

# Learning Foundation and Performing Arts



**2020-2021**

## Student/Parent Handbook



*A balance between academics  
and the performing arts*

## WELCOME TO LEARNING FOUNDATION AND PERFORMING ARTS ALTA MESA

### VISION STATEMENT

Learning Foundation and Performing Arts Vision is to be a leader in education by inspiring learners to own their future.

### MISSION STATEMENT

The Mission of LFPA is to provide a rigorous academic and performing arts environment that sets high standards and motivates students to be successful.

#### LFPA Values . . .

- *learning as a lifelong journey*
- *all students as unique individuals who have the capacity to learn and succeed*
- *a faculty and staff as integral elements to student success*
- *a diverse community and a respect for differences in culture, intellect, gender, age, and physical ability*
- *accountability among students and staff*
- *performing arts and extracurricular activities as experiences that prepare students for real life applications*
- *an honest and respectful approach to education that develops students' positive self-image and integrity*
- *a small, safe, and nurturing environment for the LFPA community*

### Compliance Policy

Learning Foundation and Performing Arts Schools comply with all applicable federal, state and local laws relating to educational programs and personnel management.

### Statement of Non-Discrimination

Learning Foundation and Performing Arts Schools are committed to a policy of equal opportunity and non-discrimination in relation to color, religion, gender, age, national origin, disability and results of genetic testing. This policy encompasses all matters concerning staff, students, the general public, instructional programs and services.

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Learning Foundation and Performing Arts Schools

Contact Information

Web: [www.lfapa.com](http://www.lfapa.com)

District Office

CAFA Inc. dba Learning Foundation and Performing Arts  
4055 East Warner Road, Gilbert, AZ 85296  
Phone: 480-635-1900 Fax: 480-635-1906  
District email: [learningfoundation@msn.com](mailto:learningfoundation@msn.com)

LFA - Alta Mesa - K-8 "A Character Counts" School

Site Director: *Nikki Valle*  
Accredited by North Central Association/AdvancEd  
5761 E. Brown Rd., Mesa, AZ 85205  
Phone: 480-807-1100 Fax: 480-807-1190  
email: [ntriggs@lfapa.org](mailto:ntriggs@lfapa.org)

LFA - Gilbert - 7-12

Principal: *Robert Villa*  
A School for the Arts and Sciences  
Accredited by North Central Association/AdvancEd  
4055 E. Warner Road, Gilbert, AZ 85296  
Phone: 480-635-9400 Fax: 480-635-1907  
email: [rvilla@lfapa.org](mailto:rvilla@lfapa.org)

LFA - Warner - K-6 "A Leader in Me" School

Principal: *Art Moncibaez*  
A School for the Arts and Sciences  
3939 E. Warner Road, Gilbert, AZ 85296  
Phone: 480-248-8025 Fax: 480-248-9429  
email: [amoncibaez@lfapa.org](mailto:amoncibaez@lfapa.org)

Learning Foundation "Back to Basics" K-6

Site Director: *Missy Aitken*  
851 N. Stapley Dr., Mesa, AZ 85203  
Phone: 480-834-6202 Fax: 480-834-3991  
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Information in this book is not all inclusive of District Policy

## IMPORTANT INFORMATION

“LFPA or LFAPA” are acronyms for Learning Foundation and Performing Arts school.

**PARENT:** Throughout this handbook the term “parent” refers to a parent or other legal guardian.

**VOLUNTEERS:** We encourage parents to visit the school or become a volunteer and be actively involved in their child’s education. All volunteers must have an AZ fingerprint clearance card and complete a LFPA volunteer packet.

Parents who **do not have an Arizona fingerprint card** on file may view a classroom in progress for a limited, allotted time with administrative authorization and teacher approval to ensure the least disruption to the educational process.

All classroom visitors are subject to volunteer policy.

**SCHOOL VISITS:** For safety reasons all visitors must report to the school office, sign in, and receive a visitor badge before entering any school buildings. Students who visit the school must be accompanied by a parent.

- Parents, visitors and chaperones are expected to follow the same standards of behavior and appropriate dress as that of the students.

**STUDENT CHECK-OUT:** Students who leave campus during the school day must have parent permission and must be signed out and signed back in through the office.

**REGISTRATION:** All students enrolling in Learning Foundation and Performing Arts Schools must present the following information:

- Immunization Record (copy)
- Birth Certificate (copy)
- Proof of Residence (Driver’s license, utility bill, etc.)

The following documents must be completed for all students:

- Home Language Survey
- Emergency/ Medical Card
- Lunch Guidelines
- Authorization for Requesting Records
- LFPA Enrollment Forms- signed by the parent or legal guardian

The above registration documents are mandatory and necessary to secure a place in LFPA. If there is a waiting list, students with completed registration packets will be selected first.

- In custody cases where visitation affects the school, the most recent court order on file with the school will be followed. It is the responsibility of a custodial parent to provide the school with the most recent court order.
- Students at LFPA may be evaluated for appropriate academic placement and, if required, special education related services will be provided in accordance with student’s I.E.P. program.

Parents please notify the school immediately with address or phone number changes.

**Dress Code:** Dress code rules are determined by the LFPA Governing Board.

**Resolution to any question or inconsistency regarding dress code rules is up to the discretion of the Principal or Site Director.**

It is the parents' responsibility to send their children to school in dress code, clean and well-groomed daily.

Students having three or more dress code violations may be subject to suspension.

Parents will be notified if a student is out of dress code or is inappropriately dressed and may be required to come to the school to pick up the student or bring an appropriate change of clothing before student may attend class.

**ACCEPTABLE ATTIRE:**

**Tops:**

Students are required to wear a green, white, black or grey LFPA LOGO SHIRT or a green spirit shirt.

**Bottoms:**

**NOTE:** all shorts, skorts, jumpers, and skirts must be fingertip length. **Pants must fit appropriately at the waist**

- Students are required to wear blue denim pants/jeans, capris, skorts, jumpers, shorts, or skirts. NOTE: all shorts, skorts, jumpers, and skirts must be fingertip length.
- Jumpers must have sewn on school logo if they cover the school shirt logo.

**Outerwear:**

- Jackets or sweaters must open in the front (zipper or buttons). They should be solid-color with no pictures or words and in colors of black, blue, tan, grey, or white.
- Hoodies or pullovers of any kind are not allowed.
- Hats or hoods may be worn during recess times, but they may not be worn inside the building. Heads must not be covered in the school building or transportation vehicles.

**Shoes:**

- Only **closed toe** and **closed heel** shoes may be worn. Sandals of any type are not permitted.

**Jewelry/Accessories/Hair Styles:**

Jewelry should be modest, school appropriate and non-distracting.

- No more than two earrings in each ear may be worn or two bracelets per arm.
- No extreme hairstyles (examples - Mohawks, spiked hair, unnatural hair color). Hairstyles are considered extreme when they disrupt or distract from the classroom learning environment. Final discretion is up to the Principal/Site Director.

**The Principal/Site Director resolution regarding dress code is final.**

## **Dress Code**

### **UNACCEPTABLE ATTIRE:**

#### **Tops:**

Tops should cover the midriff to below the waist line of the pants, even when students raise their arms. No tube tops, spaghetti strap, or sleeveless tops may be worn.

