students should keep any cell phones or other electronic devices out of sight and turned off during the school day (in a backpack, tote, etc.).
- o Students may not access social media during the regular school day, except to the extent that a teacher expressly allows the access for educational purposes, subject to any reasonable limitation imposed by the teacher.
- o La Paloma AcademyThe school is not responsible for any electronic devices that are lost, broken, or stolen while on campus.
- o Sending text or email messages or possessing text or email messages containing images, photos or messages which are reasonably interpreted as sexually suggestive while at school or at a school related function constitutes gross disobedience or misconduct, and involved students will be subject to disciplinary consequences..
- o Students are prohibited from using cell phones or other electronic devices in any manner that poses a threat or danger to the safety of students, staff, or school property or substantially disrupts school activities, including acts of harassment or cyberbullying.

When a student uses a cell phone or electronic device in an unauthorized manner during the school day, the student may be disciplined in accordance with the school's code of conduct, and a school employee may confiscate the device. The school shall store the device securely until it is returned to the student or parent/guardian or turned over to the principal or designee, as appropriate. A student may be banned from bringing a device on campus after multiple violations.

### **Technology Acceptable Use Policy**

La Paloma Academy is committed to fostering responsible and ethical use of technology by its students. To ensure a safe and educational environment, we have established the following guidelines:

- All technology use must comply with school policies and restrictions and be used for educational purposes only, as determined solely by the teacher or other school administrator.
- Misuse of school resources can result in disciplinary action.
- All activity on school-owned devices or personal devices connected to the school's network is monitored and retained. Email and online communication are subject to monitoring by the school. Students have no expectation of privacy in any such communications or work.

- Users are expected to report any concerns for safety or security to staff immediately.
- Unacceptable conduct includes but is not limited to illegal activities, accessing inappropriate content, vandalizing equipment, invading privacy, and transmitting material that violates laws.
- Students and parents must sign and adhere to the Acceptable Use Policy outlined in the Student/Parent Handbook.
- Users must follow network etiquette, be polite and respectful, use appropriate language, and refrain from revealing personal data or arranging meetings with strangers online.
- Approved Web 2.0 and social media tools may ONLY be used for classroom instruction with the express permission of a teacher and with safeguards in place to protect student safety.

Remember, responsible and ethical technology use is essential for creating a safe and productive learning environment.

### **Money at School Policy**

Bringing money, other than the amount needed for lunch, the “snack shack”, and/or dress down days is strongly discouraged. However, there may be occasions when a teacher may ask your child to bring money, including for a special project, field trip, and/or bake sale.

### **Book and Computer Replacement Policy**

School textbooks, library books, assigned Chromebooks/laptops and all school materials and property are expected to be returned at the end of the school year in the condition they were given. If the textbook or Chromebook/laptop is grossly damaged, the student will be required to pay the cost to replace the textbook or Chromebook/laptop. In addition, the student's ability to participate in extracurricular activities could be withheld.

### **Bullying Policy**

Bullying behavior is prohibited, and may lead to disciplinary action including, but not limited to, meetings between parents/guardians and school staff, detentions, suspensions, or expulsion from La Paloma Academy.

Any suspected bullying behavior directed against a student should be reported to the child's teacher or to the school Principal immediately.

Mutual conflicts, disagreements, or altercations between peers do not fall into the category of bullying behavior. In instances of bullying, there are clearly defined victims and bullies. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending themselves. Bullying includes, but is not limited to, physical intimidation, physical abuse, threats, name calling, social isolation, gossiping, and the spreading of rumors insofar as they apply to the definition of bullying stated above.

This interpretation includes three important components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Bullying via electronic means such as through the use of social media sites while at school, at a school-related function or in a manner that disrupts the educational environment even if a student is off-campus may subject a student to disciplinary actions.

### **Sexual Harassment**

Sexual harassment of students by other students or adults associated with the school is a violation of Title IX and will not be tolerated. A student who feels they are being sexually harassed is encouraged to contact the school's Title IX Coordinator.

Jackie Trujillo – Superintendent, [jtrujillo@arizonacharterschools.org](mailto:jtrujillo@arizonacharterschools.org)

### **Drug Free, Weapon Free School Zone**

The possession, use, misuse, sale, or distribution of drugs, prescription drugs, imitation drugs, drug paraphernalia, alcoholic beverages, and tobacco products are prohibited on campus, at any school-sponsored activities, and in school vehicles. Within the meaning of this provision, “drugs” does not include prescription medication for which the student has a current, valid prescription, provided that the medication has been taken in strict accordance with the prescription. The term “tobacco products” includes all vaping devices and e-cigarettes, including those used to deliver THC or any other prohibited drugs.

The possession, use, or threat to use any weapon, firearm, or instrument capable of inflicting serious bodily harm is prohibited on campus, at any school-sponsored activities, and in any school vehicles. This prohibition includes any types of explosives. The possession or use of ammunition for weapons is not required for the school to implement student disciplinary action.

In compliance with Arizona law and the federal Gun-Free School Act, possession of a firearm on campus or at a school-sponsored event shall result in a student expulsion hearing. The same actions will be taken in regards to the possession of any weapons (knife, gun, BB/airsoft gun, etc.) on campus.

The administration may if warranted, and will if required by law, report any violations of these drug and weapon prohibitions to the appropriate law enforcement agency. However, the school may take disciplinary action against a student for violations of these policies regardless of any action taken by law enforcement or regardless of whether the violations are reported to law enforcement.

### **Search and Seizure**

Students and their belongings are subject to search in the event school staff or administrators reasonably suspect the presence of any illegal drug, alcohol, weapon, or other inappropriate property on the school campus. In all cases, there must be a reasonable suspicion to conduct any search. The school's principal or vice-principal shall determine what is to be considered reasonable suspicion. In all cases, a search will be conducted with the interest of the student's privacy respected, and in the presence of other school personnel. Searches may be conducted in any manner deemed appropriate by school officials, including dogs trained to smell contraband and controlled substances. Any evidence considered dangerous, harmful, or illegal will be confiscated and may be used as evidence in the event of any disciplinary hearing or conference. Any drug or controlled substance that is considered illegal will be confiscated and turned over to the proper law enforcement agency along with a report of the incident. In the event of a search, parents/guardians will be contacted as soon as possible.

