

**Student-Parent Handbook Acknowledgement**

Dear Parent/Guardian,

Please complete the following form and return it to the office by August 3, 2016.

Thank you,

Paul Bummer  
Principal, La Paloma Academy South

.....

From: The Parent/Guardian of \_\_\_\_\_  
To: La Paloma Academy

I have reviewed and/or will review the entire Student-Parent Handbook with my child in an effort to promote a better understanding of La Paloma Academy rules and expectations. My signature below acknowledges receipt, understanding, and an expectation of compliance with the Student-Parent Handbook.

**I understand that this handbook has a number of significant modifications from prior years and may also be amended again at any time during the year.** The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



**LA PALOMA ACADEMY**  
Student/Parent Handbook  
2016-2017

**South Campus**

5660 S. 12<sup>th</sup> Ave.  
Tucson, Arizona 85706  
(520) 807-9668

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# La Paloma Academy

## Student-Parent Handbook 2016-2017

### 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:**

South Campus:      Phone (520) 807-9668  
                                 Fax      (520) 807-9575

#### **Website:**

<http://www.lpasouth.org>

#### **Superintendent:**

Jackie Trujillo

#### **Site Administrators:**

South Campus:      Paul Bummer, Principal  
                                 Jayson Waugaman, Vice 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 (or code of conduct). Rules and regulations in this handbook are in effect until the student receives the handbook for the next school year.

# Campus Guidelines

## School Hours

Kindergarten-6 <sup>th</sup> grades	8:20 a.m. – 3:30 p.m.
7 <sup>th</sup> -8 <sup>th</sup> grades	8:30 a.m. – 3:30 p.m.
All Grade Levels	8:20 a.m. – 11:30 a.m., every Wednesday

All Kinder through 8<sup>th</sup> grade students begin school at 8:20 a.m. each day and the school day ends at 3:30 p.m., except for the designated half day.

**Wednesday is the designated half day. The school day begins at 8:20 a.m. for all students, and ends promptly at 11:30 a.m. for all grades.**

Unless students attend the before-school program, they should not arrive at school before 8:10 a.m. There is no supervision on campus prior to school starting.

All students need to be picked up within 15 minutes after the end of the school day or your student will be sent to the after-school program.

The school office is open each day from 8:00 a.m. to 4:00 p.m.

## Procedure for Abandoned Students

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 (this happens usually on the last day of each quarter), all students **must** be picked up by 11:45 a.m. If they are picked up after 12:00 p.m. on these days, **there will be a fee associated with this late pick-up.**

If students are not picked up by the end of the after-school program (6:00 p.m.), the office will begin attempts to contact parents. If La Paloma Academy is unable to reach parents and/or parents are unable to pick up their child, 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 will be contacted. **Children picked up by parents after 6:00 p.m. will be charged a fee of \$1 per minute.**

## 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 needs to sign in the child, and the child will receive a pass back to class.
- Only a parent/ legal 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.

## School Visitors

All visitors, including parents and siblings, 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. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. 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 time 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 penalties for trespass and/or disruptive behavior. Students from other schools are not allowed as visitors during our school day.

### Phone Calls

Students are permitted to use the office or classroom telephone only with permission or a pass from a teacher. Please keep telephone calls short. No student will be called from class to receive telephone calls. Teachers will not be available by phone during school hours.

### Video Camera Surveillance

Sections of the building and outside areas are under video surveillance.

## Student Conduct and Expectations

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

- Follow the Six Pillars of character while at school
- Respect others with language and actions
- Listen and follow directions
- Work and play safely
- Work quietly
- Be prepared to learn

### Dress Code

The school dress code attempts to develop student standards of dress that reduce the appearance of materialism/class status and that encourage a disciplined learning environment. The dress code applies to all students at all times during the school day, including after school, 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 consequence (e.g., verbal warning, lunch detention, after-school detention, essay, etc.).
- 3<sup>rd</sup> transgression – Parent will pick up child from school. The infraction and consequence will be entered into the discipline database (e.g., lunch detention, after-school detention, essay, etc.).

### School Uniforms

Polo shirts (must be a solid color) – red (not maroon), white, and navy blue

Slacks, shorts, capris, skirts, etc. – navy blue and khaki only

Jumpers – solid red, white, navy, or khaki

Belts may be required depending on the grade level.

- Pants are to be cotton twill in a traditional “Dockers” style and an appropriate size
- Skinny jeans can be worn (under the discretion of administration and staff)
- Leggings are not to be worn in lieu of pants
- If a belt is worn, it must be black or brown and cannot hang down from the student’s waist
- Jumpers, shorts, and skirts are to be no shorter than 4” above mid-knee
- All shirts are to be tucked in at the waist
- Polo shirts are to be buttoned at all times
- Undershirts cannot be larger than the uniform shirt and are to be of a solid color (red, white, or navy blue)
- Knee-high socks and tights are to be of a solid color (red, white, or navy blue)
- Sweaters and sweatshirts are to be of a solid color only—navy blue, red, or white—and over a collared shirt
  - **LPA emblems are the only emblems allowed**
- Sweatshirts can be worn in the classroom, but are only allowed outside when the temperature is below 75 degrees
- Jackets (any style and color) can be worn outside during cold weather, but are not allowed in the classroom



- All jackets, sweatshirts, and sweaters must be appropriately sized for the student
- Appropriate undershirts can be worn in classes to keep students warm, but excludes hoodies
- **No U of A clothing allowed**
- Headwear:
  - No hats, bandanas, or scarves are allowed
  - Hoods on sweatshirts must be down at all times
- Shoes:
  - No open-toed or open-backed shoes allowed
  - No slippers allowed
  - Heelies are not allowed on campus, and will be taken away from the student
- Hair color needs to be a natural color and not disruptive to the classroom environment
- Piercings and/or tattoos: if viewed as distracting and/or inappropriate by school administration, students will be asked to remove or cover them
- Jewelry/Accessories: any type of jewelry that is deemed distracting or inappropriate will be removed, including arm bands
  - No spiked jewelry
  - If jewelry is deemed as possessing any safety issue, it will be confiscated
- No suspenders or ties allowed

This dress code policy cannot cover every conceivable clothing/fashion option. School teachers and administration have the final decision in dealing with situations that are not covered by these above guidelines (the principal will make the final decision on appropriate/inappropriate attire or accessories).