#### **Bottoms:**

No running pants, sports shorts, sweat pants, pajama pants, leggings or jeggings etc. may be worn.

- No overly baggy, sagging pants, or dragging pant legs. Pants must fit appropriately at the waist. Underclothing must never show.
- No torn (including torn look) or cut off clothing may ever be worn. No zippered pockets.
- No clothing of any kind (including outerwear) that displays inappropriate language, graphics, or advertises drugs, alcohol, tobacco related items or any type of weapon may be worn on campus.
- **No hats** or **head covering of any kind** may be worn in the building or inside school vehicles.
- No extreme hairstyles may be worn, including Mohawks or spiked hair. No unnatural hair color.
- No body piercing or ear gauging. Tattoos must be covered by acceptable dress code attire.
- No extreme jewelry styles; no ball necklaces, dog collars, drugs or inappropriate symbols. No safety pin jewelry, body chains or chains over ¼" thick.
- No gang paraphernalia (bandanas, jewelry or clothing). No Gothic clothing.

**All attire worn by a student attending any school event on or off campus including a dress down or dress up day at school is subject to the LFPA dress code.**

#### **Attendance**

- Arizona's compulsory attendance law (ARS15-803) states that students must be in school until they reach age 16, or successfully complete grade 10.
- Students are expected to be in school every day except in the case of emergency or illness. Regular attendance and punctual arrival at school are two behaviors that dramatically impact student achievement.
- Absences and tardies disrupt student schedules, disrupt teaching, require readjustment to the class routine and interfere with learning.
- Students must attend at least 90 percent of class sessions in a semester to receive a passing grade or credit. If a student is absent more than nine days in a semester, grades or credit may be withheld.
- Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration.
- Parents are urged to make every possible attempt to schedule doctor, dentist and other appointments for students at times outside of the school day; the intersession is an excellent time to schedule appointments. This reinforces the importance of school and prevents the student from getting behind.

### Reporting an Absence

Parents are required by the Department of Education to notify the school of absences.

- Please call in any and all absences on the morning of the absence.
- If calling before 8:00am please leave a message on the voice mail with the student's name, day of absence, parent name, reason for absence, and daytime phone number.
- If a phone call is not received, or if the school has not been able to contact the parent, the student is given an unexcused absence. The parent must phone or the student must bring an acceptable note from the parent within one day of his/her return to school.

### Excused Absence

The following are acceptable reasons for an excused absence as outlined by the Arizona Department of Education. To be excused, absences must be reported on the day of the absence or prior to 9:00 a.m. on the following school day.

- Illness or injury. (Prolonged absence may require a signed doctor's release.)
- Medical, dental, professional appointments. (Excessive absence due to appointments may require a doctor note.)
- Natural or family disasters, funerals.
- Family and religious obligations (weddings, special services and family trips or college visits are usually known prior to the absence. In such cases, students must make pre-absence arrangements with the school attendance office at least two days prior to the absence. If an extensive absence is apparent, the student or his/her parent/guardian is 4
- Vehicle accidents involving the student.

An emergency or unexpected absence can never be planned, however it is important that parents notify the school as soon as possible in an emergency so the absence will not be recorded as unexcused.

### Unexcused Absence:

Following are some of the reasons for absences that constitute an unexcused absence.

- All absences (regardless of reason) that are not authorized by phone call or written documentation from parents in advance, or notification was not received prior to 9:00am on the school day following the absence are unexcused.
- Personal vehicle failure such as vehicle won't start, out of gas, flat tire, unreported accidents, etc.
- Orthodontist appointments are an unexcused absence. Please schedule your appointments before or after school.

Students with excessive or unexcused absences will be referred to a school administrator who will meet with the parent to decide on a mutual documented plan of corrective action that will be taken.

### **Students who have excessive or unexcused absences are subject to referral to the Maricopa County Court Unified Truancy Suppression Program (C.U.T.S.).**

Per A.R.S. §15.803.B A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child. Absences may be considered excessive when the number of days absent exceeds ten percent of the number of required attendance days prescribed by law. Truant means an unexcused absence from at least one class period during the day.



"Truant child" means a child who is between six and sixteen years of age and who is not in attendance during the hours that school is in session and is not excused as provided above.

- If a student misses more than 10% of class instruction time, that student may not receive credit. (Simply completing daily assignments is not an adequate substitute nor acceptable for missed classes).
- Students who accumulate a total of 10 consecutive unexcused absences may be withdrawn from the school.
- Students who accumulate a total of 10 absences in the course of the school year (**EXCUSED or UNEXCUSED**) may be withdrawn from the school.
- If unexpected illness or emergencies occur during the day, only an administrator with parent/guardian approval will excuse the student.
- Students are never to leave campus without being excused and signing out. Violation of this policy will result in disciplinary action.

#### Tardies

- Students not in class by the designated start time will be marked as tardy.
- Parents must sign in late students at the front desk and the student will receive a late pass. Teachers will not allow a late student to class without a pass.

8 tardies constitute a parent meeting with the principal for a conference to decide on a mutual written plan of action describing what corrective actions will be taken.

#### Excused Tardies

- Illnesses or injuries when verified by a doctor.
- Acceptable reasons specified for "Excused Absences" or other acceptable reasons approved by teachers and administrators.
- The tardy is prearranged with the teacher or the Principal's office.
- The tardy is unavoidable, not a pattern, and is accompanied by a note from the parent explaining the reason.
- Student is held over in the preceding class when verified by the supervising instructor (a late pass must accompany the student).
- Authorized conferences with instructors or administrators (late pass required).
- Excused tardies result in the student making up the work, but not the time.

Unexcused Tardies: Following are some examples of tardies that are unexcused.

- Failure to observe the time or pass between classes during the allotted time.
- Running errands without faculty/office approval in advance or exceeding the approved time allowed.
- Clothing problems.
- Waiting to confer with teachers or office without a prearranged appointment.
- Waiting for food or materials delivery that arrives late.

#### Withdrawal from LFPA

- Please inform the school as soon as possible if a student is going to withdraw.
- Parents must come to the school to sign an official withdrawal form.
- A school cannot enroll a student without an official withdrawal form issued from the prior school.

## School Bus Policies

Students riding LPPA buses must always comply with the following policies:

- Arrive at the bus stop five minutes early.
- Stand at the bus stop 5 giant steps (10 feet) away from the edge of the road.
- Wait until the bus stops, the door opens, and the driver says its okay before stepping onto the bus.
- Stay seated until the driver tells you to depart from the bus, then leave in an orderly line.
- Don't let clothing, backpacks or bags with drawstrings, straps, or any dangling objects get caught in the handrail or door when exiting the bus.
- Walk 10 feet in front of the bus so the driver can see you and you can see the driver.
- Never walk behind the bus.
- Walk on the sidewalk or along the side of the road to a point at least five giant steps (10 feet) ahead of the bus before crossing the street.
- Be sure the bus driver can see you, and you can see the bus driver.
- Stop in front of the bus where you can see both ways down the street and look left-right-left before crossing.
- Tell the bus driver if you drop something beside the bus. If you try to pick it up, the bus driver may not see you and drive into you.

