



**LA PALOMA ACADEMY**  
Student/Parent Handbook  
2017-2018

**South Campus**

5660 S. 12<sup>th</sup> Avenue  
Tucson, AZ 85706  
520-807-9668

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# La Paloma Academy

Student/Parent Handbook  
2017-2018

## 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  
Frank Kunkel, Assistant Principal

### **Disclaimer**

This handbook is not intended to create a contractual relationship with the student and/or parent; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (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> Grade	8:20 am-3:30 pm
7 <sup>th</sup> – 8 <sup>th</sup> Grade	8:20 am-3:30 pm
All Grade Levels	8:20 am-11:30 every Wednesday

Kindergarten through 8th grade students begin school at 8:20 am each day and the school day ends at 3:30 pm, except for the designated half day.

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

Unless students attend the before school program, they should not arrive at school before 8:10 am. 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 afterschool program.

The school office is open each day from 8:00 am to 4:00 pm. The office closes daily from 3:15 to 3:50 during parent-pickup.

## Procedure for Abandoned Students

All students remaining at school 15 minutes after the end of the school day will be sent to the afterschool program. If there is a half day with no after school (this usually happens only on the last day of the 2<sup>nd</sup> quarter and the last day of school) all students **must** be picked up by 11:45am. If they are picked up after 12:00pm 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 afterschool program (6:00 pm), 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(ren), all contact numbers and emergency numbers will be called. If all numbers have been exhausted and the child has still not been picked up, the police and/or DCS (Department of Child Safety). **Children picked up by parents after 6:00pm will be charged \$1 per minute, per child.**

## Leaving the Campus During School Hours

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

- At departure time, the parents/guardians come to the school office to request that their child be called out of class, and complete the sign-out log.
- If/when the child returns to school on the same day, the student must come to the front desk where the parent 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 will be given a tag identifying them as a visitor and must wear it at all times while on campus. Visitors are required to proceed immediately to their destination. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their 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 prosecution 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 briefly use the office or classroom telephone **only** with permission or a pass from a teacher. No student will be called from class to receive telephone calls. Teachers will not be available by phone during school hours.

### **Video Camera Surveillance**

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

### **Bathrooms**

La Paloma Academy values our students and their preference using the bathroom facilities. Any student averse to using a group-style bathroom facility may use a neutral bathroom facility located in the staff lounge, the front office, etc. La Paloma Academy will endeavor to accommodate the individual needs of our students using the facilities and staffing currently available to us. We encourage everyone to be understanding and work together as we strive to accommodate the needs of our students and families based on the availability of our facilities and staff.

## **Student Conduct and Expectations**

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

- Follow the 6 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 dress code applies to all students at all times during the school day, including the After School Program, unless an administrator waives it for a specific activity.

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

### School Uniforms

**Tops:** Polo Shirts (must be a solid color) – Red (not maroon), White, and Navy Blue.

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

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

- Pants 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 worn, they must be under uniform shorts or skirts and a solid color.
- If belt is worn, it must be black or brown and cannot hang down from students’ waists.
- Jumpers, shorts and skirts are to be no shorter than 4” above mid-knee.
- Polo shirts are to be buttoned at all times.
- **All shirts are to be tucked in at the waist.**
- Undershirts (which cannot be larger than the polo shirt), knee-high socks, and tights are to be solid red, white or navy blue.
- All jackets, sweatshirts, and sweaters must be appropriately sized for the student.
- Sweaters, sweatshirts, and jackets:
  - Inside classroom/learning environment:
    - Only sweaters and sweatshirts.
    - Must be a solid color – red, white or navy – and over a uniform collared shirt.
    - LPA emblems only.
  - Outside classroom:
    - Any appropriate sweater, sweatshirt, or jacket
- Appropriate under shirts can be worn in class 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. **Shoes must be tied.**
- Hair color needs to be a natural color and not disruptive to the classroom environment.
- Piercings and/or tattoos: if viewed as distracting, students will be asked to remove or cover them. No spiked jewelry.
- Jewelry/Accessories: any type of jewelry that is deemed distracting or inappropriate will be removed (including arm bands).
- 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. Teachers and administration will make the final decision regarding situations that are not covered by the above guidelines.