### **Physical Education (P.E.) Dress Code**

The P.E. dress down procedure is for 7<sup>th</sup> and 8<sup>th</sup> grade students. Students are not required to change their clothes for P.E., but if a student chooses to dress down, they must adhere to the following dress code:

- LPA athletic T-shirt, shorts, or sweats
- Athletic shoes must be worn

### **Dress Down Days**

On Fridays, students are allowed to wear navy jeans (without holes), with a La Paloma Academy T-shirt or school polo (the shirt must have the LPA logo to be worn for dress down).

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.

### **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 tardies, and early departures as quickly as possible
- Communicate the issue to the parents/guardians
- Partner 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:

- ARS 15-901: The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies, out-of-school suspensions, and religious purposes (as per ARS 15-806)
- ARS 15-803: A child is “excessively absent” when they have been absent over 10% of the number of required attendance days
  - Family vacations, hunting trips, babysitting, personal appointments, music/dance lessons, club meetings, or oversleeping are NOT legally valid reasons for an absence or tardy
  - Medical notes must be submitted to the registrar any time a student is absent for 3 or **more** consecutive days
  - **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**
  - **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)**
- ARS 15-803: 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
  - Please notify the school’s front desk staff prior to 9:00am if your child is going to be absent and provide the reason for the absence. The Arizona Department of Education requires that schools obtain the specific reason for any absence
    - In the interest of sound academic work, a student shall not be absent without an adequate reason
  - Truancy is a violation of state law and may result in legal action against the parents or guardians, as well as the student

### Tardies:

- Arriving to school on time demonstrates a commitment to success
- Late arrivals mean lost learning and are a disruption of class
- Students arriving **after** the start of school (8:21 a.m.) **must** report to the front desk for a late pass and **must** have a parent/guardian sign them into school
  - They will not be admitted to class without a late pass

### Early Departures:

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

**A student who accumulates 3 tardies and/or 3 early departures will not be considered for perfect attendance.**

### Procedures:

The La Paloma Academy district attendance officer, campus registrars, and health techs will work together to monitor and document a student’s attendance record. In an attempt to curb excessive absences, chronic tardies and early departures, and chronic truancy, the following measures will be followed:

#### Tardies:

- After a student accrues **6** tardies (excused or unexcused):
  - The student will be required to participate in the school’s **Attendance Intervention Program** for **each** tardy thereafter
- After a student accrues **9** tardies (excused or unexcused), in addition to the **Attendance Intervention Program**:

- The student will be required to complete **one lunch detention** for each subsequent tardy
- The student and parent/guardian will be required to meet with the attendance officer and/or administrative team
  - At this meeting, strategies to address the student's chronic tardies will be discussed and an Attendance Contract may be signed
- If a student accrues **12** tardies:
  - They may no longer be eligible for field trips.
  - They will lose after-school privileges for two weeks
  - They will lose transportation privileges for two weeks
- If a student accrues **15** tardies:
  - They will lose after-school privileges for one month
  - They will lose transportation privileges for one month
- If a student accrues **18** tardies:
  - They will lose after-school privileges for the remainder of the school year
  - They will lose transportation privileges for the remainder of the school year
- Saturday school may be required to make up time missed due to chronic tardies

La Paloma Academy expects that every student will be **through the front gate/door no later than 8:20 a.m.**

**Absences:**

- Parents/guardians will be required to attend Attendance Intervention Meetings according to the following guidelines:
  - During the first two quarters of the school year:
    - When a student accrues **8** absences (excused or unexcused)
  - During the second and third quarters of the school year:
    - When a student accrues **14** absences (excused or unexcused)
- The purpose of an Attendance Intervention Meeting is to:
  - Discuss the reasons for the excessive absences (including possible chronic medical issues)
  - Develop strategies to address the excessive absences (including appropriate accommodations for chronic medical issues)
  - Sign an Attendance Contract (Failure of a parent/guardian to attend an Attendance Intervention Meeting and/or sign an Attendance Contract could result in a law enforcement and/or DCS referral)
- At any time during the school year a parent may be asked to meet with school administration to review attendance data and/or sign an Attendance Contract, especially when a student has academic and/or behavioral concerns as well
- **Failure to comply with the terms of the Attendance Contract, and/or failure to participate in the Attendance Intervention Program, and/or failure to comply with La Paloma Academy's attendance policies could result in:**
  - Loss of before-/after-school privileges
  - Loss of extracurricular activity privileges (including field trips, dances, dress down days, and sports)
  - Suspension
  - Grade retention
  - Manifestation Determination Meeting
  - Being taken to the school board for **expulsion**
- Additionally, the student could be referred to Pima County Juvenile Court and the parents/guardian referred to Department of Child Safety and/or other appropriate law enforcement agency

### **Attendance Intervention Policy:**

La Paloma Academy is committed to providing quality instruction to support student learning and success. Students who are unable to be serviced in the classroom due to tardies, early departures, and/or absences, will be identified for intervention services (please refer to the excessive absence and excessive tardy policies as well). Intervention services provide grade-level instruction centered on standards, taught by qualified staff. Intervention may include one or more of the following: lunch intervention, before-/after-school intervention, Saturday intervention, or intervention weeks. **There may be a financial cost associated with these intervention services.** There are two weeks that your student may be required to attend intervention; during the fall and spring breaks. Our goal is to ensure your child receives all their entitled instruction time. The district attendance officer and/or campus administration will contact the parent when a student is required to attend an intervention program.

### **Field Trips**

Behavior contracts may be used in determining field trip eligibility. Students with an excessive number of tardies, absences, detentions, and/or suspensions may lose the privilege of attending field trips.

### **General Rules**

The following general rules are necessary to maintain a proper learning atmosphere for all students. They are intended to provide students with a safe, quiet, and clean learning environment free from distractions. All student regulations shall apply to all school activities on campus and away from campus.

