

Learning Foundation “Back to Basics”



**Pre-K - 6th Grade
Charter School**

2020-2021

**Student/Parent
Handbook**

Welcome!

Learning Foundation "Back to Basics"

851 N. Stapley Drive, Bldg. 6, Mesa, AZ 85203
phone: 480-834-6202
fax: 480-834-3991
Web: lfapa.com

Our Vision

Learning Foundation "Back to Basics" School will lay the foundation for each student to become a life-long learner.

Our Mission

The mission of Learning Foundation "Back to Basics" School is to offer a traditional education by providing a challenging curriculum supported by individual accountability and high academic and behavioral standards.

Compliance Policy

Learning Foundation Charter School complies with all applicable federal, state and local laws relating to educational programs and personnel management.

Statement of Non-Discrimination

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

District Office
CAFA, Inc., dba
Learning Foundation and Performing Arts and Learning Foundation Schools
4055 E. Warner Road, Gilbert, AZ 85296
480-635-1900 fax 480-635-1906
learningfoundation@msn.com
website: lfapa.com

TABLE OF CONTENTS

Phone Numbers & School Information.....	4
Important Information, Registration.....	5
Dress Code.....	6
Attendance, Absences, Tardies, Withdrawal.....	7-8
School Policies: Bus Rules, Bathroom Rules, Cafeteria Rules.....	9
Campus Policies (Safe Environment, Loitering, Drop-off/pick-up, Visitors).....	10
Cell Phones and Electronic Devices, Consequences	10-11
Game Cards, Toys, Gum.....	11
Bicycles, Skateboards, Scooters, Skates.....	11
Field Trips, Field Trip Volunteers.....	12
School Fees.....	12
Academic Expectations, Grading Guidelines.....	12
Grades and Progress Reporting	13
Tutoring, Homework	13-14
Testing and Assessments.....	14
Parents Information, Rights, Student Records.....	14
FERPA Annual Notification.....	15
Special Services.....	16
Health Services, Medication, Prescription Drugs.....	16
Food Allergy Policy.....	17
Safety, Unauthorized Visitors, Animals in School.....	18
Student Interviews (Dept. of Child Services & Law Enforcement).....	18
Student Conduct, Public Display of Affection.....	19
Teacher Responsibility, Students' Rights.....	19
Questioning, Search/Seizure.....	19
Disruption of the Educational Process.....	19-20
Search, Physical Restraining.....	20
Hazing, Bullying, Sexual Harassment.....	21
Violation of Local, State and Federal Laws.....	21-22
Drugs, Alcohol, Tobacco, Weapons.....	22
Due Process, Disciplinary Referral Procedures, Consequences.....	23-24
Discipline Policy Guidelines.....	25
Homeless Students.....	26
Tax Credit Donation Form.....	26
Calendar Summary.....	27
Computer Use Policy.....	28-30
Signature Page.....	31-32

Contact Information
CAFA, Inc.

Web: www.lfapa.com

Learning Foundation "Back to Basics" K-6

Principal: *Missy Aitken*

851 N. Stapley Dr. Bldg. 6, Mesa, AZ 85203

Phone: 480-834-6202 Fax: 480-834-3991

email: maitkin@lfapa.org

LFPA - Alta Mesa - K-8

Principal: *Nikki Valle*

Accredited by AdvancEd/ North Central Association

5761 E. Brown Rd., Mesa, AZ 85205

Phone: 480-807-1100 Fax: 480-807-1190

email: ntriggs@lfapa.org

LFPA - Gilbert - 7-12

Principal: *Robert Villa*

Accredited by AdvancEd/ North Central Association

4055 E. Warner Road, Gilbert, AZ 85296

Phone: 480-635-9400 Fax: 480-635-1907

email: rvilla@lfapa.org

LFPA - Warner - K-6

Principal: *Art Moncibaez*

3939 E. Warner Road, Gilbert, AZ 85296

Phone: 480-248-8025 Fax: 480-248-9429

email: amoncibaez@lfapa.org

Information in this book is not all inclusive of District Policy

IMPORTANT INFORMATION BEFORE YOU BEGIN

PARENT: Refers to a parent or other legal guardian throughout this handbook.

VOLUNTEERS: We encourage parents to frequently visit or volunteer in their student's classrooms and be actively involved in their child's education.

- Parents and volunteers who do not have an Arizona fingerprint card or clearance on file may spend a maximum time of only 20 minutes per day in a classroom.

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 must follow the same standards of behavior and appropriate dress as that of the students and staff. Please review school dress code.

STUDENT CHECK OUT: A parent or guardian must sign out students needing to leave campus during the school day. If a student returns the same day the student must be signed back in at the office.