### **Physical Education Dress Code (PE)**

Students are not required to change their clothes for PE, but if a student chooses to “dress down”, they must adhere to the following dress code:

- Athletic shoes must be worn on PE days.

### **Dress Down Days**

On Fridays students are allowed to wear navy jeans with a La Paloma Academy t-shirt or school polo (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.

At no time are students allowed to wear pants with tears, flip-flops, or spaghetti strap tops. Any dress-down outfit may be rejected at the discretion of administration. If it seems questionable, don't wear it.

### **Attendance Policies**

La Paloma Academy is committed to:

- Working with students and their families to ensure that all students attend school regularly.
- Understanding there is 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.
  - o Family vacations, hunting trips, babysitting, personal appointments, music/dance lessons, club meetings, or oversleeping are **NOT** legally valid reasons for an absence or tardy.

- o Medical notes must be submitted to the registrar any time a student is absent for **3 or more** consecutive days.
- o **La Paloma Academy reserves the right to retain a student who has missed over 18 days of school (excused or unexcused) during the school year.**
- o **Parents and/or students may face criminal prosecution when absences (excused or unexcused) surpass 10% of the instructional days scheduled for the school year (18 days).**
- 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.
  - o Truancy is a violation of state law and may result in legal action against the parents or guardians, as well as the student.
- Please notify the school’s front desk staff prior to 9:00 am if your child is going to be absent and provide the reason for the absence. The 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.

**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 am) **must** report to the front desk for a late pass and **must** have a parent/guardian sign them in. They will not be admitted to class without one.

**Early Departures:**

- Early departures prevent a student from receiving the final review of instruction and assignments for the day.
- 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.**

**Intervention Procedures:**

**Tardies:**

A student should have no more than **9** tardies for the entire school year.

- If a student accrues **6** tardies, parents will receive a letter.
- If a student accrues **9** tardies, parents will be required to attend an Attendance Intervention Meeting.
- If a student accrues **12** tardies:
  - o They may no longer be eligible for field trips.
  - o They will lose After School privileges for two weeks.
  - o They will lose transportation privileges for two weeks.
- If a student accrues **15** tardies:
  - o They will lose After School privileges for one month.
  - o 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 8:20am.**

**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 and/or;
  - Loss of extracurricular activity privileges (including field trips, dances, dress-down days, and sports) and/or;
  - Suspension and/or;
  - Grade retention and/or;
  - Manifestation Determination Meeting and/or;
  - 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 appropriate law enforcement agency.

**Field Trip Eligibility**

Many factors are considered when determining field trip eligibility. These factors include, but are not limited to: attendance, academic achievement, and student behavior/discipline (including behavior contract status).

## **General Rules**

General rules apply both on campus and during school-related, off-campus activities.

- Food:
  - Consumption of any type of foods/candy or drink is 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 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, iPods, personal video games, or like technology are allowed to be used during school hours.
  - La Paloma Academy is not responsible for any electronic devices that are lost, 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.

- o 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**

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

### **Book Replacement Policy**

School textbooks, library books, and all school materials and property are expected to be returned at the end of the school year in the condition they were given. If the textbook 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)**

It is not permitted for students to initiate, advocate, or promote activities that threaten people or property, or disrupt the school environment. Furthermore, students are prohibited from using gang-related hand signs or wearing any apparel, jewelry, accessory, or manner of dress or grooming that indicates or implies membership or affiliation with a gang.

### **Bullying Policy**

Bullying behavior is prohibited, and may lead to disciplinary action including, but not limited to, meetings between parents and school staff, detentions, suspensions, or expulsion from La Paloma Academy. Any suspected bullying behavior directed against a student should be reported to the child’s teacher immediately.

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

This interpretation includes three important components:

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

Bullying via electronic means such as through the use of social media sites while at school or at a school-related function may constitute gross disobedience or misconduct and a violation of the district’s bullying and harassment policies.

Physical violence between students will not be tolerated. Students found to engage in this type of violence (“throwing punches”) will be subject to a minimum two days of out-of-school suspension.