- Food:
  - Consumption of any type of foods, candy, or drinks are allowed only in the cafeteria, unless granted permission
  - Food and drinks are not allowed in the classrooms and recreational areas, unless approved by the teachers
  - The only drinks allowed in classrooms are spill-proof water bottles.
  - Gum chewing is not allowed at school
- Campus Conduct:
  - No running in the building or on the cement walkways at any time
  - Excessive displays of affection are not permitted at school at any time
  - Students in the hallways without a pass face disciplinary action
  - Fighting, tackle games, and rough play will not be tolerated
  - 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
  - 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
  - Students are to be respectful and address teachers as Miss, Ms., Mrs., or Mr., with the teacher's last name
  - Toys or trinkets that basically cause annoyance or frustration to other persons will be confiscated
  - 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
  - Throwing balls (football, tennis ball, basketball, etc.) is only allowed on the large soccer field and is not permitted in the courtyards or common areas
  - No tobacco products, lighters, or matches are not allowed at school
  - Inappropriate behavior in the cafeteria may result in disciplinary action. Disrespect toward cafeteria or custodial personnel will not be tolerated and may result in out-of-school suspension
  - Students instructed to leave the classroom for a disciplinary reason must report directly to the front office
  - Repeated offenses will result in more severe disciplinary actions

- **Electronics:**
  - No cell phones, MP3 players, personal video games, or similar technology are allowed to be used during school hours
  - La Paloma Academy is not responsible for any electronic devices that are lost, damaged, broken, or stolen while on campus
  - 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
  - Any social media found to be negative towards any La Paloma Academy student or staff member, whether on- or off-campus, can be punishable; consequences will be set by administration

### **Money at School Policy**

Bringing money, other than the amount needed for lunch or the “snack shack”, is strongly discouraged. However, there may be occasions when the teacher may ask your child to bring money for a special project, field trip and/or bake sale. Students found to have stolen money on campus will face strict consequences.

### **Book Replacement Policy**

At La Paloma Academy, we feel that students should be responsible for belongings and take pride in their environment. School textbooks, library books, 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 is grossly damaged, the student will be required to pay the cost to replace the textbook and/or extracurricular activities could be withheld (ARS 15-727). Books and materials not returned or not paid for will result in the student’s report card and/or transcripts being held.

### **Student Conduct (Gang Activity or Association)**

La Paloma Academy believes that every child has the right to learn in a safe environment. Therefore, groups which initiate, advocate, or promote activities that threaten people or property, or disrupt the school environment will not be permitted. Further, the use of hand signals or graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that indicates or implies membership or affiliation with a gang is also prohibited.

### **Bullying, Fighting, and Horseplay**

La Paloma Academy strives to create a positive, learning-centered atmosphere at school. For our students to be successful, it is important that our campus is free from bullying, intimidation, and harassment. Each student deserves to feel safe at school.

We are asking that parents/guardians immediately inform school staff (your child’s teacher, counselor, principal, etc.) of suspected bullying behavior directed against your child or another child. Bullying is not a mutual conflict, disagreement, or altercation between peers. In instances of bullying, there is a clearly defined victim and bully. Bullying includes but is not limited to physical intimidation, physical abuse, threats, name calling, social isolation, gossiping, and spreading rumors.

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 himself or herself.

This definition includes three important components:

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

La Paloma Academy believes that all teachers, administrators, support staff, volunteers, contractors, parents, and students share a responsibility to create a positive environment. We know this problem isn’t

confined to school grounds. Bullying at school affects and is affected by what happens at home between siblings, what happens in the neighborhood, and what happens when students go online. We must work together to take action, whether a child bullies, is a victim of bullying, or is a witness to bullying.

We are aware that incidents of bullying are often committed out of view of supervising adults. Victims are most vulnerable in situations beyond the eyes of staff, such as the playground, hallways, fields, and restrooms. The most likely adult to be informed by a victim is the parent. Parents are often reluctant to inform the school due to the student's fear of retaliation. Without parent input, the school staff will be uninformed and unable to intervene to stop this behavior. It is vital that school staff and parents continue to work together to create a safe learning environment.

Bullying via electronic means, such as through the use of social networking sites, while at school or at a school-related function, may constitute gross disobedience or misconduct and a violation of the district's bullying and harassment policies. For more information on the consequences of bullying, please refer to Acts of Misconduct.

Bullying behavior is prohibited. Bullying behavior may lead to disciplinary action, including meetings between parents and school staff, detention, suspension, or expulsion from La Paloma Academy.

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. Fighting at the bus stop, on buses, or anywhere on campus is prohibited. Students engaging in such activity face suspension or other disciplinary action.

### **Sexual Harassment**

La Paloma Academy believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with the student's opportunity to learn, and creates an intimidating, hostile learning environment. Accordingly, La Paloma Academy shall not tolerate sexual harassment of students by other students, by employees of the District, or by other adults at the District. A student who feels he/she is being sexually harassed is encouraged to bring the complaint to the attention of the principal. The report shall be made in writing, detailing the specifics of the charge. The principal will investigate the report and determine a resolution of the case, including any necessary and/or appropriate disciplinary action. If the student is dissatisfied with the decision of the principal, the matter may be appealed in writing to the superintendent. If the student is dissatisfied with the decision of the superintendent, the matter may be appealed in writing to the La Paloma Academy School Board. The sexual harassment of one student by another student shall be considered a violation of the Student Disciplinary Code, Level III gross disrespect as approved by the board and subject to the appropriate disciplinary actions as stated for this offense.

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

Student non-medical use, possession, distribution, or sale of chemical substances (alcohol, tobacco, inhalants, or drugs) is prohibited in the buildings of La Paloma Academy and on school grounds. This prohibited use also applies to all school sanctioned activities and when students are being transported in vehicles. Students found with any such paraphernalia will be directed to the police, and a recommendation for expulsion pursuant to the school board will be made. Similar to drugs, any student found in possession of a weapon on school grounds (knife, gun, BB/Airsoft gun, etc.) will be directed to the police, and a recommendation for expulsion pursuant to the school board may be made.