## **School Safety Policy**

The school will respond to threats against the school and its students, employees, and volunteers as set forth below and as required by any other safety protocols adopted by the school or applicable state or federal laws governing the school's obligations to maintain a safe learning environment. In order to comply with A.R.S. § 15-153, the school's Principal, or their designee, will report to local law enforcement any suspected crime against a person or property that (i) is a Serious Offense or involves a Deadly Weapon or Dangerous Instrument or Serious Physical Injury; or (ii) any conduct that poses a threat of death or Serious Physical Injury to a school employee, student, or other person on the school's property (collectively, "Suspected Criminal Conduct"). All capitalized terms in this paragraph have the meaning set forth in Arizona law. In accordance with applicable state and federal law, including FERPA, the school's Principal or their designee, will notify the parent or guardian of each student who is involved in Suspected Criminal Conduct. School employees are expected to report and document any Suspected Criminal Conduct by immediately notifying any member of the school administration of the incident and promptly preparing a written report of the incident and providing the report to a member of the school administration. The school may, in its discretion, discipline any school employee who the school believes failed to properly report and document Suspected Criminal Conduct, and the school will maintain a record of such disciplinary action. In accordance with applicable law, the School will, upon reasonable request, make such a disciplinary record available to a public school considering hiring that employee. In accordance with A.R.S. § 15-186.01, if the school determines a student has been harassed, threatened, or intimidated on school grounds or in a manner that substantially disrupts the school's learning environment, the school's Principal or their designee, will notify the parent or guardian of that affected student. Threatening or intimidating behavior and harassment have the meanings set forth in A.R.S. § 15-186.01.

Any behavior that a parent, guardian or a student believes may violate this policy or any other school code of conduct requirements may be reported to the school administration or directly to the school at the following email Reporting Line: [centralreporting@lpataucson.org](mailto:centralreporting@lpataucson.org)

## **Personal Property/Lost And Found**

The "Lost and Found" is located in the school office and/or in the open area in front of the school office. If students find something that does not belong to them, they are to bring it to the Lost and Found. If the students lose something, they may look in Lost and Found on their own time, i.e., break, lunch, before or after school. The security of personal items and the care of textbooks and other school property assigned to the student is the responsibility of the student. The school and its staff are not responsible for lost or stolen items. Therefore, we highly recommend that students do not wear or bring valuable items to school. All unclaimed lost and found items are donated to a charitable organization after a reasonable amount of time has passed.

## **Non-School Sponsored Events and Activities Disclaimer**

La Paloma Academy will not assume any responsibility in regard to injury, damage, negligence, etc. for any activity between students, faculty or parents that is not directly sponsored by the school. This includes, but not limited to carpooling, sleepovers, birthday parties, child care, etc. Parents and students participate in such activities at their own discretion and risk.

## **Statement of Non-Discrimination**

The school does not discriminate against students or staff on the basis of race, color, religion, gender, age, national origin, or disability. This policy encompasses all matters concerning staff, students, the



public, instructional programs, and services. The school complies with all applicable federal, state, and local laws and regulations that prohibit discrimination in its educational programs.

## **Parent Information**

### **Parental Involvement**

Parents/Custodial Guardians are invited and encouraged to play an active role in their child's education. This includes:

- attending parent/teacher meetings;
- communicating with teachers
- monitoring grades and homework;
- reading school newsletters/blogs/other means of digital communication;and
- encouraging academic and behavioral responsibility.

### **Volunteering**

Volunteers can make many valuable contributions to the school's students and educational programs. Since student safety is our number one concern, the following guidelines will be followed:

All volunteers, including parents or guardians of current students, must submit to and pass a background check and be approved through the site administrator prior to being allowed to volunteer in the classroom. They must also complete and submit a Volunteer Application Form.

All volunteers must provide services only under the direct supervision of a school employee who holds a valid Fingerprint Clearance Card, unless they are a parent accompanying only their own child during a field trip.

"Direct supervision" means under the direction of and within the sight of the employee.

#### **Non-Parent/Guardian Volunteers:**

- A non-parent/custodial guardian volunteer may not volunteer until or unless a statewide criminal check has been received by the school and approved by school administration;
- Fingerprinting for this background check can be completed at the front desk.
- If the potential volunteer already has a valid Level One Fingerprint Clearance Card, a copy will be made by the front desk staff, who will then confirm its validity with the Department of Public Safety.

#### **Parent/Guardian Volunteers:**

- Parents/guardians must be fingerprinted and are subject to a background check before they volunteer unless they are accompanying only their own child during the entirety of a field trip.
- When parents volunteer in the classroom setting and/or during other situations where they have interaction with students other than their own child, teacher permission must be granted ahead of time.
- If the potential volunteer already has a valid Level One Fingerprint Clearance Card, a copy will be made by the front desk staff, who will then confirm its veracity with the Department of Public Safety.

**General guidelines:**

- Volunteers serve with the approval of the Principal. A volunteer's service may be terminated at any time by the Principal with or without cause, with or without a statement of reasons, and/or with or without advanced notice.
- Volunteer services supplement the services provided by school employees.
- School staff will not request or allow volunteers to supervise students in the absence of a teacher, provide the curriculum or the teaching plan, diagnose student needs or evaluate achievement, counsel or discipline students, or contact the parent/guardian regarding students' academic performance or conduct
- Volunteers will not be allowed to provide services during student testing periods.
- Volunteers will not have access to student records.
- No parent/guardian or volunteer is allowed to transport students in a private vehicle.
- Parents/guardians and volunteers are expected to adhere to rules and instructions in the "Volunteer Guidelines" handout.

**Family Portal**

Attendance, grades, and assignments are accessible via a secure, real-time Web-based link called Powerschool Family Portal. At the beginning of the school year, all parents will be supplied with detailed information on how to access Family Portal for their student(s).

**La Paloma Link**

The La Paloma LINK is our monthly newsletter. It provides students and parents with information about upcoming events and important dates. It is sent home at the beginning of the month. Parents/guardians can also subscribe to the newsletter via the school website.