### **Sexual Harassment**

Sexual harassment of students by other students or adults associated with the school shall not be tolerated. A student who feels they are being sexually harassed is encouraged to bring the complaint to the attention of their teacher and the complaint will be investigated. If the student or family is dissatisfied with the findings of the investigation, the matter may be appealed in writing to the Superintendent. If the student or family is dissatisfied with the decision of the Superintendent, the matter may be appealed in writing to the La Paloma Academy School Board. If at any point in this process, the alleged offense is substantiated, any necessary and/or appropriate disciplinary action will be pursued.

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

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

Student non-medical use, possession, distribution or sale of chemical substances (alcohol, tobacco, inhalants, or drugs) is prohibited on campus and on school grounds. This prohibited use also applies to all school-sanctioned activities and when students are being transported in school vehicles. Students found with any such paraphernalia will be reported to the police and a recommendation for expulsion pursuant to the school board will be made. The same actions will be taken in regards to the possession of weapons (knife, gun, BB/air soft gun, etc.) on campus.

**La Paloma Academy is a drug and alcohol free/smoke free campus. Smoking (including e-cigarettes) 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 building 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, parents/guardians will be contacted as soon as possible.

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

The “Lost and Found” is located in the school office and/or in the hallway to the west of the office. If students find something that does not belong to them, they are to bring it to the Lost and Found. If the students lose something, they may look in Lost and Found on their own time, i.e., break, lunch, before or

after school. The security of personal items and the care of textbooks and other school property assigned to the student is the responsibility of the student. 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 unclaimed lost and found items are donated after a reasonable amount of time has passed.

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

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

### **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**

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

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

### **Volunteering**

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

**Non-parent/guardian volunteers** must submit to and pass a background check and be approved through the site administrator (ARS 15-183). They must also complete and submit a Volunteer Application Form.

- A volunteer may not begin their service until or unless the statewide criminal check has been received by La Paloma Academy and approved by the site administrator;
  - Fingerprinting for this background check can be completed at the front desk.
- If the potential volunteer already has a Level One Fingerprint Clearance Card, a copy will be made by La Paloma front desk staff, who will then confirm its veracity with the Department of Public Safety.

**Parent volunteers:**

- Parents are exempt from fingerprint requirements under the following condition (ARS 15-183):
  - They are accompanying **only** their own child during the entirety of a field trip.
- When parents volunteer in the classroom setting and/or during other situations where they have interaction with students other than their own child they will be subject to fingerprinting and background check. They must also complete and submit a Volunteer Application Form.
  - If the potential volunteer already has a Level One Fingerprint Clearance Card, a copy will be made by La Paloma front desk staff, who will then confirm its veracity with the Department of Public Safety.
- In all instances volunteers (other than parents accompanying only their own child during a field trip) **must** be under the direct supervision of an employee with a valid fingerprint clearance card.
  - “Direct supervision” means under the direction of and within the sight of.

**General guidelines:**

- Volunteers serve at the pleasure of the principal of La Paloma Academy. A volunteer’s service may be terminated at any time by the principal with or without cause, with or without a statement of reasons, and/or with or without advanced notice.
- La Paloma Academy will not use volunteers to replace paid school staff members. Volunteer service will be used to supplement the services provided by district employees.
- School staff will not request or allow volunteers to supervise students in the absence of a teacher, provide the curriculum or the teaching plan, diagnose student needs or evaluate achievement, counsel or discipline students, or contact the parent/guardian regarding students’ academic performance or conduct
- Volunteers will not have access to student cumulative records.
- No parent or volunteer is allowed to transport students in a private vehicle.
- Parents and volunteers are expected to adhere to rules and instructions in the “Volunteer Guidelines” handout.

**Family Portal**

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

**La Paloma Link**

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

**Safe Campus Policy**

(Parent Conduct)

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:** Students enrolling from another school must supply the school with the withdrawal paperwork from the previous school. Students are enrolled via a "first come, first served" policy through open enrollment. 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 placed "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 waiting pool.

**Expulsions** La Paloma Academy honors all other schools 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. (ARS 15-841) Students who transfer in during the school year will have all prior behavioral records requested to ensure that we honor both the other schools and the current statute.

**Behavioral, Academic, and/or Attendance Contracts:** La Paloma South 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.

**Withdrawal:** A parent/guardian wishing to withdraw their child/children must obtain a withdrawal form from the School Registrar. Students will be required to return all school materials, i.e. books, rulers, etc. and all fees/fines must be cleared before the student's grades may be released.