**La Paloma Academy is a drug-free/smoke-free campus. Smoking is strictly prohibited at all times.**

### **Search and Seizure**

School premises are public property. Students who use any school facilities including classrooms, hallways, parking areas, and adjacent school grounds are subject to the school district's right to ensure cleanliness, safety, lawful use, and absence of drugs, alcohol, tobacco, weapons, and other prohibited materials in such areas. The school administration, authorized by the superintendent, will be charged with the responsibility to search a student's person, backpack, and belongings in the event such personnel reasonably suspects the presence of any illegal drug, alcohol, weapon, or property. In all cases, there

must be a reasonable suspicion to conduct any search. The campus 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 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 the student's name. In the event of a search, a parent/guardian will be contacted as soon as possible.

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

The Lost and Found is located in the school office and 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 or the Front Desk. If the students lose something, they may look in the Lost and Found on their own time, e.g., break, lunch, or 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. La Paloma Academy 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 lost and found items are donated on a regular basis.

### **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, childcare, etc.

### **Statement of Non-Discrimination**

Arizona Community Development Corporation and La Paloma Academy are committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, or disability. This policy encompasses all matters concerning staff, students, the public, instructional programs, and services. La Paloma Academy will comply with all applicable federal, state, and local laws relating to educational programs and personnel management (ARS 15-184).

## **Parent Information**

### **Parental Involvement**

It is imperative to have the support of the parents to meet the academic and social needs of the students. At La Paloma Academy, we believe that in order for your child to meet the challenges that he or she will face in our society, the development of self-discipline and individual responsibility is essential. Parents are invited and encouraged to play an active role in their child's education. This includes attending parent-teacher meetings, monitoring grades and homework, reading school newsletters/teacher blogs, and encouraging academic and behavioral responsibility. We welcome friendly parent volunteers in classrooms, monitoring lunches, etc.

Parental involvement is key. Parents who find themselves unable to volunteer can help our school in other ways.

### **Volunteering**

**The following procedures are in place for all parent volunteers:**

- ALL volunteers MUST have their prints rolled by our front desk staff, which are then sent to the Department of Public Safety for analysis
- Once La Paloma Academy receives the results of the fingerprint check (approximately two to eight weeks), the front desk staff will notify the potential volunteer
- If a parent/potential volunteer already has a Level One Fingerprint Clearance Card, a copy should be given to La Paloma staff, who will then confirm its veracity and notify the potential volunteer

Some of the potential volunteer opportunities for parents are: field trips, classroom help, book fairs, staff appreciation events, school photos, Holiday Shop, graduation ceremonies, and the Harvest Festival.

### **La Paloma Patriot Press**

The *La Paloma Patriot Press* is our monthly newsletter. It provides students and parents with information about upcoming events and important dates. It is sent home with the students during the first week of each month. Parents can also request a copy be sent directly to their inbox via the school website. It is our hope that parents read the *La Paloma Patriot Press* on a weekly basis to stay updated on the happenings at La Paloma Academy.

### **General Guidance for Parents**

Both biological parents have equal access rights to their child, unless the police or court system has severed 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 cannot intervene in parental disputes and will not prevent any biological or legal guardian access to their child unless an order has been received from the courts, DCS, or police department stating otherwise.

### **Safe Campus Policy**

(Parent Conduct)

All students, parents, faculty, and staff have the right to a safe campus where students are free to engage in their constitutional right to learn, and teachers are free to engage in their right to instruct. No person may interfere with or disrupt the school or its operation, in any form, as determined by the governing board or school administration.

- Disruption or interference includes but is not strictly limited to:
  - Intimidation
  - Aggressively confronting, touching (with exception to a child pertaining to a parent or guardian), swearing at, or threatening any other person affiliated with the school

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. This Safe Campus Policy pertains to 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.

A violation of this policy may result in one or more of the following actions against the person engaged in the disruptive activity:

- (i) order by the school to immediately vacate or leave the property, either temporarily or permanently
- (ii) report the actions to local police, sheriffs, or other local law enforcement jurisdiction
- (iii) call the police or otherwise request assistance from local law enforcement to enforce the school's order to leave the property
- (iv) file a criminal complaint and further pursue legal action
- (v) file for civil injunctive relief

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

Interference with or disruption of an educational institution may be considered a class six felony under the Arizona Criminal Code (13-2911).

### **Enrollment/Withdrawal**

**Enrollment:** La Paloma Academy serves all children grades K-8th. Students enrolling from another school must supply the school with the withdrawal from the previous school. In order to reap the benefits of a varied student body, we will promote La Paloma Academy throughout the Tucson community and will enroll students through an "open enrollment" process. Once a student is enrolled, their siblings will be given priority for enrollment. At the time of registration (ARS 15-184), parents/guardians are required to provide:



- proof of immunization for each child enrolling
- proof that the child meets the minimum age requirement of 5 years old by September 30<sup>th</sup>
- one or more current emergency phone number(s)
- current email address

If you do not have documents submitted by the published due date, your student's file will be considered "Inactive." On the next following business day, all inactive files will receive a follow-up reminder call and given 72 hours to comply with the due date. If after 72 hours the file is still inactive, the student will be dropped from our enrollment roster and another child will be chosen from the pool of students on the wait list.

**Expulsions:** La Paloma Academy honors all other school's disciplinary procedures as well as the Arizona Revised Statutes option of not enrolling a student who was expelled or who was in the process of being expelled. Students who transfer in during the school year will have all prior behavioral records requested to ensure that we honor both the other school's intent and the state's current statute.

**Behavioral, Academic, and/or Attendance Contracts:** La Paloma Central 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 the administration and are not optional. We look forward to all students achieving academically and are committed to helping that happen.

When a child is enrolled, all parents/guardians and students become responsible for reading and understanding the contents of this handbook and for meeting its requirements. Parents/guardians must sign a document stating that they have read the material, understand its contents, and have explained it to their child/children. They must state that they agree with and understand all of the handbook requirements.

**Withdrawal:** A parent/guardian wishing to withdraw their child/children must obtain a withdrawal form from the school registrar. Students will be required to submit it to their teacher(s), who will sign off on the form, once the student returns all school materials, e.g. books, rulers, etc. Once this form is completed, returned to the registrar, and all fees/fines are cleared, the student's grades may be released.