During the school bus ride:

- Always sit fully in the seat and face forward.
- DO NOT distract the driver.
- Never stand on a moving bus.
- Obey the driver.
- NEVER stick anything out the window - arms, legs, head, book bags, clothing, etc.

## Cafeteria Rules:

- Students must remain in their seat during lunch and may not leave their seat without permission.
- Students are required to speak with a low, inside voice.
- When there is an announcement for attention from a staff member, students are required to stop talking and listen for instructions.
- Students are required to clean up their lunch debris from the area around their chair or table before leaving the cafeteria.
- Students must line up in single file when entering or leaving the cafeteria.
- Running is not allowed in the cafeteria.
- If a student orders a breakfast or lunch, the student must pick up the food that was ordered, no exceptions.

## **Campus Policies**

### **(Students are required to clean up after themselves in all school settings)**

#### **Safe Environment**

LFPA seeks to promote a safe environment in which all stakeholders are free to respectfully express themselves without fear of recrimination. Students are expected to treat others with respect both in and out of school.

LFPA is a closed campus. That means students may not leave campus during school hours without written parental permission and administrative approval.

#### **Student Loitering or Trespassing**

- Students arriving to or leaving from an LFPA campus may not loiter or trespass in any area surrounding campus boundaries.
- Students caught outside campus borders without permission during the school day are subject to disciplinary procedures.

#### **Student Drop-off and Pick-up**

- Please follow the published traffic flow route when dropping off or picking up students. The route is established for the safety of all students.
- Parents, please pick up students immediately after the school day has ended. Students not picked up within 15 minutes after the end of the school day will be prompted to call a parent or authorized person to pick them up. If no authorized person is available or cannot be reached by phone parents will be charged for the student's care beginning 15 minutes after school release. Students will be placed in the after-school-care program and parents will be charged the after-care rate.
- In the event a parent or authorized person cannot be reached to pick up a student after the school is closed, the student may be released to proper authorities.
- Students picked up during the school day by a parent or other approved person listed in their records must be signed out in the office by the person who picks up the student.

#### **Visitors**

- Authorized visitors must sign in at the office before proceeding into any building, playground, or lunch room.
- Permission for student visitors may only be authorized by a school administrator.
- Unauthorized visitors are not permitted on LFPA campus.

### **Cell Phones, Voice Recorders and Electronic Devices:**

The school and staff are not responsible for lost, stolen or vandalized property nor will school personnel time be used to conduct searches or investigate an incident.

### **Students are strongly encouraged to leave electronic devices of any type at home.**

- Students are not allowed to have cell phones, pagers, laser pointers, iPods, MP3 players, cameras, digital recording devices, electronic games, or any type of electronic device or sound reproducing equipment, including voice recorder watches or wristbands, on any LFPA school grounds or transportation vehicles. (Recording conversations without consent is a violation of Arizona wiretapping law A.R.S. 13-3005)
- When entering the school students may leave any phones or devices they bring to school at the front office before school and check them out at the end of the school day.

- If a student elects not to check their phone and keep it in their backpack, the phone must be on Silent Mode throughout the day and remain in the student's backpack during school hours or while riding school transportation.
- Cell phones or any other devices that are visible or can be heard making noise within campus boundaries or in any school vehicles will be confiscated by LFPA staff and a disciplinary referral form will be completed and sent to the Principal/Site Director. This includes use in walkways, restrooms, and all common areas during school hours.

**Violations will be subject to the following consequences:**

- First offense: Phone or device will be confiscated and released to the student at the end of the school day.
- Second offense: Phone or device will be confiscated and released to the parent at the end of the school day.
- Third offense: Phone or device will be confiscated and sent to the district office. The parent or legal guardian must pick up the phone or device at the district office location in Gilbert.
- Fourth offense: Students who continue to violate this policy face further consequences including phone or device held until the end of the school year and possible suspension.

Any inappropriate use of electronic devices, including, but not limited to, inappropriate photographs, text messaging, audio or video recordings, may result in the **confiscation** of the device until the completion of the disciplinary investigation and consequences, including possible police involvement.

**District and school Employees of LFPA are not responsible for lost or stolen electronic devices or any other equipment or items brought onto campus or school vehicles. Nor will school personnel time be used to conduct searches or investigate an incident**

Violations of the policies below may subject students to the same consequences as those for cell phones and electronic devices.

Game Cards: Game cards or trading cards of any type and toys such as "Spinners" or any other type of fidget or plaything are not allowed in the classroom. These items will be confiscated and released only to a parent.

Toys: Personal toys or games may not be brought to school and are not allowed on campus. These items will be confiscated and released only to a parent.

Gum: Learning Foundation and Performing Arts is a gum free campus. Gum is to be disposed of prior to entering campus or school vehicles. Detention, community service and/or suspension will be consequences of this violation.

Bicycles, Skateboards, Scooters, Skates, etc.: LFPA does not allow skateboards, scooters, skates, or any other equipment or vehicles to be used or ridden on campus at any time.

These types of vehicles may be brought to school only as a means of student transportation but may not be ridden on campus grounds. Students must dismount the vehicles prior to arriving on campus grounds, parking lot, or walkways. Bicycles must be parked in the bike racks or designated bike area.

Students are responsible for locking bicycles or other vehicles. LFPA is not responsible for stolen or damaged bicycles or equipment.

LFPA schools have limited space that does not allow for daily storage of skateboards or scooters.

### Field Trips/Sports Events/Activity Release

Students will be notified in advance of field trips or off campus sports and activities. A permission and release form will be sent home prior to all events and must be signed by a parent/legal guardian and turned in to the school prior to the day of the event.

### **LFPA will not accept faxed permission forms or telephone authorization.**

Students who do not provide the signed release form by the date required on the form will remain on campus. There will be no exceptions.

Dress code for field trips is the same as dress code for school. Most field trips will require students to wear an LFPA uniform shirt.

### Fees

Although LFPA works hard to defray the costs of educating your child, there are costs involved with some of the electives and activities offered that require fees to be paid by the student. A list of fees is given to students and parents upon enrollment. Following are some areas of the education process where costs or fees may be required.

- school uniform
- classroom supplies
- student organizations or clubs
- yearbook
- field trips
- transportation
- performing arts costumes
- performance seating

### Academic Expectations

Academic honesty is basic to personal integrity. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work. Each student is clearly responsible for identifying and citing work that is not his or her own ideas or words. Dishonesty will not be tolerated at LFPA and is subject to disciplinary action.

Students are expected to arrive at all classes on time, participate in daily lessons, complete in-class assignments, complete daily homework, and turn assignments in on time and on the date due.

### Guidelines for grading students' work

The grade the student earns reflects an evaluation of the pupil's performance and also determines the extent to which the pupil is progressing from a given point in proportion to his/her own abilities.

The grade earned by each pupil shall be the grade determined by the teacher of the course. Teachers will use every means possible to arrive at a fair and impartial judgment of each student and his/her work.

The determination of the pupil's grade by the teacher in the absence of a clerical or mechanical mistake, proven fraud, bad faith or incompetence, shall be final.

Questions about grades should be directed to the teacher.