**Parent Conduct Expectations**

Pursuant to Arizona law, no person, including parents/guardians of students, may interfere with or disrupt the school or its educational program. All persons shall conduct themselves in a civilized and cordial manner when communicating or interacting with school staff, students, faculty, administration, parents, or any other person affiliated with the school in all interactions, including face-to-face communications, telephonic communications, email, or any other type of communication, contact, or correspondence of any kind with any stakeholder of the school or the school's affiliates.

Examples of behavior that is prohibited include verbal or physical threats; intimidation; and aggressively confronting, touching (with exception to a child pertaining to a parent or guardian), or swearing at any other person affiliated with the school.

The school may take such action against individuals who violate these conduct expectations that is necessary to preserve the educational environment and end or limit the disruptive activity. These actions include:

- (i) order by the school to immediately vacate or leave the property, either temporarily or permanently;
- (ii) Other reasonable restrictions on communications with school personnel or on access to the school premises or school-sponsored activities;
- (iii) report the actions to local police, sheriffs, or other local law enforcement jurisdiction;
- (iv) call the police or otherwise request assistance from local law enforcement to enforce the school's order to leave the property;
- (v) file a criminal complaint and further pursue legal action, including an injunction against harassment; and/or

- (vi) file for civil injunctive relief.

Enforcement of the foregoing is within the absolute discretion of the governing board or school administration.

### **Enrollment**

La Paloma Academy enrolls all eligible students and does not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or athletic ability. Our intent is for our enrollment policies and/or implementation of our enrollment policies to have no disproportionate or unjustified effect on a particular group or class of students.

La Paloma Academy will take all students on a first come, first enrolled basis, except for siblings of currently enrolled students and the children of current staff, who receive priority consideration. Should any grade level become full we will create a wait list. Students will be added to the wait list in the order of their submission of a completed enrollment packet. If this is the case for any grade level at our schools, parents/guardians will be called as a seat for their child becomes available in those classrooms. Parents/guardians will have five business days to decide whether to accept the seat. If they decline a seat or do not respond by the deadline, the seat will be offered to the next student on the waitlist.

**Enrollment Process and Timeline:** To complete the enrollment process:

- New students:
  - Complete the online registration process .
  - ○ If applicable, provide proof the child meets the minimum age requirement of 5 years old by September 1st. (Exceptions may be made for those students that turn 5 before September 30th. Please see the registrar for more information.)
  - ○ Provide proof of residency.
- Returning students:
  - Complete the online registration process.

All parents/guardians of new students must provide:

- Proof of student identity and age within 30 days of initial enrollment, and
- Immunization records or an exemption before a student can attend school.
- A complete Home Language Survey before a student can attend school.

These deadlines will be extended for homeless students. See below for more information.

Parents are asked to provide and update:

- Current contact information, including email.
- At least two emergency contacts.
- Any current IEPs or Section 504 Plans for a student.

**Expulsions and Discipline:** La Paloma Academy does not enroll students who have been expelled or are in the process of being expelled by another school. The school also honors all other schools' disciplinary outcomes. Students who transfer to the school during the school year will have all prior behavioral records requested to ensure that we honor both the other school's disciplinary consequences to confirm that the student has not been expelled or is subject to a pending expulsion.

**Behavioral, Academic, and/or Attendance Contracts:** La Paloma Academy strives to help every student be successful. A behavioral, academic and/or attendance contract between the school and the

student may be required at any time for any student to ensure that the student is on the track towards academic success. These contracts are created at the discretion of school administration and are not optional.

**Withdrawal:** A parent/guardian wishing to withdraw their child/children must obtain a withdrawal form from the School Registrar.

Falsification of information on enrollment forms could result in the student's disenrollment.

### **Homeless Policy (McKinney-Vento)**

La Paloma Academy enrolls homeless children and youth without barriers such as transportation, immunizations, birth certificates, school records, or other documentation. Staff and faculty are trained regarding removal of barriers to enrollment and appropriate treatment of homeless children and youth (HY&C). Homeless students are not stigmatized or segregated on the basis of their homeless status.

La Paloma Academy has a dispute resolution process that contains all the required components. HC&Y are enrolled in their school of choice until the dispute is settled. Our school delivers a decision in writing and parents are notified of their right to appeal.

La Paloma Academy provides Title One services to homeless students, transportation if necessary, and referrals to medical, dental, and mental health providers, as well as ensuring that students have the supplies necessary to perform daily academic tasks.

Each La Paloma Academy campus has a homeless liaison. This liaison ensures that HC&Y are identified, enrolled, and receive educational services. The liaison also informs parents of educational and related opportunities for their children and trains other staff regarding homelessness.

If you believe that you are homeless, please contact the school's front office for a referral to the homeless liaison, who can help you with enrollment or other issues.

### **Food Service**

La Paloma Academy offers healthy meals every school day and follows the National School Lunch and Breakfast Program.

Lunch: The cost for lunch is **FREE**.

Breakfast: The cost for breakfast is **FREE**.

**All students are offered breakfast free of charge each morning from 7:30am to 8:25am. Students who choose to eat breakfast must do so prior to entering their assigned Before School classroom.**

Lunch and breakfast menus are available in the school office and online.

### **Substitutions/Modifications:**

- The food service staff will **ONLY** make food or milk substitutions or modifications for students with disabilities. The food service department is only allowed to make reasonable accommodations regarding food or milk substitutions for students who have completed a dietary request form for special dietary needs. Special dietary needs may include the following: disability, allergy or certain intolerances to specific food items.
- Substitutions or modifications for students with disabilities **MUST** be based on a prescription written by a licensed physician. Meal substitutions or modifications for students will only be made based on the information indicated on the required dietary request form that **MUST** be completed

by the student's pediatrician, nurse practitioner and/or allergist. All other dietary requests without the required documentation will not be honored.

- Please contact the Food Service office for more information on obtaining a dietary request form.