### 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 \$2.75 a day.

Breakfast: The cost of breakfast is FREE. **All students arriving between 7:30 a.m. and 8:00 a.m. should report to the cafeteria for breakfast.**

Families can apply for the free and reduced lunch program; applications are in the front office. Students who qualify for the reduced lunch program will be charged 40 cents per day.

Students also have the opportunity to prepay for their lunches. Please prepay for lunch by bringing the money to the front office or your child's teacher. We accept cash, checks (made out to La Paloma Academy), or credit/debit cards.

Lunch and breakfast menus are available in the school office and on our website: [www.LPATucson.org](http://www.LPATucson.org).

**Substitutions/Modifications:**

- The food service staff will **ONLY** make food or milk substitutions or modifications for students with disabilities
- Substitutions or modifications for students with disabilities **MUST** be based on a prescription written by a licensed physician
- Please contact the Food Service office for more information

**Meal Loan Policy:**

- Food Service must maintain a responsible financial approach in its operation to remain self-supporting
- Extending lunch loans to the 2000 plus students within the district can unduly burden the program
- The Food Service Department has therefore adopted the following policies related to the Lunch Meal Loans:
  - Students may be extended up to 3 meal loans to be repaid immediately by the parents
  - Food Services will not be able to extend further credit to any student beyond 3 meal loans
  - Parents will be advised of a student loan by written notice that is sent home with the student from the school's cafeteria
  - Once loans have been repaid in full, the student will again be eligible for the 3 meal loan policy, as stated above
  - Students requesting a meal who have expired their 3 meal loans are referred to school administration

**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
- SY17 (July 1, 2016 – June 30, 2017) - The "school day" will be defined by the USDA as from 12:00 a.m. (midnight) until one half hour AFTER the last bell
- National and state standards do have a few areas of inconsistency and we must adhere to the more stringent of the policies
- 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
- **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** 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

**All students are offered breakfast each morning in the cafeteria, free of charge, from 7:30 a.m. to 8:15 a.m.**

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

The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "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:
    - 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
    - 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 officials in cases of health and safety emergencies
  - State and local authorities within a juvenile justice system, pursuant to specific state law

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes), and dates of attendance, unless notified by the parents or eligible student that the school is not to disclose the information without consent.

### **Restraint and Seclusion**

Please contact the front desk staff and/or administration for a copy of La Paloma Academy's policies regarding the use of restraint and seclusion.

## **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.

La Paloma Academy's teachers stay current with the research on teaching techniques. They are skilled at helping all students reach their potential by finding the teaching strategies that best fit each learner.

### **Beyond Textbooks**

La Paloma Academy has adopted the Beyond Textbooks program. As the Arizona College and Career Readiness Standards are fully implemented across the state, we are rising to meet the challenge. We want to help our students succeed by continuing this innovative program.

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

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. Students then take weekly formative assessments based on the standards taught.

The lessons and questions are written in student-friendly terms. Students are presented with questions that are written for specific grade levels.

### **Common Formative Assessments and Reteach/Enrich**

- **Formative assessments** are given to individual students (weekly) to determine standards mastery. Test results are then reviewed by the administration.
  - Results are sent to each grade level and students are identified as whether they exceeded, met or approached expectations
  - Students who met (4/5 correct) or exceeded the standard (5/5 correct) engage in daily enrichment activities
  - Students who scored less than 4/5 attend reteaching sessions on a daily basis.
- **Reteach and enrichment** groups are fluid and can change weekly based on formative results.
- **Targeted tutoring** may be required for students who are struggling with a learning objective. Data from the parallel formative assessment will determine the need of targeted tutoring.

### **Grading and Assessments**

- **Report Cards:** The quarterly report card is designed to provide parents and students with more information than a simple number or letter grade. Areas covered on the report card include: grades, effort, character, attendance, and teacher comments.
  - All teachers will maintain representational reading, writing, and math portfolios of selected teacher-generated assessments, performance evaluations, projects, reports, etc., which are utilized for both grading and conference purposes.
  - All skills and abilities taught and assessed at La Paloma Academy are not considered mastered until the student demonstrates a 70 percent proficiency level.
- **AzMERIT:** Arizona's Measurement of Educational Readiness to Inform Teaching is a test designed specifically to measure each student's progress in learning the Arizona Academic Standards.
  - The four content areas tested are mathematics, reading, writing, and science.
  - 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.
- **Galileo:** Galileo assessments offer innovative, research-based, multi-method, customized assessments, and curriculum tools designed to assist educators in meeting local, state, and federal requirements.
- **Reading A-Z:** Reading A-Z is an online resource, which provides easily accessible and developmentally appropriate teaching and learning solutions.

### **Parent-Teacher Data Meetings**

Parents are encouraged to attend our three Parent-Teacher Data Meeting nights. We hold special parent conferences after each quarter to discuss your child's Galileo testing results, upcoming standards, and provide support for home learning.

## Intervention Services

**Child Find:** Megan Rodgers, program coordinator  
Jayson Waugaman, campus lead

- A free, appropriate, public education (FAPE), with a full continuum of services, is available to each and every student
- 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
- In compliance with federal legislation, La Paloma Academy has established specific Child Find policies and procedures:
  - La Paloma Academy will maintain documentation of the public awareness efforts to inform the public and parents
  - 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
- Review, referral, and follow-up will be done on screenings and documented in the child's cumulative file, with back-up data on the Child Find Screening Log
- La Paloma Academy will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located, and evaluated
- All referrals are considered confidential and services are provided at no cost
- The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law

**Title I:** April Rubasch, district director  
Frank Kunkel, campus lead

La Paloma Academy Title I services are an integral part to helping students, especially those considered most academically at-risk, to achieve academic proficiency based upon the state's academic standards. This is accomplished by:

- Implementing research based assessment systems including:
  - the use of data-based decisions
  - high-quality professional development
  - application of research-based instructional strategies to ensure the academic achievement of all children
- Title I also requires that instruction be provided by highly qualified staff and that strategies are included to increase parental involvement

**Special Education:** Shaunna Fuentes, campus lead

La Paloma Academy will make the following services available to all students with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 and 2004:

- A free, appropriate public education
- A fair, accurate, and unbiased evaluation to assist in deciding special education and related services (speech, counseling, occupational therapy)
- An individualized educational program (IEP) based upon student's individual capabilities and needs
- An education in the most typical setting in which the student can make academic progress (general education classroom or resource room)
- The same array of academic, non-academic, physical education, and extracurricular activities that are available to students without disabilities

La Paloma Academy will protect the rights of students and their parents throughout the special education process. Parents must approve the initial evaluation and placement of their child, will participate in developing the IEP, and will have advanced notice of proposed changes in their child's educational program.