### Grade and Progress Reporting

- The school year includes two semesters and four progress reporting periods.
- Student Report cards are available to parents in October, December, March, and year-end (May or June).
- Parents may receive interim progress notification, especially if the student's work is showing deficiencies.
- It is the policy of LFPA to inform parents any time a student's work shows unsatisfactory progress.

Parents are encouraged to contact the teacher or request a conference with the teacher as soon as they see indications of possible failure rather than waiting for a notice or progress report. Telephone or on-site conferences will be held at a time that does not interfere with the instructional day.

### Supplemental Tutoring

LFPA offers tutoring to all students in jeopardy of falling behind in academic studies. State standardized tests, LFPA assessment tools, student records, teacher evaluations and parent requests are all considered in selecting students who qualify for supplemental tutoring that will help to insure the student's academic success.

### Homework

Daily homework is assigned to reinforce the concepts taught in the classroom. At least 20 minutes of homework is encouraged each night for all grade levels. Homework must be completed promptly and carefully and turned in on the date required by the teacher. Parent assistance is essential to provide conditions that encourage good study habits, to help the student with a study schedule, and to monitor the amount and quality of the student's work.

It is the student's responsibility to arrange with the teacher to make up tests or complete missed work when absent.

### Testing and Assessments

LFPA complies with all Arizona Department of Education standardized testing and, in addition, utilizes a research based assessment system that delivers a clear and measurable link between assessment data, instruction, and student mastery. Educators can measure levels of student understanding while reinforcing, remediating, and enriching skills learned in the classroom. Results of the tests and assessments allow the school to analyze curriculum and determine areas of individual student needs. LFPA teachers also use teacher-generated classroom assessments throughout the school year.

### Parent Notification

Notice of meetings or school information will be sent to parents through email or other social media, school newsletters, flyers posted in the front office or sent home with students, or phone calls. Notices may also be posted on the web: [www.lfapa.com](http://www.lfapa.com)

### Parents Rights

Student Records: The principal/site director is the primary custodian of student records. Educational records are securely located in the school office.

Per AZ statute, ARS§ 15-828 Within five school days after enrolling a transfer pupil from another school district, a school shall request from the pupil's previous school a certified copy of the pupil's record. Any school requested to forward a copy of a transferring pupil's record to the new school shall comply and forward the record within ten school days after receipt of the request.

H. Any disclosure of educational records by the school district or charter school shall comply with the family educational rights and privacy act of 1974 (20 United States Code section 1232g).

I. The provisions of this section do not apply to homeless pupils as defined in section 15-824, subsection C.

Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary.

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

### **FERPA: 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
    - 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; and
  - 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.

**IDEA: The Individuals with Disabilities Education Act** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records may 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 ESS laws.

|   |   |
|---|---|
| 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<br>Exceptional Student Services<br>1535 W. Jefferson, BIN 24<br>Phoenix, AZ 85007 |
|---|---|

## ESS – Exceptional Student Services

LFPA offers a full service special education program. Students may be evaluated for appropriate academic placement and, if required, services will be provided. Informed written consent of the parent/guardian will precede initiation of any individualized diagnostic evaluation or psychological testing.

- Parents or legal guardian will be invited to attend a conference where they are informed of the reasons for testing, type of testing, parent/guardian right to accept or reject possible placement of the student, and the right to examine all relevant records with respect to classification and placement of the student.
- Teacher Qualifications
- The *Every Student Succeeds Act/Elementary and Secondary Education Act (ESSA/ESEA) Parental Rights* dictates parents have the right to review information about the quality of their child's teachers.
- LFPA meets all ESSA/ESEA requirements. Parents may request to view teacher qualifications in the school office with 24-hour notice.

## Health Services

Due to the small school environment LFPA schools do not employ a nurse. School personnel will attend to dispensing of medications and minor health incidents during school hours. Every effort will be made to contact parents if an emergency arises during the school day.

LFPA puts your child's health first. If a parent/guardian or emergency contact can't be reached, the best possible decision for your child's health will be made by school administration.

## Medication

A health and emergency form signed by the parent/legal guardian is on file in the school office for each student. Only those medical or health items checked off on the student's health form and signed by the parent may be dispensed at the discretion of school personnel.

## Prescription Drugs or Parent Supplied OTC Medicines:

- Medication must be administered and stored in the school office. Students may not carry or self-administer any type of medication (including over-the-counter drugs) with the exception of those that meet all requirements pertaining to prescribed auto-injectors and inhalers specified by Arizona Revised Statute 15-341,A,34 and 35.
- School personnel may dispense medications supplied by a parent/guardian if the following conditions are met:
- Only medications that are required by a physician to be administered at a time when school is in session are accepted and administered to a student during the school day.
- The parent must complete and sign a "Permission to Administer Medication" form for each medication. A new form must be completed at the beginning of each school year and any time the medication or dosage changes.
- All medication must be in the medication's original container. Prescription medication must have an unaltered pharmaceutical label attached. Over the counter medication, dietary supplements and other non-prescribed medication must be labeled with the student's name and be in the original container. The original container label must have the medication name, directions concerning dosage, and time of day to be taken.



## **District Food Allergy Policy**

### **School Procedures:**

Information pertaining to a student's allergies will be shared with faculty and staff who have contact with the student, but otherwise will be kept confidential.

In the case of a student with multiple, unusual, or life-threatening allergies, the parent/guardian will be required to provide the student's lunch and snacks to ensure the student's safety. Written signed permission from the family submitted to the Site Director in regards to purchasing food at school will be considered on a case-by case basis.

The catering company that provides school lunches for Learning Foundation and Performing Arts schools guarantees they do not use peanuts, tree nuts, or shellfish ingredients in preparation of school lunches. However, the catering company cannot guarantee that products purchased to prepare school lunches have not been in areas where these products are present.

The district and schools cannot guarantee that products with peanuts, tree nuts, or shellfish or other food allergens will never be present on campus or at school events. Nor can the District or schools monitor products sold at athletic events, special student sales, products brought on campus for parties or celebrations, products brought on campus by non-school groups, or products served on off campus trips. Persons with severe food allergies must carefully monitor their food in these situations.

The District requires parents or guardians of a child with life-threatening allergies to acknowledge that they are fully aware of the extent to which the school is committed to student safety and fully aware that LFPA cannot guarantee that a student will never experience an allergy-related event at school or at a school sponsored event.

### **Parent and Student Responsibility:**

Parents of students with life-threatening allergies must provide the teacher and school office with emergency medications and a written medical treatment protocol for their student addressing allergy related events. The protocol and medication must be provided prior to the beginning of the school year or at any time during the year when the child is diagnosed with severe allergies.

The school office will maintain the medication and information according to the current emergency medical treatment policy. In all cases, it is the parent's responsibility to be sure that medication is accessible during school hours and within its expiration date.

Parents are responsible for educating their child about managing his/her allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that the student should ask for help if he/she is unsure about choosing foods in the lunchroom or classrooms.

Parents who are uncertain about possible exposure to allergy-causing foods should provide meals or treats for their child.

Parents of students with severe, multiple or unusual food allergies may be required to provide meals or snacks for their children. Written signed permission from the parents or guardians submitted to the Site Director in regards to purchasing food at school can be considered on a case-by-case basis.