#### **Foods Sold or Served on Campus:**

- Foods sold or served on campus during the "school day" will be subject to both USDA National Nutrition Standards and Arizona Nutrition Standards.
- The "school day" will be defined by the USDA as from 12:00 AM (midnight) until one half hour AFTER the last bell.
- There are significant nutritional standards and portion sizes that must be adhered to and ALL foods sold or served on campus MUST be pre-approved through the Director of Nutrition Services.
- Classroom parties involving food and beverages provided will need to meet or exceed state and federal regulations that pertain to Nutrition Services when supplied by any and all staff members. Prepackaged foods brought on campus by parents for classroom parties do not need to meet the smart snack guidelines.
  - Classroom parties are defined as parties in the confines of a single classroom, not to exceed the number of participants of the normal, single classroom size. Fields, multiple classrooms, libraries, cafeterias and common areas are examples of areas that are NOT considered areas of a classroom party.
- Homemade foods, brought to the classroom for treats, celebrations, etc. will not be allowed for students during the school day. This is to ensure a high level of student safety.
- This does not apply to students' lunches and snacks brought from home for the student's individual consumption.
- If a student is unable to consume a specific food brought in by another parent for a classroom celebration (due to an allergy or religious belief), it is the responsibility of the parent of the student with the allergy to provide an alternative food item.

#### **Annual FERPA Notification to Parents Regarding Confidentiality of Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents or students who are 18 years or over certain rights with respect to their children's or their own education records. Students to whom the rights have transferred are called "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest in the records;
    - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law

- enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
- o A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
- Other schools to which a student is seeking to enroll;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate individuals in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

**Directory Information.** FERPA allows schools to disclose, without consent, “directory information” about a student that has been specifically identified as such, unless notified by the parents or eligible student in writing that the school is not to disclose directory information without consent. La Paloma Academy has identified student name, grade, homeroom class, parent name, parent phone numbers, parent email address, student photograph, student honors and awards received, and student participation in officially recognized activities/sports as directory information for this school year. To ensure compliance with new Arizona law, student email addresses and phone numbers are no longer identified as directory information.

**Except as otherwise necessary to fulfill one or more of the permissible purposes above, directory information will NOT be disclosed to parties seeking to use directory information for commercial or other purposes.**

In addition, two federal laws require schools receiving certain federal funding to provide military recruiters, upon request, with student names, addresses, and telephone listings unless parents have advised the school that they do not want their student’s information disclosed without their prior written consent.

**Parents or eligible students wishing to opt out of the release of their student’s directory information, as set forth above, must do so in writing.** Any opt out request must be submitted to the school Front Office by the “Summer Registration” date or within 5 business days of the date on which your child is enrolled at the school if they are enrolled after the first day of school.

### **Custody and Equal Access to Information**

Both parents (and/or legal guardians) have equal access rights to their child and their child’s educational records unless the court system has severed or limited their parental rights. It is the parent’s responsibility to provide the school with any court documents/findings that impact their child at school. The school will not intervene in parental disputes. The school is not a party to and is not bound by court orders between parents regarding their child and the parents’ legal decision making rights. It will attempt to work with parents regarding disputes, including access to their child.

### **Restraint and Seclusion**

A copy of La Paloma Academy’s policies regarding the use of restraint and seclusion is available at the front desk.

## **Curriculum and Academics**

La Paloma Academy has a core curriculum that is aligned to the Arizona College & Career Readiness Standards. The curriculum stresses that students actively engage in the learning process with a focus on varied opportunities for functional use of the materials covered. An overview of the curriculum, by grade, is available on the school website.

### **Beyond Textbooks**

Beyond Textbooks is a curriculum calendar of essential standards that chooses objectives based on two attributes: endurance and readiness. It also has resources created by teachers for teachers. Assessments are provided that match the standards being taught and the rigor of how they are assessed.

Teachers look at available curriculum calendars to determine educational plans for their classroom. They are able to pick from an assortment of lesson plans and instructional resources, and choose which ones best fit their teaching style, while making sure all standards are mastered.

### **Common Formative Assessments**

- **Formative assessments** are five-question quizzes given to students weekly to determine standard mastery.
  - Results are evaluated to determine whether students performed at a level of minimally proficient, partially proficient, proficient, or highly proficient.
  - Students who are determined to be proficient (4/5 correct) or highly proficient (5/5 correct) engage in daily enrichment activities for the following week.
  - Students who scored less than 4/5 go to daily re-teach sessions for the following week.

### **Grading and Assessments**

- **Report cards:** Areas covered on the report card include: grades, character, attendance, and teacher comments.
  - All teachers will maintain a folder for each student that contains, at a minimum, a representation of the student's reading, writing, and math work completed throughout the year. This data will be used for both grading and conference purposes.
  - All skills and abilities taught and assessed at La Paloma Academy are considered mastered when the student demonstrates at least a 70% proficiency level.
- **AASA:** Arizona's Academic Standards Assessment (AASA) is the statewide achievement test for Arizona students in Grades 3-8. All Arizona public school students in Grades 3-8 will take the grade-level AASA assessments in English Language Arts and Mathematics. This information is used to ensure that all students in grades 3-8 are mastering their grade level standards. This assessment is given at the end of the year and the results are sent to the parents in the summer.
  - The Arizona Academic Standards are clear and concise statements of what ALL students are expected to know and be able to do at various stages of K-12 education.
  - Scores are reported in terms of four performance levels:
    - Highly Proficient;
    - Proficient;
    - Partially Proficient;
    - Minimally Proficient.
  - Any student who is Proficient or Highly Proficient has fulfilled the state requirements.
- **AZSCI:** Arizona Science Test is a test designed specifically to measure each student's (5th and 8th grade) progress in learning the Arizona Academic Science Standards
  - The content area tested is Science.

- o Scores are reported in terms of four performance levels
  - Highly Proficient
  - Proficient
  - Partially Proficient
  - Minimally Proficient
- **Performance Matters:** Performance Matters Assessments offer innovative, research-based, multi-method, customized assessments and curriculum tools that assist educators in meeting local, state, and federal requirements and will be given this year as a pre, mid, and post test for K-8th grade.
- **DIBELS:** DIBELS is a universal screener that assesses early childhood literacy skills, assessed three times per year.

### **Intervention Services**

La Paloma offers a number of services intended to assist students with their academic performance. Many of those services are listed elsewhere in this Handbook. Additional services are listed below.