REGISTRATION: All students enrolling in the Learning Foundation School 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
- AZ Emergency/ Medical Card
- Lunch Guidelines
- Authorization for Requesting Records
- Enrollment Application and Forms - signed by the parent/ legal guardian

The above registration documents are mandatory and necessary to secure a place in Learning Foundation school. 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 Learning Foundation 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.

Please notify the school immediately with address or phone number changes.

Dress Code (Dress code rules are adopted by the District Governing Board.)

It is the parents' responsibility to send their children to school in dress code, clean and well groomed. Three or more dress code violations are subject to Board Policy disciplinary action.

Resolution to any question or inconsistency regarding dress code rules is up to the discretion of the school administration.

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

Tops: All students are required to wear a Learning Foundation "Back to Basics" logo shirt in the colors of Red, Navy Blue, or White.

- Tops should cover to below the waist line of the pants, even when arms are raised.
- No tube tops, spaghetti strap or sleeveless tops may be worn.

Bottoms: Students are required to wear slacks, capris, skorts, jumpers, or "fingertip length" walking shorts in **colors of solid black, navy blue, or tan, only**

- No denim or Levis, running pants or shorts, sweat pants, pajama pants, etc. may be worn. No bottoms may have zippered pockets.
- **Leggings or Jeggings may only be worn under dress code bottoms.**
- 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. .

Outerwear: Jackets must be in colors of only solid red or solid blue. Zip or button front sweatshirts in **solid colors of red or blue** may be worn.

Sweatshirt hoods may not cover heads in the building. (No pullover sweatshirts are allowed.) No outerwear may be worn that displays inappropriate language/ graphics or advertisements for drugs, alcohol, weapons, or tobacco related items.

Shoes: Only closed toe and closed heel shoes may be worn. No sandals, flip flops, or skate shoes (shoes with retractable rollers in the sole) may be worn.

Hair Styles: No extreme hairstyles may be worn, including Mohawks or spiked hair. No unnatural hair color.

Jewelry / Accessories:

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

- No extreme jewelry styles. Only two earrings in each ear may be worn. Only two bracelets per arm. No ball necklaces, dog collars, drug or inappropriate symbols. No safety pin jewelry, body chains or chains over ¼" thick.
- No body piercing or ear gauging. Appropriate clothing must cover tattoos.
- No gang paraphernalia (bandanas, jewelry or clothing). No Gothic clothing.
- No clothing shall be worn that contains inappropriate language/graphics or that advertises drugs, alcohol, weapons, or tobacco related items.

Occasionally Learning Foundation will have a dress down day and students may wear short sleeve T-shirts and jeans that are not torn, cut off or sagging.

All attire for a student attending any school event including a dress-down or dress-up day at school is subject to the above dress code.

NOTE: 3 or more dress code violations may result in suspension

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 responsible for requesting and collecting assignments.
- Verifiable extreme weather conditions such as flooding or zero visibility.
- Reportable vehicle accidents involving the student.
- Court appearances by 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.
- Personal vehicle failure: 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 who have excessive or unexcused absences will be referred to a school administrator who will meet with their parent to decide on a mutual written plan of action describing what corrective actions will be taken.

- Students who accumulate a total of 10 consecutive absences in the course of the school year (EXCUSED or UNEXCUSED) may be withdrawn from the school. A.R.S. 15-803
- 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 signed out by a parent or guardian. Violation of this policy will result in disciplinary action.

Tardies - Students not in line for flag by 7:55 a.m. 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 in class without a pass.

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.
- Tardy is unavoidable, not a pattern, and accompanied by a parental note explaining the reason.
- Authorized conferences with instructors or administrators (late pass required).
- Excused tardies result in the student making up the work, but not the time.
- 6 tardies of 15 minutes or longer will result in being marked for 1 absence.
- 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

Unexcused Tardies:

The following are a few examples of unexcused tardies.

- Running errands without faculty/office approval in advance or exceeding the approved time allowed.
- Clothing problems.
- Waiting to confer with instructors/office without a prearranged appointment.
- Waiting for food or materials delivery that arrives late.

Withdrawal from Learning Foundation School

- Please inform the school as soon as possible if you are withdrawing your child.
- Parents must come to the school to sign an official withdrawal form.
- A school cannot enroll a student without an official withdrawal form from the prior school.

School Bus Policies

Students riding Learning Foundation 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 completely stops, the door opens, and the driver gives permission before stepping onto the bus.
- Don't let clothing with drawstrings, book bags with straps, or any dangling objects get caught in the handrail or door when exiting the bus.
- Walk in front of the bus; 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.

School Bathroom Rules

- Observe privacy of other students; keep hands, feet, and belongings to yourself.
- Use bathroom equipment properly.
- Flush (If it clogs let an adult know).
- Throw away trash in proper place.
- Wash hands with soap and turn off water.
- Return to class quickly and quietly.