Parents of preschool to Grade 5 students may provide their child's teacher with a supply of safe snacks to reduce the likelihood of accidental exposure.

The District and LFPA are committed to student safety and created this policy to reduce the risk to children with allergies while attending our schools. However, we cannot guarantee that a student will never experience an allergy-related event while at school.

## Safety

The LFPA Governing Board takes every possible precaution to protect the safety of all students, employees, visitors, and any person on LFPA campuses.

The administrator at each LFPA campus is responsible for the supervision of the safety program which includes, but is not limited to, in-service training, accident record keeping, planned inspections, fire prevention, emergency procedures, and campus traffic safety relevant to students, employees, and the community.

Staff are trained in safety procedures that include **evacuation** for fire emergencies; **reverse evacuation** for dangerous issues requiring an expeditious return to the building; **lockdown** in which an imminent danger towards students exists within the school property; and **lockout** in which there is a dangerous situation away from the campus but could impact the campus (during a *lockout*, routine within the school is maintained, however, doors are secured with no one entering or leaving the facility and no outside activities are permitted). A fire safety and evacuation plan is posted at all exit doors in classrooms and school buildings. Periodic fire drills take place throughout the school year.

## Unauthorized Visitors

Unauthorized persons are not permitted on the school grounds or in the school buildings.

Any person loitering on or near school property may be reported to local law enforcement.

## Animals in Schools

No animals other than licensed service animals may be brought onto any school property including transportation vehicles. Service animals must comply with requirements specified in

A.R.S. § 11-1024. LFPA has the right to ask that a service animal be removed from campus or a vehicle if any of the conditions listed in A.R.S. § 11-1024,B apply.

## Child Abuse Reporting

State law requires school employees to report reasonably suspected cases of neglect, non-accidental injury or sexual offenses against children to Arizona Department of Child Services or local law enforcement agencies.

State law prohibits civil or criminal liability and protects people who are required to report reasonably suspected abuse. Reports of child abuse are confidential records.

## Student Interviews

### *Arizona Department of Child Services*

The law allows Arizona Department of Child Services (DCS) to talk to alleged victims and their siblings without parental permission. Often this occurs at school because it is a neutral environment. A DCS Specialist will visit the family home to discuss the report and to talk about the family situation. The school cannot lawfully notify parents of a DCS interview unless directed to do so by the DCS investigator.

### *Law Enforcement*

If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The school will make a reasonable effort to notify the parent when an arrest is made or a student is taken into temporary custody unless the school is lawfully directed not to do so.

### Student Conduct at LFPA

Students are expected to conduct themselves, at all times, in a manner that will bring credit to themselves, their parents, and the school. Student conduct should contribute to an orderly learning climate. Each student is expected to respect the freedom and rights of others during all school and extracurricular activities on or off campus.

Student conduct must be in accordance with school rules, regulations, and policies at all times. Students are subject to the authority of all faculty and staff at any time while on school property including transportation vehicles and at any school function on or away from campus. Arizona law authorizes school employees to act "in loco parentis" (in place of parents). A student who is insubordinate or disrespectful to faculty, staff or school visitors and violates generally accepted rules of good citizenship and behavior will be referred for discipline. Close cooperation between parents and the school is essential and most effective in preventing behavior problems.

Teacher Responsibility: Teachers are responsible for maintaining a proper learning environment for all students in their classroom. They have the responsibility and authority to correct behavior of any student who fails to follow instructions or is disrespectful to staff or other students. Teachers also have this same responsibility and authority when supervising students at recess; breaks between classes; during drop-off and pick-up times; and at all school activities on and off campus.

### Public Display of Affection

Public displays of affection are considered to be holding hands, kissing, hugging and inappropriate touching. Displays of such behavior show a lack of appropriate restraint and may necessitate a discipline referral.

### Students' Rights

Student's rights are protected in accordance with AZ Board of Education regulations.

#### *Educational Opportunity:*

All students have the right to an education and a corresponding responsibility not to deny this right to any other student. Students have the right to an educational setting that is orderly and free from disruption of normal teaching-learning functions.

#### *Prejudice:*

No individual shall be subjected to prejudicial treatment or abridgement of his/her right to attend and benefit from public school on the basis of ethnic identity, religion, color, gender, political belief, mental or physical handicap, results of genetic testing, or for the exercise of his/her rights within this policy.

#### *Questioning:*

If law authorities question a student on school premises regarding an alleged act of misconduct at school, administration will make every effort to contact the parent when legally permitted. If a parent cannot be present during questioning a school authority will be present.

#### *Search and Seizure:*

Students possess the right to privacy of person, as well as freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

## **Behavior Disruptive To the Educational Process ARS 13-2911**

School Officials may conduct searches when they have reason to suspect that a law or school rule has been violated, or for conduct that disrupts the educational process or jeopardizes the health, safety or welfare of students or staff.

**Search of a Student's Person or Property:** School officials may search a student's person or personal property located on school property only if there is reasonable suspicion that the student is in possession of a dangerous, prohibited, or illegal substance, or an object or items that may interfere with school purpose or present a threat to people or property.

If the search reveals illegal items such as, but not all inclusive of, firearms, explosive devices, weapons or any object designed to cause bodily harm, illegal drugs, narcotics or intoxicants of any kind, tobacco or any controlled substance, or any possession reasonably determined to be a threat to the safety or security of others, or that might possibly interfere with the school purpose, these items will be confiscated.

Motor vehicles parked on school property may be searched by a school administrator when there is reasonable cause to believe the health, safety, or welfare of students or staff might be in jeopardy.

### **Physical Restraining:**

AZ law allows any person employed by LFPA to use an amount of force that is reasonable and necessary to apply use of restraint and seclusion techniques and requirements.

### **ARS 15-105:**

A. A school may permit the use of restraint or seclusion techniques on any pupil if both of the following apply:

1. The pupil's behavior presents an imminent danger of bodily harm to the pupil or others, including:

- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
- For the purpose of self-defense.
- For the protection of persons or property.
- For the preservation of order.

2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

B. If a restraint or seclusion technique is used on a pupil:

1. School personnel shall maintain continuous visual observation and monitoring of the pupil while the restraint or seclusion technique is in use.

2. The restraint or seclusion technique shall end when the pupil's behavior no longer presents an imminent danger to the pupil or others.

3. The restraint or seclusion technique shall be used only if an emergency situation does not allow sufficient time to summon trained personnel.

4. The restraint technique employed may not impede the pupil's ability to breathe.

5. The restraint technique may not be out of proportion to the pupil's age or physical condition.

A.R.S. 15-105 – D:

1. School personnel shall provide the pupil's parent or guardian with written or oral notice on the same day that the incident occurred, if circumstances prevent same-day notification notice shall be given within twenty-four hours after the incident.
2. Within a reasonable time following the incident, school personnel shall provide the pupil's parent or guardian with written documentation that includes information that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.

LFPA has a zero tolerance policy against any and all abuse.

All suspected incidents will be investigated. Proven acts of hazing, bullying or any type of harassment will initiate disciplinary procedures and consequences.

Hazing Per ARS 15-2301, hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing is prohibited.