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

### **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 for Breakfast is FREE. **All students arriving between 7:30 am and 8:05 am should report to the cafeteria for breakfast.**

Families can apply for free or reduced lunches and the applications are in the front office. Students that qualify for reduced lunches will be charged .40 cents per day. Students also have the opportunity to pre-pay for their lunches. Please prepay for lunch by bringing the money to the front office or your child's teacher. We accept cash, check (made out to La Paloma Academy), or credit card.

Lunch and breakfast menus are available in the school office.

### **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.

- o 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.
- The “school day” is defined by the USDA as from 12:00 AM (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.
  - o This does not apply to students’ lunches and snacks brought from home for the student’s individual consumption.

**All students are offered breakfast free of charge each morning in the cafeteria from 7:30 am to 8:05 am.**

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

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents 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
  - o A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or

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

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

Both parents (and/or legal guardians) have equal access rights to their child unless the police or court system has severed or limited their parental rights. It is the parent's responsibility to provide the school with any court documents/findings that impact their child at school. The school 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.

### **Restraint and Seclusion**

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

## **Curriculum and Academics**

La Paloma Academy'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**

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 and the rigor of how they are assessed.

Teachers look at available curriculum calendars to determine educational plans for their classroom. They are able to pick from an assortment of lesson plans and instructional resources, and choose which ones

best fit their teaching style, while making sure all standards are mastered. Students then take weekly formative assessments based on the standards taught.

### **Common Formative Assessments and Targeted Tutoring**

- **Formative assessments** are five-question quizzes given to students weekly to determine standard mastery.
  - Results are evaluated to determine whether students performed at a level of minimally proficient, partially proficient, proficient, or highly proficient.
  - Students who are determined to be proficient (4/5 correct) or highly proficient (5/5 correct) engage in daily enrichment activities for the following week.
  - Students who scored less than 4/5 go to daily re-teach sessions for the following week.
- **Targeted tutoring** will be assigned to students for whom after completing a week-long reteach session are not able to obtain a score of 3 or above.

### **Grading and Assessments**

- **Report cards:** Areas covered on the report card include: grades, character, attendance, and teacher comments.
  - All teachers will maintain a folder for each student that contains, at a minimum, a representation of the student's reading, writing, and math work completed throughout the year. This data will be used for both grading and conference purposes.
  - All skills and abilities taught and assessed at La Paloma Academy are considered mastered when the student demonstrates at least a 70% proficiency level.
- **AzMERIT:** Arizona's Measurement of Educational Readiness to Inform Teaching is a test designed specifically to measure each student's (3rd-8th grade) progress in learning the Arizona Academic Standards.
  - The two content areas tested are Mathematics and English Language Arts.
  - 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.
- **AIMS Science:** Arizona's Instrument to Measure Standards is a test designed specifically to measure each student's (4th and 8th grade) progress in learning the Arizona Academic Standards
  - The content area tested is Science.
  - Scores are reported in terms of four performance levels
    - Exceeds the Standards
    - Meets the Standards
    - Approaches the Standards
    - Falls Far Below the Standards
- **Galileo:** Galileo Assessments offer innovative, research-based, multi-method, customized assessments and curriculum tools that assist educators in meeting local, state, and federal requirements and be given this year as a pre, mid, and post test for 2nd-8th grade.

- **Reading A-Z:** Reading A-Z is an online resource that provides easily accessible and developmentally appropriate teaching and learning solutions.

### **Parent/Teacher Data Meetings**

Parents are encouraged to attend our three Parent/Teacher Data Nights. We hold special parent group-conferences after each quarter to discuss your child's progress towards standards mastery in both Mathematics and English Language Arts, upcoming standards, and to provide support for home learning.

### **Intervention Services**

- **Child Find Procedures:** Megan Rodgers, Program Coordinator  
Frank Kunkel, 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 backup 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 One:** 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:** Shuanna 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/resource room).
- The same array of academic, non-academic, physical education and extracurricular activities that are available to students without disabilities.