**Remediation/Incentives:** The following policies have been enacted to focus attention on the value of academic achievement and to increase student accountability:

- **Rewards:**
  - o Students who are proficient in either content area of the AASA will receive a ribbon for that content area;
  - o Students who are highly proficient in either content area of the AASA will receive a medal for that content area;
  - o Students who are highly proficient in both content areas of the AASA will also receive a trophy.
- **Interventions:**
  - o No cost tutoring opportunities may be available for students struggling to maintain academic proficiency in core subjects.
  - o In grades 6 through 8th, if at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> grading period a student has an F in a core course (math, language arts, reading, science, or social studies), the student may be required to complete remediation.
  - o Remediation may include one or more of the following:
    - Tutoring;
    - Saturday school;
    - Summer school;
    - Additional academic courses in lieu of Specials or Electives.

**Students who fail to successfully complete required remediation may be retained.**

### **Homework Requests**

A request for homework can be made when an absence is excused. Requested work may be picked up in 24 hours. Work may also be sent home with another student the following day. Requests can be made to the teacher or the school office.

### **Promotion Criteria**

Promotion considerations will include the following:

- Attendance



- Grades
- Test scores
- Age
- Current achievement
- Social maturity
- Teacher and parent evaluation and judgment

In compliance with Arizona law, except as indicated below regarding third grade retention, decisions regarding promotion or retention shall be made with the input of and based on a teacher's judgment regarding student readiness.

### **Third Grade Retention: Arizona's Move on When Reading**

Arizona's Move on When Reading policy is designed to provide students with evidence-based, effective reading instruction in kindergarten through third grade in order to position them for success as they progress through school, college, and career.

Arizona law requires that a student may not be promoted from the third grade if the student scores far below the third grade level on the AASA statewide assessment. A third grader who does not demonstrate sufficient reading skills may be promoted to fourth grade if the student:

1. Is an English Language Learner (ELL) who has received less than two years of English instruction.
2. Has a disability and the IEP team agrees promotion is appropriate or the student is in the process of being evaluated for an IEP.
3. Has been diagnosed with a significant reading impairment (including dyslexia).
4. Demonstrates sufficient reading skills or adequate progress toward sufficient reading skills through a collection of assessments approved by the State Board of Education.

If your child is at risk of being retained in third grade, the school will notify you and provide you with additional information and remediation strategies.

### **Eighth Grade Graduation**

To be eligible to participate in the 8th grade graduation ceremony students must:

- Have a minimum of a 1.0 cumulative GPA
- Have completed all required remediation
- If a student is on a behavior contract, they must not have any recent behavior that is in violation of the contract.

### **Eighth Grade Trip**

All 8<sup>th</sup> grade students are eligible to participate in the trip. However, failure to comply with expectations of appropriate and acceptable behavior throughout the school year may prevent a student from attending. To be eligible to participate in the 8<sup>th</sup> grade trip students must:

- follow the Six Pillars of Character while at school;
- not display behavioral problems, including:
  - o receiving excessive referrals,
  - o receiving in or out-of-school suspensions,
  - o receiving Before or After-School strikes.
- not be subject to a pending hearing for expulsion or long-term suspension;
- have a 2.5 cumulative GPA or better in all classes at the end of the school year.
- be enrolled at La Paloma Academy Central prior to the 4th quarter.
- be compliant with La Paloma Academy's attendance policies:
  - o absences must not be excessive;
  - o tardies must not be excessive;
- provide the permission slip signed by a parent/guardian;
- submit payment for the fees associated with the trip.

## **Discipline**

### **Character Counts/Family Values**

Discipline is structured around the 6 Pillars of Character. The six pillars are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Students are expected to respect others by demonstrating the following behaviors: appropriate language and actions, listening and following directions, working and playing safely, working quietly, and being prepared to learn.

### **Positive Behavioral Interventions & Supports (PBIS)**

- PBIS focuses on proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment.
- Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within La Paloma has been implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms).
- Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results for students by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

### **La Paloma Academy-Code of Conduct**

La Paloma Academy staff model and encourage the A.C.T. approach to our behavior standards.

Are Respectful and Trustworthy  
Care about Others  
Take Responsibility

## **Classroom Discipline Procedures**

The first week of school, classroom teachers will introduce, define, and discuss individual classroom rules with their students. From one classroom to another, individual classroom rules may vary depending on the individual teacher. Every teacher utilizes a progression of consequences for negative behavior, and emphasizes positive reinforcement for desirable behavior demonstrating specific character qualities (ARS 15-154.01).

No single strategy of discipline solves all behavior, attitude, and schoolwork related problems. A student who is sent to the principal's office may be subject to a parent phone call, lunch detention, after school detention, in-school suspension or out-of-school suspension (short or long term), and/or expulsion, following the state guidelines. The administration will enforce disciplinary measures as deemed appropriate.

### **Progression of Discipline**

The following framework for the application of disciplinary actions in the school is to provide students and parents with an understanding of the response that can be expected to a certain type of misbehavior. Discretion is left to the professional educators in deciding which disciplinary action(s) should be taken for student misconduct. Several factors help determine the disciplinary consequences for one's actions. This may include the student's past history of behavior, the seriousness of the offense, the effect of the student's behavior on others, and what might be best for the particular student to learn to develop responsibility for his/her actions. The levels of misconduct are not an absolute rule, but serve as a general guideline for the decisions about discipline, which must be decided upon on a case-by-case basis by the teachers and administrators.

#### **NON-REFERRAL – LEVEL 1**

Staff members who are supervising the student or who observe their misbehavior will respond immediately to Level 1 Acts of Misconduct. If the misbehavior occurs in the classroom setting, the teacher refers to their classroom discipline procedures. Repeated misbehavior may require a conference between parents and staff.

#### **DISCRETIONARY – LEVEL 2**

Level 2 Acts of Misconduct address misbehaviors that involve a level of frequency and/or seriousness that disrupt the learning climate of the classroom and/or school, including continued Level 1 misbehaviors that require the intervention of administrative and/or school support personnel in order to correct the situation. Misbehaviors which do not represent a direct threat to the health and safety of others, but that have educational consequences that are serious enough to require corrective action, will be handled by administrative personnel.

#### **REFERRAL TO OFFICE – LEVEL 3**

Level 3 Acts of Misconduct include acts that are dangerous to the safety of the student(s) or others, or damage to property, as well as certain criminal acts. These acts will most often result in a removal from the school for a period of time.