- ♦ Hazing is any intentional, knowing, or reckless act committed by a student or students against another student that includes an act that contributes to, or causes a substantial risk of potential physical injury, mental harm or degradation.
- ♦ It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.
- ♦ All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Bullying and Harassment

- ♦ Bullying means causing a present fear of imminent danger to a person, including threats of physical harm, gestures, and verbal assaults.
- ♦ Harassment means using any means to persistently annoy, worry, exhaust or impede another person.
- ♦ ARS 15-341 requires all schools to enforce policies and procedures to prohibit pupils from harassing, intimidating and bullying other pupils on school grounds, on school property, on school buses, at school bus stops and at school sponsored events and activities.
- ♦ Any student who feels any form of harassment or bullying from another student or an employee of LFPA should report such incidents to a teacher, staff member or administrator.
- ♦ LFPA employees shall preserve the confidentiality of anyone involved in a bullying or harassment incident; disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as required by law.

Sexual Harassment

All individuals associated with the Learning Foundation and Performing Arts schools are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal, or physical contact of a sexual nature may constitute sexual harassment. If any student or staff member believes he/she or another person has been subjected to sexual harassment they should report the behavior to the school administrator. A substantiated charge of sexual harassment will lead to disciplinary action.

### Violation of Local, State or Federal Law

Incidents or acts that are a violation of local, state, or federal law will be referred to the appropriate law enforcement agency.

Should any of the following acts occur during a time or at a place where school responsibility is in effect, consequences will range from short-term suspension to recommendation for expulsion and local police involvement:

- The possession, sale, use or being under the influence of alcohol, illegal drugs, narcotics, or intoxicants of any kind. Students may not possess or dispense any type of medicine, prescription drugs or items sold as a controlled substance.
- Possession of a vape pen or e-cigarettes of any kind will result in an automatic 10-day suspension or recommendation for expulsion.
- Possession of, use of, or threat to use a dangerous weapon or object designed to cause bodily harm. Including, but not all inclusive of, firearms, knives, bicycle chains, brass knuckles, clubs, or other item that could be used to cause bodily harm to another person.
- Physical assault or threats of physical violence to another person.
- Verbal abuse of a staff member, a student or another person. This includes discrimination on the basis of age, race, color, gender, religion, national or ethnic origin, age or disability.
- Stealing or illegal use of another person's property.
- Use of tobacco in any form.
- Vandalism--damaging or defacing another person's property or school property, equipment or buildings.
- Profanity or abusive language.
- Sexual, verbal or physical harassment directed toward a staff member, visitor, or fellow student.
- Extortion
- Fighting or being involved in acts of violence.
- Possession or use of articles designed to disrupt the educational process.
- Gambling
- Truancy

### Drugs/Alcohol/Tobacco/Weapons (Consequences may result in expulsion.)

Arizona Law prohibits use, possession or sale of illegal drugs, drug paraphernalia, tobacco products, alcohol and deadly weapons on school property, within 300 feet of school property, in school transportation vehicles, or at off-campus school events.

A student may not be on school property or at a school function under the influence of drugs or alcohol.

*Tobacco Products:* Arizona Law prohibits use or possession of tobacco products, vapor products or any instrument or paraphernalia that is solely designed for the smoking or ingestion of tobacco or shisha, including a hookah or waterpipe, by any person on school property, within 300 feet of school property, in school transportation vehicles, or at off-campus school events. Students under the age of 18 who possess or use these products are violating state and federal law.

The use or possession of lighters, matches, or any other incendiary device is not permitted.

### Mandatory Drug Testing

The US Supreme Court has ruled that schools can require a student to be tested for illegal drugs if reasonable suspicion exists that the student is under the influence of drugs, or as a condition of participating in extra-curricular activities.

A school administrator must inform the parent or legal guardian of the evidence that constitutes reasonable suspicion.

In either case, the student will be referred to a private drug-testing firm that will conduct the screening at the school's expense and provide the results to the school.

A positive drug test alone is not sufficient grounds for long-term suspension or expulsion. Mandatory treatment and continued drug screening may be considered as an alternative to suspension or expulsion.

Failure to comply with a request for drug testing if reasonable suspicion exists may be grounds for expulsion.

### Disciplinary Due Process

The state legislature has granted District Governing Boards the authority to discipline students, and the authority to impose suspensions or expulsions upon students who engage in conduct that interferes with the District's responsibility to educate students.

The rights of one individual never take precedence over another individual or the group.

To ensure fairness, a student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Appropriate due process shall include notice and an opportunity to be heard. The particular form of due process required shall depend upon the gravity of the situation and the type of discipline invoked. Unless an emergency situation exists, due process shall be provided prior to the imposition of a suspension or expulsion.

Education is a right guaranteed to all students. AZ laws have defined the basis on which the denial of that right is justified. The conditions of denial carry with them the guarantee of due process. This means that all students . . .

- must be informed of accusations against them;
- must have the factual basis for the accusations explained to them;
- must have a chance to present an alternative factual position if the accusations are denied.

School Officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by administration, unless law enforcement directs otherwise.

**Any action taken by law enforcement officers will be separate from disciplinary action taken by the School District.**

It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials, except in cases of suspected child abuse/neglect.

### Disciplinary Referral Procedure

Students involved in inappropriate behavior are subjected to certain disciplinary actions. Depending on the behavior incident, one or more of the following actions may be taken by school staff or the site director/principal. If, at any time, further clarification is needed you should contact the school principal.

- Informal Talk - a school official (teacher or administrator) will talk to the student and try to reach an agreement regarding the student's behavior based on the teacher's classroom or school campus guidelines.
- Staff member completes a "Discipline Report" form and sends it to the site director or principal.
- Staff/Student Conference - a formal conference is held between the student and one or more school officials.
- Staff/Parent Conference - The staff member will contact the parents by telephone, letter or personal contact. A conference may be conducted between student, parent, appropriate school personnel and any other individuals' involved.

At any time during the referral process the teacher can send the student to a school administrator for disciplinary action and the administrator may follow the above procedures.

### Disciplinary Consequences

- Mandatory Study Hall - Depending on the type of incident the student may be required to report to a designated study hall before school, after school, or during lunch hour.
- In-School Discipline - The student is subject to consequences that do not require suspension from school, such as loss of school privileges, detention, temporarily removed from class, community service to the school, or assignment to an alternative classroom.
- Probation - A prescribed period of time during which a student involved in misconduct will be allowed to conditionally continue attending classes. The conditions of the probation will include an appropriate degree of discipline assigned by administration.
- In-School Suspension (ISS) - The student remains at school during the suspension and is placed in an alternative area at the school to complete regular class assignments for each day of suspension
- Out-of-School Suspension (OSS) - The temporary withdrawal of the privilege of attending a school for a specified period of time.

While suspended, students are not allowed on campus or at school events.

*It is the responsibility of the parent and the student to pick up and complete all assignments issued during the time of suspension.* Suspended students may come directly to the school office to pick up homework and assignments and must immediately leave campus.

- Short-Term Suspension – Ten days or less. Administration directly informs the student and parent of a short-term suspension.
- Long-Term Suspension – More than ten days. The administration may give notice to the student and parent that long-term suspension is being recommended to the LFPA disciplinary board. The disciplinary board has the final authority to impose long-term suspension.
- Expulsion – The permanent withdrawal of the privilege of attending a school or any school function. The student and parent will be given notice that the school administrator and disciplinary board are recommending a hearing for expulsion to the executive director and governing board in accordance with ARS 15-843. The governing board has the final authority to expel a student and to reinstate a student from expulsion.