### **Remediation/Incentives**

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

#### **Rewards:**

- Students who are proficient in both content areas of the AzMERIT will receive a ribbon
- Students who are proficient in one content area of the AzMERIT and highly proficient in the other will receive a medallion
- Students who are highly proficient in both content areas of the AzMERIT will receive a trophy

#### **Interventions:**

- If at the end of the 1st, 2nd, or 3rd grading period a student has an F in a core course (math, language arts, reading, science, or social studies), the student will be required to successfully complete 12 hours of remediation
- Any 3rd through 8th grade student who does not meet the district assessment standard(s) at the end of the first three quarters will be required to complete 12 hours of remediation
- Remediation may include one or more of the following:
  - Tutoring
  - Intersession courses
  - Saturday school
  - Summer school
  - Additional academic courses in lieu of specials or electives

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

### **Missing Assignments**

Upon returning to school, students will be responsible for completing missing assignments. Make-up work should not exceed one week from the time a student returns to school following an absence.

### **Homework Requests**

A request for homework can be made when the absence is called in. 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:

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

### **Third Grade Retention**

According to ARS 15-701, a student shall not be promoted from the third grade if the student obtains a score on the AzMERIT reading test (or a successor test) that demonstrates he or she is **reading far below the third grade level**.

Beginning in 2013-2014 school year, there are two exemptions from this statute. In accordance with the new law, La Paloma Academy may be allowed to promote a pupil who earns an AzMERIT score that falls far below the third grade level for any of the following reasons:

- English Language Learners or Limited English Proficient that have received less than two years of English instruction

- Students with disabilities provided that the pupil's individualized education program (IEP) team and the pupil's parent or guardian agree that promotion is appropriate based on the pupil's IEP

### **Eighth Grade Graduation/Social Promotion**

To be eligible to participate on the 8<sup>th</sup> grade graduation ceremony students must:

- Have a minimum of a 2.0 GPA in core classes
- Have completed all required remediation (both academic and attendance)
- Be compliant with La Paloma Academy's attendance policies:
  - Absences must not be excessive
  - Tardies must not be excessive (not more than 15)
  - Compliant with the Attendance Intervention Program
- Not have recent behavior that is in violation of their behavior 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:
  - Receiving excessive referrals
  - Receiving in- or out-of-school suspensions
  - Receiving before or after-school strikes
- Have a 2.0 GPA or better in all classes at the end of school year
- Be up to date and compliant with remediation hours (both academic and attendance)
- Be compliant with La Paloma Academy's attendance policies:
  - Absences must not be excessive
  - Tardies must not be excessive
  - Compliant with the Attendance Intervention Program
- Provide the permission slip signed by a parent/guardian
- Submit payment for the fees associated with the trip
- Complete 10 hours community service

## **Discipline**

### **Discipline – A Joint Effort Between Home and School**

At La Paloma Academy, our primary objective is to educate children. We believe that in order for your child to meet the challenges that he or she will face in our society, the development of self-discipline and individual responsibility is essential. It is important that parents, school staff, and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at La Paloma Academy have been established for the protection of our students. We believe that you, the parents, are the most important people in your child's life; the staff needs your support in promoting acceptable behavior. Our goal at La Paloma Academy is for each student to learn to be responsible for his or her own actions.

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

At La Paloma Academy, teaching family values and training students with moral upbringing is at the heart of our school. The vision we have is to not only provide a school that teaches students academically, but molds the students into a caring and respectful community. Character education is an integral part of our philosophy. Our discipline is structured around the Six Pillars of Character. The six pillars are:

**Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship**

### **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 desire behavior more functional.

### **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, rules may vary depending on the individual teacher. Every teacher utilizes a progressive consequence for negative behavior, and emphasizes positive reinforcement for desirable behavior demonstrating specific character qualities (ARS 15-154.01). Discipline at all levels within the school integrates and emphasizes the Six Pillars of Character. Students are expected to respect others by demonstrating the following behaviors: using appropriate language and actions, listening and following directions, working and playing safely, working quietly, and being prepared to learn.

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 an out-of-school suspension (short- or long-term), and/or expulsion, following the state guidelines (ARS 15-841). For all long-term suspensions and expulsions, the student is entitled to due process and can appeal to the school board. 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 what disciplinary action 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 on a case-by-case basis by the teachers and administrators.



**Level 1: Non-Referral**

Staff members who are supervising the student or who observe the misbehavior will respond immediately to Level 1 misconduct. If the misbehavior occurs in the classroom setting, the teacher refers to their classroom discipline procedures. Repeated misbehavior may require a parent-teacher conference, or a parent conference, with a counselor and/or administrator.

Level 1	Description	Examples	Possible Interventions
NON-REFERRAL (To be dealt with in the classroom)	Behaviors that are a one-time incident or a minor infraction that does not hurt or violate the right of others	<ul style="list-style-type: none"> <li>• Gum chewing</li> <li>• No homework</li> <li>• Incomplete class work</li> <li>• Talking in class</li> <li>• Off-task</li> <li>• Running</li> <li>• Scribbling on paper</li> <li>• Annoying others</li> <li>• Lying</li> <li>• Cheating</li> <li>• Inappropriate language</li> <li>• Cusswords</li> <li>• Dress code</li> <li>• Reward/Point system</li> </ul>	<ul style="list-style-type: none"> <li>• Change seat</li> <li>• Think Time</li> <li>• Use of intervention techniques, such as “Stop and Think”</li> <li>• Redirect behavior</li> <li>• Create another activity</li> <li>• Follow PBIS suggested interventions</li> <li>• Inform student of rule violated</li> <li>• Describe expected behavior</li> <li>• Debrief child and reteach appropriate school-wide matrix</li> <li>• Homework Club</li> <li>• Detention (lunch or afterschool)</li> <li>• Phone call home</li> <li>• Loss of recess time</li> </ul> <p><u>If behavior persists, consider the following:</u></p> <ul style="list-style-type: none"> <li>• Talk with staff such as counselor, administrator, or other teachers to consider development of a pre-correction intervention</li> <li>• Talk to parents</li> </ul>

**Level 2: Discretionary**

Level 2 Acts of Misconduct involve misbehaviors whose frequency or seriousness tend to disrupt the learning climate of the school. Infractions which result from the continuation of Level 1 misbehaviors 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 whose educational consequences are serious enough to require corrective action, will be handled by administrative personnel.