## **School Detentions**

General rules of study hall behavior are enforced when a student is serving detention. Students are expected to be prompt, quiet and bring material to work on. A record is kept of all detentions given. Those students who are regular offenders can expect further corrective measures.

- Detentions can be served during the lunch period, after school, and/or on designated Saturdays.
- Students can be assigned to detention for academic, behavioral, and/or attendance issues. They could include, but are not limited to:
  - o Missing homework assignments,
  - o Inappropriate classroom conduct,
  - o Violation of behavior policies,

Students in detention may be expected to complete homework, write an essay on the infraction, and/or complete work missed due to tardiness/absences. Detention hours and days are subject to change. Students who show up late or do not show up at all will be assigned additional days of detention, and may be placed on a behavior contract, and/or suspended.

## **Suspensions and Expulsion**

**In-School Suspension:** In-school suspension (ISS) is a disciplinary technique which is designed to provide an educational environment to ensure that students participate in the academic community in some way. When a student is put on in-school suspension, he or she is removed from the traditional classroom environment and put into a special suspension room. The student may be warned that future offenses could result in additional suspension or expulsion. For the length of the suspension, the student reports to the ISS room, and he or she is expected to complete homework assignments, work on projects, and complete any task assigned by the ISS facilitator. **On each day of ISS, After-School privileges will be suspended for the student.**

**Out of School Suspension:** Any student suspended from school must not be on school property at any time during the days of suspension. Students on suspension are also suspended from all school activities. A suspended student will be allowed to make up any work missed while serving the suspension.

For all long-term suspensions and expulsions, the student is entitled to a due process hearing before a hearing officer before the implementation of the disciplinary consequence. If your child is subject to such a hearing, you will receive information about the hearing, your rights, and the process.

## **Behavior Modification Contracts**

Cases of repetitive, unwanted behavior may warrant the implementation of a "behavior contract". A behavior contract will specifically outline undesired behaviors. It will also include a plan for positive modification and number of probationary days. If the student is found in violation of this contract, the student may be called to speak with the school board and may be expelled from La Paloma Academy.

## **Counseling Services**

Counselors are available to all students, parents and teachers on a full-time basis. This service is available to help individuals with personal, social, school, or family concerns. Counseling referrals may be made by the individual, teacher, principal, or parent.

## **Health Services**

### **Important Information**

La Paloma Academy **does not** employ or contract with a Registered Nurse. Therefore, the Health Technician/Student Health Services Coordinator and/or designated agents are not performing a nursing function. Instead, their duties are specified and followed according to the Pima County Health Department Communicable Disease Flip-Chart, the American Academy of Pediatrics Emergency Guidelines for Schools, and First Aid/CPR certifications.

**School personnel may give first aid only.** They cannot diagnose, give medical treatment or prescribe medication for a child if a child becomes ill at school.

### **Health Services Rules**

In order for your child to be available for learning and to control communicable disease in school, it is very important for you to keep your child at home when he or she displays any of the following:

- A temperature of 100.4 degrees or more. Your child must remain at home in bed for the day and should be fever free for 24 hours (without the aid of Tylenol or Motrin, etc.) before returning to school.
- A diagnosed strep infection. Your child should be on antibiotics for 24 hours before returning to school.
- Red swollen eyes that itch and drain pus (woke up with eyes glued shut).
- A diagnosed case of conjunctivitis. Your child should be on antibiotics for 24 hours before returning to school.
- Vomiting during the night or in the morning.
- Persistent diarrhea during the night and/or in the morning.
- A moist productive cough, a deep cough, chest congestion, or discolored nasal discharge.
- An unexplained rash.

If your child has been diagnosed with a communicable illness, please contact the Health Office immediately so the parents of other students in the class can be notified. Examples include, but are not limited to chicken pox, impetigo, scabies, hepatitis, and ringworm, measles, mumps or rubella.

**Do not send your ill child to school to be evaluated by the Health Office.**

### **Head Lice**

Students found with live head lice or nits (eggs) may remain in class but are discouraged from close head to head contact with others. Staff from the Health Office will contact parents of symptomatic students and discuss treatment options. Any student showing symptoms will be screened and in special cases the Health Office may screen the entire classroom. Classroom notifications will not be sent home until/unless the Health Office and/or administration determines it is necessary, which is usually when at least 10% of students in the classroom are infested.

**Please notify the Health Office immediately if your child has head lice.**

### **If your child gets sick at school**

When it is determined that a student should be sent home as a result of illness or injury, a parent/guardian who has legal custody will be notified by school personnel and asked to come pick up the child from school.

- If a student feels ill at school, they should report their complaint to the classroom teacher for a referral to the Health Office.
- Students are not to contact their parents directly (via cell phone for instance) regarding illness unless prior arrangements have been made with the Health Office.
- If your child becomes ill enough to be removed from school, has more than a minor injury, or has an emergency, you will be notified.
- It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible.
- Ill/injured children are not allowed to walk home, even with parental permission.
- Our office is small, so other children coming in would be exposed to the illness your child has. Please consider how you would want your child treated in such a circumstance.
- The student can only be released to someone other than the parent/guardian if that person has been designated on the emergency form by the parent/guardian.
- **Please keep contact information current at all times, in case of an emergency.**
  - Student emergency forms are kept in the office.
  - Invalid numbers and emergency contacts could result in delayed medical treatment for your child.
  - It is imperative you notify the office immediately of any changes.
  - Please do not give a phone number that is strictly a message machine, we need to be able to speak with someone who can reach you quickly.
  - If the parents cannot be contacted, the emergency numbers will be tried first,
  - **If the school is unable to reach parents/guardians or any of the emergency contacts, the police and/or DCS may ultimately need to be called.**
  - Paramedic/ambulance services may also be contacted in the case of an emergency (if needed). **Families will be responsible for the cost of paramedic/ambulance service.**

### **Medication at school**

**Prescription Medication:** When it is necessary for a child to take prescription medication at school we must have:

- A completed LPA Medication Administration form (available in the Health Office);
- Medication in the original container with the pharmacy label attached;
- **Medications from outside the U.S. are not allowed to be given at school.**
- All medication must be picked up by the last day of school by the parent/guardian. ***Any medication left at school after the last day of school will be discarded.***

**Over-The-Counter Medication:** When a parent wishes a child to take an over-the-counter medication at school, the following are required:

- A completed LPA Medication Administration form must be completed;
- Over-the-counter medications in the original container.
  - If OTC medications or herbal supplements need to be given for more than 3 days, a written doctor's order must be provided with a statement indicating the necessity of why this medication needs to be taken at school.