Suspended or expelled students are not allowed on school grounds or at off-campus events.



ARS 15-841: A school district or charter school shall expel from school for at least one year a pupil who is determined to have threatened an educational institution, except that the school district or charter school may modify this requirement for a pupil on a case by case basis if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat.

Discipline Policy Guidelines  
(This guideline is not all inclusive of student infractions)

| Level One Violation                               | Level Two Violation  | Level Three Violation                               |
|---|--|---|
| Warning/Conference                                | 1-3 Days Suspension  | 3-5 Days or Long Term Suspension or Expulsion       |
| Academic Misconduct/<br>Cheating/Theft/Plagiarism | Academic Misconduct/<br>Cheating/Theft/Plagiarism              | Academic Misconduct/<br>Cheating/Theft/Plagiarism   |
| Defiance of Authority/<br>Disrespect              | Defiance of Authority/<br>Disrespect                           | Dangerous Objects/Deadly<br>Weapons/Firearms        |
| Lying/False Accusations                           | Lying/False Accusations  | Extortion   |
| Tardy/Truancy                                     | Truancy  | Unauthorized Absence                                |
| Property Destruction or Theft                     | Property Destruction or Theft                                  | Property Destruction or Theft                       |
| Discrimination                                    | Discrimination   | Harassment/Bullying                                 |
| Disorderly Conduct                                | Disorderly Conduct   | Bomb Threat   |
| Cafeteria/Bus Misconduct                          | Fighting   | Physical Assault                                    |
| Gang Activity/Association                         | Gang Activity/Association                                      | Gang Activity/Association                           |
| Internet/Computer Violation                       | Internet/Computer Violation                                    | Internet/Computer Violation                         |
| Loitering   | Forgery  | Forgery   |
| Profanity/Speech Violation                        | Profanity/Speech Violation                                     | Arson   |
| Gum   | Gum  | Vape-Pen  |
| Dress Code Violation                              | Dress Code Violation   | E-Cigarettes  |
| Public Display of Affection                       | Pornography  | Pornography   |
| Use of Electronic Devices                         | Use of Electronic Devices                                      | Alcohol/Drug/Tobacco<br>Possession/Use/Distribution |
| <b>Consequences</b>                               |  |   |
| Level One Consequence                             | Level Two Consequence  | Level Three Consequence                             |
| Student Conference                                | Parent Phone Call  | Parent Phone Call                                   |
| Parent Phone Call                                 | Parent Letter  | Parent Letter                                       |
| Parent Letter                                     | Parent Conference  | Parent Conference                                   |
| Parent Conference                                 | Discipline Hearing   | Discipline Hearing                                  |
| School Service                                    | Suspended Privilege  | Suspended Privilege                                 |
| Suspended Privilege                               | Detention  | In-School Suspension                                |
| Detention   | In-School Suspension   | Out of School Suspension                            |
| In-School Suspension                              | Out of School Suspension<br>Recommend -Long Term<br>Suspension | Recommend -Long Term<br>Suspension                  |
|   | Police Notified  | Police Notified                                     |
|   | Police Notified  | Recommend for Expulsion                             |

### Homeless Students:

If you live in any of the following situations: a shelter, motel, vehicle, campground, on the street, in an abandoned building, travel trailer, or other inadequate accommodation, or are living with friends or relatives because you cannot find or afford housing then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. The Act gives all students the following rights:

- To attend school or preschool and continue in the school you are attending.
- To receive transportation to the school you attended before you became homeless if it is your choice and it is feasible.
- To attend a school and participate in school programs with students who are not homeless.
- To enroll in school without giving a permanent address and attend classes while the school arranges for the transfer of student immunizations and other documents required for enrollment.
- To receive the same special programs and services available to all students including a school uniform and fees for field trips and supplies.
- Homeless students are automatically enrolled in the free and reduced lunch program.

Parents or students may contact the LFPA homeless liaison, Heide Matejicka, at 480-635-9400 for help with enrolling in school.

Parents may request to receive services from Touchstone Counseling Services and Reach out America Dental, and a referral to Mesa Free Immunization Clinic located at 423 North Country Club Drive, Mesa AZ Suite 3. Open Monday & Tuesday 8am to 4 pm, closed 1-2 pm for lunch.

If you need further assistance contact the State Coordinator, Alexis Clermont, at 602-542-4963 or email [alexis.clermont@azed.gov](mailto:alexis.clermont@azed.gov). You may also contact the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

Parent Involvement: Parents are encouraged to participate in activities and meetings involving school policies, Every Child Succeeds, health issues, school safety plan and other school issues. Views or concerns may also be submitted in writing to the school principal/site director, by email to [learningfoundation@msn.com](mailto:learningfoundation@msn.com), or mailed to the district office at 4055 E. Warner Rd., Gilbert AZ 85296 to the attention of Executive Director, Evelyn Taylor. Please specify campus and be specific with Ideas or comments on all correspondence.

Parent Teacher Organization: The LFPA District recognizes parent-teacher organizations are a great asset to our schools. Parents are encouraged to organize a PTO to work with LFPA schools on activities and events such as fund-raising, school events, field trips and other activities. Parent volunteer help is always needed and appreciated. Please contact your school office for information about organizing a PTO or volunteering.

Tax Credit Donation: Taxpayers filing an Arizona Tax Return, have a unique opportunity to redirect a portion of state tax dollars they already pay, to public education. The credit allows an Arizona taxpayer to contribute up to \$200 per individual or \$400 per joint tax return to a public school. This is an excellent way to support your local school with dollars you would have paid in income taxes anyway. If you are interested, please contact your school for additional information or visit our web site at [www.lfapa.com](http://www.lfapa.com) where you can download a donation form.

## Learning Foundation and Performing Arts 2020-2021 Calendar Summary

**School Hours: 8:30 – 3:35    Early Release: 8:30 – 1:05**

| <b>EARLY RELEASE DAYS</b><br>Every Friday<br>The Day Before a Holiday or Break<br>Some Parent/Teacher Conference Days |       |   |
|---|-------|---|
| <b>AUGUST 2020</b>  | 6     | First Day of School   |
| <b>SEPTEMBER 2020</b>   | 7     | Labor Day - No School                                       |
| <b>OCTOBER 2020</b>   | 2     | End of 1 <sup>st</sup> Quarter                              |
|   | 5-9   | Fall Break - No School                                      |
|   | 12    | Staff Development - No School                               |
|   | 13-16 | Parent Teacher Conferences                                  |
|   | 15-16 | Early Release for P/T Conferences                           |
| <b>NOVEMBER 2020</b>  | 11    | Veterans Day - No School                                    |
|   | 25-27 | Thanksgiving Break - No School                              |
| <b>DECEMBER 2020</b>  | 18    | End of 2 <sup>nd</sup> Quarter and 1 <sup>st</sup> Semester |
|   | 21-31 | Winter Break - No School                                    |
| <b>JANUARY 2021</b>   | 1     | New Year's Day - No School                                  |
|   | 4     | Staff Development - No School                               |
|   | 18    | Martin Luther King Day - No School                          |
| <b>FEBRUARY 2021</b>  | 15    | Presidents Day - No School                                  |
| <b>MARCH 2021</b>   | 12    | End of 3 <sup>rd</sup> Quarter                              |
|   | 15-19 | Spring Break - No School                                    |
|   | 22    | Staff Development - No School                               |
|   | 23-26 | Parent Teacher Conferences                                  |
|   | 25-26 | Early Release for P/T Conferences                           |
| <b>APRIL 2021</b>   | 2-5   | Spring Holiday - No School                                  |
| <b>MAY 2021</b>   | 28    | Last Day of School  |

CAFA, Inc. dba  
Learning Foundation and Performing Arts

**Computer Use Policy – Students**

The following pages are general information and are not all inclusive of CAFA Inc. policies.