Level 2	Description	Examples	Possible Interventions
DISCRETIONARY	A pupil should be referred to the office when the seriousness of the offense, persistence of the misbehavior, or the disruptive effect to the class makes the continued presence of the pupil in the classroom detrimental to the educational process.	<ul style="list-style-type: none"> <li>• Disruptive name calling or language</li> <li>• Constant disruptions</li> <li>• Property damage</li> <li>• Stealing</li> <li>• Tantrums</li> <li>• Conflict (physical or verbal)</li> <li>• Disruptive behavior</li> <li>• Disrespect</li> <li>• Spitting</li> <li>• Talking back</li> <li>• Defiance or refusing to do what is asked</li> <li>• Biting, with no mark</li> <li>• Walking away</li> <li>• Cheating</li> <li>• Cuss words</li> </ul>	<ul style="list-style-type: none"> <li>• Change seat</li> <li>• Buddy teacher</li> <li>• Think Time</li> <li>• Use of intervention techniques such as “Stop and Think”</li> <li>• Redirect behavior</li> <li>• Create another activity</li> <li>• Inform student of rule violated</li> <li>• Describe expected behavior</li> <li>• Debrief child and reteach appropriate behavioral matrix</li> <li>• Detention (lunch or after-school)</li> <li>• Phone call home</li> <li>• Daily progress note</li> <li>• 7th hour</li> </ul> <p><u>If behavior persists, consider the following:</u></p> <ul style="list-style-type: none"> <li>• Complete a Discipline Referral Form</li> <li>• Review returned referral form for consequences and anticipated follow-up</li> <li>• Talk with staff, such as counselor, psychologist, administrator, or other teachers to consider development of a pre-correction intervention</li> <li>• Schedule a school-parent conference</li> </ul>

### Level 3: Referral to the Office

Level 3 includes acts that are dangerous to the safety of the student or others, or damage to property as well as certain criminal acts. These acts are very disruptive to the school environment and will most often result in a removal from the school for a period of time.

Level 3	Description	Examples	Possible Interventions
REFERRAL TO THE OFFICE	Behaviors that are dangerous to self or others	<ul style="list-style-type: none"><li>• Bullying/hazing</li><li>• Fighting or altercation</li><li>• Biting, with injury/mark</li><li>• Threat to harm</li><li>• Continued disruption</li><li>• Continued defiance</li><li>• Weapons</li><li>• Drugs</li><li>• Alcohol</li><li>• Sexual harassment</li><li>• Leaving class, building or campus</li><li>• Verbal/physical assault towards teacher</li><li>• Physical conflict, with injury</li></ul>	<ul style="list-style-type: none"><li>• Parent contact, by phone or letter</li><li>• Request for parent-teacher/admin conference</li><li>• Written response, such as apology letter</li><li>• Detention (lunch or after-school)</li><li>• Removal from playground</li><li>• School conference</li><li>• Phone call to police</li><li>• School safety conference</li><li>• Suspension of privileges</li><li>• Student sent to counselor or other staff to discuss behavior</li><li>• In-school suspension</li><li>• Restitution</li><li>• Sent to buddy teacher</li><li>• School suspension (short- or long-term)</li><li>• Behavior Contract</li><li>• Expulsion</li></ul>

### School Detentions

Detention is not a perfect answer to a discipline problem, but it appears to be one of the more effective corrective measures. General rules of study hall behavior are enforced when a student is serving detention. Students are expected to be prompt, quiet, and bring materials to work on to any detention. A record is kept of all detentions given. Those students who are regular offenders can expect other 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, including, but not limited to:
  - Missing homework assignments
  - Inappropriate classroom conduct
  - Violation of behavior policies
  - Failure to comply with attendance policies

Students in detention may be expected to complete homework, write an essay on the infraction, and/or complete work missed due to tardies/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 behavioral contract, assigned to Saturday school, and/or suspended.

### Suspensions

**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.

### **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 the 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**

La Paloma Academy South may or may not have a counselor on staff during the school year, If available, the services are offered to all students, parents, and teachers. This service is available to help individuals with personal, social, school, or family concerns. Group counseling, concerning a particular problem, will be available as the need arises. Referrals may be made by the individual, teacher, principal, or parent.

## **Health Services**

### **Important Information**

La Paloma Academy does not have a registered nurse in employment, therefore the health technicians, student health services coordinator, and/or designated agents are not performing a nursing function. Duties allowable are specified and followed according to the “Delivery of Specialized Health Care in the School Setting: A Guide for Arizona Schools.’

**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.

Follow-up medical assessment may be suggested, if a health problem is suspected.