Over-the-counter medication includes cough drops, sore throat lozenges, Neosporin, etc.

- Over-the-counter medication is not stocked in the health office. It must be brought in for each individual student by the parent/guardian.

**Students are neither permitted to carry their medication, nor take medication independently on campus. All medications must be brought to the Health Office by an adult, stored in the Health Office, and picked up from the Health Office by an adult.**

- The exceptions to this may be Epi-Pens and/or inhalers, *under limited circumstances and with appropriate paperwork* (see Health Tech), which the student should always have in their possession.
- If your child has diabetes, they may be able to self-administer insulin under limited circumstances. See the Health Tech for the documentation required.

**Administration of Medications:**

- Health Technicians are employees who have been designated by the principal of La Paloma Academy and who may assist the student with the administration of medication. (This includes medication on an as-needed basis and over-the-counter medications).
- **The school does not have registered nurses in their employment.**
- **Under no circumstances may personnel administer medication to a student if nursing judgment is required for proper administration.**
- All medication must be brought to school and picked up from school by the parent/guardian or an authorized adult.
- Medications brought in will be counted and documented.
- **The parent/guardian must notify the Health Office of any changes in medication, dose or time to be taken and a new doctor's order must be provided.**

For the safety of themselves and other students, at no time shall a student possess, transfer, or provide medication, either prescription or over-the-counter, to any other student.

### **Immunizations**

Students can be enrolled without current or immediate proof of immunizations. **However, the student will not be allowed to attend school or may be suspended (if they are already attending) until or unless parent submits documentary proof of current immunizations or a waiver form, which is available from the front office.** Immunization requirements and deadlines may be different for homeless students.

Specific immunization requirements can be found on the Arizona Department of Health Services' website or obtained from your child's doctor.

### **Screenings**

**Hearing screenings** will be administered to all students in Kindergarten, 1<sup>st</sup>, 3rd, 5th, 7th, all resource students, and all new students.

**Distance and near vision screenings** will be administered to Kindergarten, 3rd, 7th, all resource and new students.

**Stereoacuity screening** will be administered to Kindergarten and 3rd grade students.

**Color Vision Deficiency screening** will be administered to all Kindergarten students.

- If you do not want your child to have their hearing or vision screened, please notify us in writing within 10 days of registration.
- If your child does not pass any of the screenings, they will be rescreened within 30-45 days.
- If your student does not pass the second screening, you will be sent a referral in the mail. If you receive a referral, please follow up with your doctor as soon as possible and provide us with written information from the doctor regarding the results of the visit.

### **PE Excuses**

Students requesting to be excused from PE must provide the Health Office with a note signed by the parent. Requests to be excused for three or more PE classes must be accompanied by a Physician's written order.

Any student utilizing an orthopedic support or device while on campus must provide a medical excuse and then be cleared through the Health Office.

### **Chronic Illness**

It is imperative the Health Office is notified if your child has any significant conditions such as asthma, diabetes, allergies, heart disease, epilepsy, physical/mental disabilities and/or if there is a change in status of any condition.

The parent/guardian of a student with a chronic illness who may require accommodations must:

- Obtain a request for "Medical Certification of Student with Chronic Health Condition" form from the Health Office, the 504 Coordinator, Attendance Officer, or Registrar.
  - Form must be completed by treating medical provider;
  - The medical provider will be asked to assess the following considerations:
    - The specific way in which the child's medical/mental condition may impact their ability to arrive to school on time, attend school, and/or remain for the entire day;
    - The nature of the health condition relevant to the student's anticipated activity level during absences;
    - Whether the condition is intermittent, temporary, or permanent in nature.
  - Completed form **must** be faxed to La Paloma Academy from the medical provider's office;
  - Once La Paloma Academy receives the completed form, a meeting will be scheduled to determine if a 504 plan is necessary. This meeting could include the school's health technician, the student's teacher, the 504 coordinator, and/or the Attendance Officer. The purpose of the meeting is to determine appropriate accommodations and create a written plan, if necessary. Chronic illness procedures will also be reviewed.
- Sign a FERPA release to facilitate communication between school staff (Health Office and/or Attendance Office) and the student's medical provider(s), if requested.
- If a student has a 504 plan, it will be reviewed each school year.

### **Students with Special Health Conditions**

Parents of students with special health conditions need to report this information to the school office or school Health Technician upon registration. The information may be helpful to school personnel in case of an emergency. The campus Health Technician will then notify all necessary and relevant staff.

### **Students with Disabilities**

**The Individuals with Disabilities Education Act (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Plans and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This



information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

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

**Child Find Procedures:** Child Find is a component of the Individuals with Disabilities Education Act (IDEA), which requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

- o In compliance with federal legislation, La Paloma Academy has established specific Child Find policies and procedures:
  - Screenings will be implemented for all newly enrolled students and those transferring in without sufficient records.
  - The screenings will be completed within 45 calendar days of school entry.
  - The screenings will include consideration of academic or cognitive skills, vision, hearing, and communication, emotional, motor and adaptive development.
- o Review, referral, and follow-up will be done on screenings and documented in the child's cumulative file, with backup data on the Child Find Screening Log.

The school abides by the requirements of federal and state laws in serving students with disabilities, including the procedures and requirements applicable to charter schools under Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA), A.R.S. § 15-761, et seq., and A.A.C. § R7-2-401, et seq. The school's written special education policies and procedures are set forth in the most current version of the Arizona Department of Education's Policy & Procedure Checklist, which is incorporated herein and **is available electronically to school-based personnel and all parents here.**

#### **SPECIAL EDUCATION RECORDS RETENTION NOTICE**

Pursuant to A.R.S. 41-1351, special education records including placement records, referrals, evaluations, and testing data, will be destroyed seven years after the student's last fiscal year of enrollment. A permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed, may be maintained without time limitation.