**General Policies**

The use of CAFA, Inc. or Learning Foundation and Performing Arts name is prohibited for use on any type of Internet account such as Facebook, Email, websites, etc.

Persons who receive accounts or who receive temporary access to the local area network at Learning Foundation and Performing Arts schools are expected to conform to the general policies detailed below. These policies are not all inclusive of Governing Board Policy.

It is each user's responsibility to be aware of these restrictions and limitations. If there is any doubt regarding the legitimacy or authorization of any action on a workstation or network resource, please check with your teacher in advance. Users are expected to maintain high ethical standards and to be courteous to other system users at all times.

**Educational Use**

The computers in the school are intended for educational purposes only. Users may not play games on the computers, or use the systems in association with any inappropriate text, graphic, or other media type. Electronic communication systems should not be used for trivial purposes. Offensive, obscene, or harassing messages are strictly prohibited.

**Respect for Privacy**

Users should not view, read, modify or remove files, mail, or network traffic owned by any other user without explicit permission from the administrator or owner. Having access to a file does not constitute permission. Realistically, the network cannot be considered secure, and therefore any sensitive or extremely important files should not be kept on our systems.

**Personal Responsibility**

Accounts are assigned to individual users who are expected to maintain system security by upholding basic guidelines. Account access should not be shared with anyone. Assigned passwords should remain secret in order to minimize the potential of someone guessing or "cracking" the user's password. Users are responsible for system activities performed using their password.

**Cooperative Assistance**

Hired professionals, staff and students operate the network system at LFPA for the mutual benefit of all concerned. Users are expected to report any security problems or system malfunctions to the lab instructor, teacher, or to the office.

In consideration of virus, worm, or other such corrupting software the use of a personal disk to download or upload information is forbidden and no flash drives are permitted.

## **Courteous and Ethical Behavior**

Users are expected to be courteous and ethical in all actions. Users should never deliberately attempt to disrupt system performance or interfere with the work of any other user or administrator. Students should be considerate when using scarce system resources, such as Internet access, scanners, printers, and digital cameras. Users should try to minimize disk usage on network drives and should not save files on workstation hard drives unless given permission. Users are expected to be very conservative when printing documents from computers.

## **Legal Responsibilities**

Users are expected to follow all Arizona School Board regulations as well as applicable local, and federal laws. LFPA places special emphasis on the illegality of software piracy and strict copyright guidelines must be followed at all times.

## **Copyright Guidelines**

The general copyright policy used at LFPA is in strict accordance with local and federal laws. It specifically includes, but is not limited to the following:

- The only software products to be used on systems in any of the labs are those for which LFPA owns a valid license. Therefore, do not install any software on computers in the lab without prior approval.
- Copying software products from our computer systems is considered theft and is a very serious offense. Do not use computers in the lab for making backup copies of any commercial software products.
- Plagiarism is the improper use of, or failure to give credit to, another person's writing or ideas (intellectual property). It can be as subtle as the unintentional neglect to include quotes or references when citing another source, or as deliberately unethical as copying an entire paper verbatim and claiming it as your own work.

## **Computer Abuse**

The improper use of computers is generally referred to as computer abuse. LFPA may restrict or terminate any user's access without prior notice if such an action is deemed necessary to maintain computing availability and security for other users of the system. Other disciplinary action may also be imposed.

Computer abuse includes, but is not limited to the following actions:

- Software abuse (example: hacking)
- Using, or attempting to use, LFPA's computer systems or those accessible by network without proper authorization which includes, but is not limited to, supplying misleading information or false credentials.
- Tampering with, obstructing, or attempting to alter the operation of any computer system accessible through LFPA's network connections.
- Attempting to modify, distribute, or copy data or software without proper authorization.
- Hardware abuse: Attempting to physically open, damage or otherwise alter hardware such as mice, keyboards, monitors, computers, scanners, printers, cameras, projectors, Smart projectors or any other electronic hardware.

## **Summary – Computer Abuse**

Students may **not** engage in the following computer actions:

- Visit inappropriate sites such as those that contain pornography, hate sites, tobacco, pro-drug or alcohol sites; sites that have nudity, profanity or any obscenities; sites that promote guns or violence of any type.
- Use email messaging software or play games. Use chat-rooms, download and/or steal music, movies, or videos; (All of these actions use up network bandwidth slowing down all computers on LFPA site.)
- Create any type of unauthorized account such as Facebook, Email, etc. on LFPA computers or use the school's name on these accounts;
- Download Internet applications or files. This uses up hard drive space and may be a virus risk;
- Use any disk or flash drive in LFPA computers. These devices are a virus risk;
- Create or introduce any virus that may destroy files or disrupt service to other users;
- Make unauthorized copies of software on data found on school computers by Internet or by copying data onto disks, USB, through email or bulletin boards;
- Plagiarize (use another person's work and claim it as your own);
- Attempt to access other students' or teachers' files; (Respect the privacy of others.)
- Attempt to gain unauthorized access to system programs or make any unauthorized changes to system settings.

Do not allow others to know or use your password/account. Your "friend" may change your password and disable your account.

Consequences for computer abuse:

One or more and possibly all of the consequences below may be initiated depending on the type and seriousness of abuse. (See Discipline Policy on page 23.)

- Account suspended.
- Loss of computer privileges.
- Parents/guardians are contacted.
- Letter sent home to parents/guardians.
- In the case of plagiarism, student will receive a zero grade.
- If there is damage to school property the student will be billed the dollar amount of the damages.
- Suspension from school.

Parents/Guardians and Students

Please sign the LFPA

Signature page #32 and  
return the signed form to the  
school office or the student's  
teacher to be placed in  
the student's file.

*Thank you.*



Learning Foundation And Performing Arts

Signature Page

Please Print Parent Name: \_\_\_\_\_

Please Print Student Name: \_\_\_\_\_

Computer Use Policy signatures:

By signing this LFPA Computer Use Policy signature page you are acknowledging that you have read and agree with all of the information, conditions, and terms stated in the policy.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

Student and Parent Handbook signatures:

I have read the Student/Parent Handbook and understand it in its entirety.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

This page is to be removed and placed in the student's file.

Thank you for allowing Learning Foundation and Performing Arts schools to be a part of your educational needs. We do our best to ensure our students succeed in their academic and performing arts educational goals.

*Learning Foundation Teachers, Staff and Administration.*