### **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 100.0 degrees or more – your child should remain at home in bed for the day and should be fever free for 24 hours (without the aid of acetaminophen or ibuprofen) 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 into the morning
- A moist productive cough, chest congestion, or discolored nasal discharge
- Head lice or nits (eggs). We are a “no nit” school
  - Therefore, students will not be allowed in school until all head lice and nits are gone
  - Students will need to be checked every morning by school staff for 10 days after treatment before being released to class
  - **Please notify the Health Office immediately, if your child has head lice**
- 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

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

### **Sick Child 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 is ill at school, they need to be picked up from school **in a timely manner**
- 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 of any changes, immediately
  - 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:** According to the Arizona Department of Education, Health, and Nutrition Services, and ARS 15-344, any student that takes prescription medication at school MUST have a written doctor's order. Therefore, when it is necessary for your child to take prescription medication at school, we must have:

- The written doctor's order
- 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**
- **Herbal medications/supplements:** Herbal medications must be in the original container, with a licensed medical doctor's order, and the LPA Medication Administration form must also be completed
- 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:**

- Over-the-counter medications must be 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
  - The LPA Medication Administration form must also be completed
  - 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 not 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 campus health tech)

#### **Administration of Medications:**

- Verbal requests or verbal permission to give medication will not be permitted
- Health technicians are employees designated by the principal of La Paloma Academy to act as their agent, and may assist the student with the administration of medication (this includes medication on an as-needed basis and over-the-counter medications)
- LPA does not have registered nurses in their employment
- **Under no circumstances may personnel administer medication to a student, if nursing judgement 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 new doctor's order must be provided**

For the safety of themselves and other students, at no time shall a student possess, transport, or transfer medication.

#### **Immunizations**

Arizona State Law (ARS15-872) states that students will not be allowed to attend school without proof of current immunizations, unless exempted per ARS 15-873.

- Exemption forms are available from the Health Office
- All kindergarteners, incoming 6th graders, and new students must bring a current copy of immunizations when registered
  - Registration materials will not be accepted without immunization records
- **Any student whose immunizations are not current will not be able to register until the immunizations are brought up-to-date and documentation is provided**
- Arizona Department of Health Services requires that all incoming 6<sup>th</sup> graders (11-year-olds) are required to get the Tdap and Meningococcal immunizations.
  - These immunizations are also recommended for 5<sup>th</sup> graders as they turn 11 years old

#### **Screenings**

**Hearing screenings** will be administered to all students in kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 6<sup>th</sup> grades, all resource students, and to all incoming students.

**Vision screenings** are only conducted on resource 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

#### **P.E. Excuses**

Students requesting to be excused from P.E. must provide the Health Office with a note signed by the parent. Requests to be excused for three or more P.E. classes must be accompanied by a doctor'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 illnesses or conditions that may require accommodations must:

- Obtain a request for “Medical Certification of Student with Chronic Health Condition” form from the Health Office
  - Form **must** be completed by treating medical provider(s)
  - 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’s Health Office from the medical provider’s office
  - Once La Paloma Academy receives the completed form, it will be reviewed by the Health Office, student’s teacher, 504 coordinator, and attendance officer to determine appropriate accommodations
- Sign a FERPA release to facilitate communication between school staff (Health Office and/or Attendance Office) and the student’s medical provider(s)
- Submit a request for certification each school year

### **Special Procedures**

Examples of Special Procedures would include but not be limited to catheterization, gastrostomy tube feeding, tracheotomy care, etc. Invasive procedures such as these that are needed by the student during school hours are permitted under the following conditions:

- At the beginning of each school year, the parent/guardian, or other person having legal control over the student, must submit a written, current, and unexpired request that the school provide for the specific procedure needed by the student
- Licensed physician of the student must submit a written, current, and unexpired request for the specific procedure needed by the student be provided for during the hours when school is in session or the hours when the student is under the supervision of school officials
- A physician or registered nurse must provide written, current, and unexpired instructions regarding the specific procedure needed by the student that states which staff members are designated to provide the specific procedure and a description of the nature and extent of any supervision that is required
- A staff member who is authorized to provide the specific procedure must receive training from a physician or registered nurse consistent with the State Board of Nursing

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

Parents of students with special health conditions need to report this information to the school office or school health tech early in the school year. The information may be helpful to school personnel in the case of an emergency. If a student has visual or hearing problems, etc. it would be very helpful for the teacher to be informed.

### **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, transcripts for children with disabilities education could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents 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.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (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

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 number or address.

## **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 immediately move out of the building. 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 a minimum twice per year) – All doors, inside and outside, are to be locked. A hard lock down 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. Students are instructed to stay away from windows and doors and to sit quietly on the floor in a designated corner of the room. A hard lockdown takes precedence over a fire alarm.
- **Soft Lockdown** (practiced twice per year) – All outside doors are locked. A soft lockdown indicates a serious situation could exist in the vicinity of La Paloma Academy. The staff is instructed to close all blinds where applicable. During a soft lockdown, no one will be allowed to enter or exit the building. However, the school day will continue as normal inside the building.

### **Abuse and Neglect**

The Arizona State Law requires all staff of La Paloma Academy to report suspicion of any form of child abuse within 24 hours. This includes sexual abuse, physical abuse, emotional abuse, or neglect. La Paloma Academy does not condone, hide, or tolerate any type of abuse and will report any suspicions to the proper officials (ARS 13-3620).

### **Child/Sexual Abuse Policy**

The legal obligation of La Paloma Academy school employees is to report situations of suspected child abuse and neglect. If a La Paloma Academy employee suspects child abuse, the employee will first speak with the school counselor, health tech, and/or principal. If the designated school officials feel the situation needs to be reported, DCS will be called by the employee who has first-hand information of the situation. The La Paloma Academy employees will maintain confidentiality and speak with no individual beyond the designated school officials (e.g., health tech, counselor, principal).



If any student or employee feels they are the victim of sexual abuse of any kind, they may directly contact the district superintendent, Jackie Trujillo, via email at jtprincipal@hotmail.com.

## **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 try-out basis.

Girls' Sports: Soccer, Volleyball, Basketball

Boys' Sports: Soccer, Basketball, Flag Football

### **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)**
- Student-athletes who are suspended from school may not participate or attend a game or practice
- Student-athletes who are absent from school may not participate or attend a game or practice on the day of absence
- In order to be eligible for athletics, all student-athletes must have a GPA of 2.0 (C, or above, in all classes)

Student grades will be checked at least once every two weeks to determine eligibility:

- The 1<sup>st</sup> time a student is determined to be ineligible, they can practice but cannot play until they bring their grades to passing
- The 2<sup>nd</sup> time they are determined to be ineligible, they cannot practice or play until they bring all their grades to passing
- The 3<sup>rd</sup> time they are determined to be ineligible they will be cut from the team

### **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, P.E., 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.