### **Inclusive Education Philosophy**

Our School embraces the philosophy of full inclusion, believing that all special education students can best be educated in the general classroom. All students are individuals, with their own unique set of physical, intellectual, and psychological characteristics that influence their instructional needs. Our teachers accept responsibility for meeting the needs of all students in the classroom. Classroom teachers modify, accommodate, and adjust teaching techniques and classroom activities to provide individualized instructional programs for each student. Special education staff support the regular classroom teachers with this process, as well as provide specialized services as determined by a child's Individual Education Plan (IEP).

### **Basic Beliefs and Expectations**

Inclusive education for all students is our philosophy for delivering a Free and Appropriate Public Education for students with disabilities, placement decisions must be individually determined on the basis of each child's IEP.

- All students are educated within their general education classroom.
- All students learn and develop individually, and the curriculum is modified or adapted to allow students to progress at their individual level and pace. Students are not penalized for the inability to progress at their grade level
- General education teachers assume responsibility to teach and meet the cognitive, affective, and social needs of all students, with special education teachers and staff providing support.
- Teaching strategies that facilitate the education of multi-level abilities in each class are used by all teachers (e.g. cooperative learning, project learning, mastery learning, curriculum compacting, independent projects, flexible groupings, learning centers, and teaching to learning styles (e.g., visual, auditory, and kinesthetic learning) )

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 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> grading period a student has an F in a core course (math, language arts, reading, science, or social studies), the student will be required to successfully complete 12 hours of remediation.
  - Any 3<sup>rd</sup> through 8<sup>th</sup> 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.**

#### **Homework Requests**

A request for homework can be made when an absence is excused. Requested work may be picked up within 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         | • Teacher and parent evaluation and judgment |
| • Age                 | • Grades                                     |
| • Current achievement | • Attendance                                 |
| • Social maturity     |  |

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

According to ARS 15-701, a student shall not be promoted from the third grade if he/she obtains a score of "Minimally Proficient" in reading on the state assessment, AzMerit. A Minimally Proficient score indicates that a student is **reading far below the third grade level.**

There are two exemptions to this statute. In accordance with the new law, La Paloma Academy *will be allowed* to promote a pupil who is classified as an English Language Learner or Limited English Proficient that has received less than two years of English instruction; and 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. The law now also includes an exemption for students with dyslexia.

### **8<sup>th</sup> 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**

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

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

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

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

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

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

**Are Respectful and Trustworthy**

**Care about Others**

**Take Responsibility**

### **Classroom Discipline Procedures**

The first week of school, classroom teachers will introduce, define, and discuss individual classroom rules with their students. From one classroom to another, 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).

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.

## **NON-REFERRAL – LEVEL 1**

<b>Level 1</b>	<b>Description</b>	<b>Examples</b>	<b>Possible Interventions</b>
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 re-teach 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>

Staff members who are supervising the student or who observe their 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 will require a conference between parent and staff.

## **DISCRETIONARY – LEVEL 2**

Level 2 Acts of Misconduct address misbehaviors that involve a level of frequency and/or seriousness that disrupt the learning climate of the 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 that have educational consequences that are serious enough to require corrective action, will be handled by administrative personnel.

Level 2	Description	Examples	Possible Interventions
<b>DISCRETIONARY</b>	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>Cusswords</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 re-teach appropriate behavioral matrix</li> <li>Detention (lunch or afterschool)</li> <li>Phone call home</li> <li>Daily progress note</li> <li>7<sup>th</sup> 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>

### **REFERRAL TO OFFICE – LEVEL 3**

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

Level 3	Description	Examples	Possible Interventions
<b>REFERRAL TO THE OFFICE</b>	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 afterschool)</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-house suspension</li> <li>Restitution</li> <li>Send to buddy teacher</li> <li>School suspension (short or long-term)</li> <li>Behavior Contract</li> <li>Expulsion</li> </ul>

### **School Detentions**

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

- Detentions can be served during the lunch period, after school, and/or on designated Saturdays.
- Students can be assigned to detention for academic, behavioral, and/or attendance issues. They could include, but are not limited to:
  - 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 behavior 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 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 on staff, counselors are available 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. *Counseling 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 Pima County Health Department Communicable Disease Flip-Chart, the American Academy of Pediatrics Emergency Guidelines for Schools, and First Aide/CPR certifications.