#### **PROCEDURAL SAFEGUARDS**

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is available by contacting the School Office.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-8778339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

**Section 504 of the Rehabilitation Act of 1973.** Section 504 is a federal law that protects students from discrimination based on disability under any program or activity receiving federal financial assistance. Consistent with Section 504 requirements, La Paloma Academy does not discriminate on the basis of disability in its programs or activities. A student is qualified under Section 504 if he or she has, has a record of having, or is regarded as having a physical or mental impairment that substantially limits one or more major life activities. Some students may be eligible for educational services under both Section 504 and the IDEA. IDEA has separate eligibility requirements. Students who are eligible under the IDEA have rights and protections beyond those available under Section 504.

- Your child has the right to an evaluation before the School determines if he or she is eligible under Section 504.
- It is important to remember that the presence of a physical or mental impairment does not automatically guarantee eligibility under Section 504. That impairment must substantially limit one or more major life activities for a student to be eligible.
- If you believe that your child has a disability that would qualify him or her for Section 504 protections, contact the Section 504 coordinator on your child's campus.

If qualified under Section 504, students can receive accommodations, including testing accommodations, and/or related aids and services to allow the student an equal opportunity to participate in school activities.

If you disagree with decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you.

In addition, you have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory.

Phone: 206-607-1600/TDD: [206-607-1647](tel:206-607-1647)

Website: <https://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint>

## **School Safety**

### **Fire Procedures, Policies and Drills**

In an effort to improve school safety, La Paloma Academy performs the following "drills" on a regular basis:

- **Fire drills** (practiced once per month) - Upon hearing the alarm, students and teachers will wait one minute and then move out of the building. (This is to verify that the alarm is due to a drill or an actual fire and/or to assess the safety of students exiting through the campus.) Students should leave all books and school paraphernalia behind, and exit the building in an orderly manner. Do not visit friends when leaving the building. Stay away from the building after exiting and wait for the "all clear" announcement. The signal to re-enter the building will be an intercom announcement.
- **Hard Lockdown** (practiced minimum 2 times per year) - All doors, inside and outside are to be locked. A hard lockdown indicates a very serious situation exists. All teachers are to lock their

classrooms after checking the grounds for any person not secured in a room. In a hard lock down, equipment and lights are to be turned off, and doors and windows are to be covered and locked. No students or staff are allowed to leave the room for any reason. A "Hard Lockdown" takes precedence over a fire alarm.

- **Shelter in Place** (practiced minimum 2 times per year) - All outside doors are locked. A "Shelter in Place" indicates a serious situation could exist in the vicinity of La Paloma Academy. Doors and windows are to be covered and locked. During a "Shelter in Place", no one will be allowed to enter or exit the room. However, the school day will continue as normal inside the classroom.

### **Child Abuse/Neglect**

According to ARS 13-3620, it is the legal obligation of La Paloma Academy staff and board members to report situations of suspected child abuse and neglect to law enforcement and/or Child Protective Services.

If any student or employee feels they are the victim of sexual abuse of any kind, they may directly contact Jackie Trujillo – Superintendent, [jtrujillo@arizonacharterschools.org](mailto:jtrujillo@arizonacharterschools.org).

### **Transportation of Students**

During La Paloma Academy or La Paloma Academy-sponsored functions, students may be transported only in La Paloma-approved vehicles operated by La Paloma-authorized personnel. Exemptions are made only with the specific, written approval of the Superintendent or designee.

It is specifically forbidden for any employee (other than bus drivers and transportation staff) to transport students for school purposes without prior authorization of the Superintendent or designee nor without written parental permission.

## **Sports and Athletic Program**

Opportunities will be provided for 5<sup>th</sup> – 8<sup>th</sup> grade students to participate in team athletics on a tryout basis.

Girls' Sports: Soccer, Volleyball, Basketball, Flag Football, Cheer

Boys' Sports: Soccer, Basketball, Flag Football, Cheer

### **Physicals**

- La Paloma Academy uses the Arizona Interscholastic Association Annual Physical Examination/Evaluation forms for our required sports physicals.
- The Mild Traumatic Brain Injury (MTBI)/Concussion form will be completed online, at school, by all 5<sup>th</sup> through 8<sup>th</sup> graders. This is required and will help students become aware of concussion signs for themselves and other students while in P.E. or After School sports.
- **All student athletes must have a current physical evaluation and clearance to participate in sports (forms are available in the Health Office).**

### **Eligibility**

- Student-athletes who are suspended from school may not participate or attend a game or practice on the day(s) of the suspension.
- Student-athletes who are absent from school may not participate or attend a game or practice on the day(s) of the absence.
- Student-athletes' eligibility will be checked each school week by way of their teachers on an Athletics Eligibility Form. Collecting data from teachers regarding eligibility is the responsibility of each student athlete. Eligibility will be reported to coaches and teachers the following morning.
- In order to be eligible for trying out for or participating on a team, all student-athletes must have a GPA of at least 2.0 as well as no "F's" in any core classes (Math, Science, Social Studies, and English Language Arts).
- The 1st check in which a student is determined to be ineligible will prohibit that athlete from playing in any games/traveling with the team to off-campus games. Ineligible students are expected to use this extra time within their schedules to meet with teachers and improve academic standing.
- The next *consecutive* check in which a student is determined to be ineligible will prohibit that athlete from playing in any games/traveling with the team to off-campus games. In addition, the athlete may not attend team practices. Ineligible students are expected to use this extra time within their schedules to meet with teachers and improve academic standing.

### **Student Athlete/School Ground Concussions and Head Injuries**

A student who exhibits signs, symptoms, or behaviors consistent with a concussion in practice, a game, P.E. or recess will be removed from participation or competition at that time. A student who has been removed from an interscholastic contest, practice, PE or recess for a possible concussion or head injury may not return to physical activity unless cleared to do so by a physician. If not cleared to return to physical activity, a student may not return to play or practice until the student has provided the school with written clearance from a physician. The student will be required to follow the Return to Play Progression process as outlined by the Center for Disease Control and Prevention. All student athletes must have a current physical and clearance to participate in sports.

La Paloma Academy Health Technician has the discretion (without doctor input) to impose a 5-day no-play restriction if concussion concerns exit.