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

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 Tylenol or Motrin) before returning to school.
- A diagnosed strep infection. Your child should be on antibiotics for 24 hours before returning to school.
- Red swollen eyes that itch and drain pus (woke up with eyes glued shut).
- A diagnosed case of conjunctivitis. Your child should be on antibiotics for 24 hours before returning to school.
- Vomiting during the night or in the morning.
- Persistent diarrhea during the night and/or in the morning.
- A moist productive cough, a deep cough, chest congestion, or discolored nasal discharge.
- 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.**

### If your child gets sick at school

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

- If a student feels ill at school, they should report their complaint to the classroom teacher for a referral to the Health Office.
- Students are not to contact their parents directly (via cell phone for instance) regarding illness unless prior arrangements have been made with the Health Office.

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

### Medication at school

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

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

### **Over-The-Counter Medication:**

- 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 Health Technician), which the student should always have in their possession.

### **Administration of Medications:**

- Health Technicians are employees who have been 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 (ARS 15-872) 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 6<sup>th</sup> graders, and new students must bring a current copy of immunizations when you register.
  - Registration materials will not be accepted without them.
- **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 years old) 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>, 6<sup>th</sup>, 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 the screenings, they will be rescreened within 30-45 days.
- If your student does not pass the second screening, you will be sent a referral in the mail. If you receive a referral, please follow up with your doctor as soon as possible and provide us with written information from the doctor regarding the results of the visit.

### **PE Excuses**

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

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



### **Chronic Illness**

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

The parent/guardian of a student with 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, the 504 Coordinator, Attendance Officer, or Registrar.
  - Form **must** be completed by treating medical provider;
  - The medical provider will be asked to assess the following considerations:
    - The specific way in which the child’s medical/mental condition may impact their ability to arrive to school on time, attend school, and/or remain for the entire day;
    - The nature of the health condition relevant to the student’s anticipated activity level during absences;
    - Whether the condition is intermittent, temporary, or permanent in nature.
  - Completed form **must** be faxed to La Paloma Academy’s Health Office from the medical provider’s office;
  - Once La Paloma Academy receives the completed form, a 504 meeting will be scheduled. This meeting will include the school’s health technician, the student’s teacher, the 504 coordinator, and/or the Attendance Officer. The purpose of the meeting is to determine appropriate accommodations and create a written plan.
- 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, tracheostomy care, etc. Invasive procedures such as this 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 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 provide written, current and unexpired instructions regarding the specific procedure needed by the student which 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 Technician upon registration. The information may be helpful to school personnel in case of an emergency. The campus Health Technician will then notify all necessary and relevant staff.

## Students with Disabilities

**The Individuals with Disabilities Education Act (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education 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 1-800-8778339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

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

## 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 minimum 2 times per year) - All doors, inside and outside are to be locked. A hard lockdown indicates a very serious situation exists. All teachers are to lock their classrooms after checking the grounds for any person not secured in a room. In a hard lockdown, 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 2 times 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.

### **Child Abuse/Neglect**

According to ARS 13-3620, it is the legal obligation of La Paloma Academy staff to report situations of suspected child abuse and neglect. If an employee suspects child abuse or neglect, the employee will first notify school administration (including, but not limited to, school counselor, principal, assistant principal) and/or lead teacher prior to contacting authorities. After reviewing the situation with administration and/or a lead teacher, the employee with first-hand information of the situation will contact the Department of Child Services and/or law enforcement. La Paloma Academy employees will maintain strict confidentiality and speak with no individual beyond the designated school officials (i.e. nurse, counselor, principal) involved.

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

### **Transportation of Students**

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

It is specifically forbidden for any employee (other than bus drivers and transportation staff) to transport students for school purposes without prior authorization of the Superintendent or designee nor without written parental permission. Any time an employee is authorized to use their vehicle for La Paloma purposes that includes transporting students, they will be required to present proof of insurance (\$100,000/\$300,000 liability) to the Superintendent or designee.

## **Sports and Athletic Program**

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

Girls' Sports: Soccer, Volleyball, Basketball

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” 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, PE or recess for a possible concussion or head injury may not return to physical activity unless cleared to do so by a physician. If not cleared to return to physical activity, a student may not return to play or practice until the student has provided the school with written clearance from a physician. The student will be required to follow the Return to Play Progression process as outlined by the Center for Disease Control and Prevention. All student athletes must have a current physical and clearance to participate in sports.

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