Cafeteria Rules:

- Students must line up in single file when entering or leaving the cafeteria.
- 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 an adult makes an announcement in the cafeteria students are required to be respectful by listening to instructions and not talking.
- Students are required to clean up their lunch debris from the area around their chair or table before leaving the cafeteria.
- Running is not allowed in the cafeteria.
- Breakfast: Students **must** pick up the food that was ordered for them. No exceptions.

Campus Policies

Students are required to clean up after themselves in all school settings.

Safe Environment

Learning Foundation 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 respectfully both in and out of school.

Learning Foundation 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 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 school is out will be placed in the After School Care Program and parents will be charged the rate of \$1.00 per minute supervision fee. (Should an unexpected emergency occur whereby a parent is detained from picking up a student the school should be notified immediately so arrangements can be made for the child.)

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 the principal.
- Unauthorized visitors are not permitted on Learning Foundation 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 in their phone and keeps it in their backpack during school hours, 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 Learning Foundation staff and a disciplinary referral form will be completed and sent to the Principal/Site Director. This includes use in hallways, 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 Learning Foundation are not responsible for lost or stolen electronic devices or any other equipment and items brought on campus or in school vehicles. Nor will school personnel time be used to conduct searches or investigate an incident.

Violations of the items 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 is a gum free campus. Gum must 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. Learning Foundation does not allow these or any other equipment or vehicles to be used or ridden on campus at any time.

These vehicles may be brought to school only as a means of student transportation but may not be ridden or used 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. Learning Foundation is not responsible for stolen or damaged bicycles or equipment.

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 and turned in to the school prior to the day of the event. Learning Foundation 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 the dress code for school. Most field trips will require students to wear the Learning Foundation logo shirt.

FIELD TRIP Policy for Volunteers

Parents/guardians or any persons who wish to volunteer for field trips, whether local or overnight travel, must comply with District Policy. Volunteers must complete the volunteer application, have a fingerprint clearance card, photo I.D., and school Site Director approval.

Field Trip District Policy: Field trips must be scheduled as educational activities for certain classes or grades. Volunteers for groups of students or parents who wish to attend to accompany their child may not include any other children or adults on field trips.

Fees

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

- school uniform shirt
- performing arts costumes
- transportation
- various student activities
- art or classroom supplies
- field trips
- yearbook
- student organizations, programs, or clubs

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 work that is not his or her own ideas or words. Dishonesty will neither be tolerated nor ignored at Learning Foundation.

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

Guidelines for grading students' work

- The grade a student earns reflects the teacher's evaluation of performance and also determines the extent to which a student is progressing from a given point in proportion to his/her own abilities.
- Grades shall be 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 a student'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 or Site Director.

Grade and Progress Reporting

- The school year includes two semesters and 4 progress reporting periods.
- Student Report cards are distributed 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 Learning Foundation to inform parents any time a student's work shows inconsistent or sudden unsatisfactory progress.
- Parents are encouraged to contact the teacher by phone or email as soon as they see indications of possible failure. A telephone or on-site conference can be requested and will be held at a time that does not interfere with the instructional day.

Supplemental Tutoring

Learning Foundation offers tutoring to all students who are in jeopardy of falling behind in academic studies. The school uses standardized state testing, student records, assessment tools, teacher evaluation and parent requests in selecting students who qualify for supplemental tutoring that will help to insure the student's academic success.

Homework

Homework is a key component for Learning Foundation "Back to Basics". All students K - 6 receive homework four nights per week, Monday through Thursday. It has three major purposes:

- Teach personal responsibility and time management skills,
- Keep parents informed about what their children are learning.
- Provide additional academic growth and development for the student.

Homework will be directly related to daily instruction. Daily school-work not completed is not considered homework, but must be completed by the next day. Standards of neatness and accuracy are to be maintained regardless of the subject matter area.

Parent responsibilities concerning homework are as follows for Kindergarten – 6th Grade

1. Provide a time and place free from distraction for student to work.
2. Sign the daily homework sheets or papers (whether completed or not); review the child's work and provide encouragement.
3. Stay in contact with the teacher if problems occur.

Below are the minimum and maximum time guidelines by grade that parents should plan for homework.

	Minimum	Maximum
Kindergarten	10 min.	15 min.
First Grade	15 min.	30 min.
Second Grade	20 min.	45 min.
Third Grade	30 min.	60 min.
Fourth Grade	30 min.	75 min.
Fifth Grade	30 min.	90 min.
Sixth Grade	30 min.	90 min.

It is important to note that homework times do not include required nightly reading.

Unfinished daily class work is not counted as part of the actual homework time. Daily work, reports or projects that need to be finished at home could account for some students spending more than the maximum amount of time provided in the guidelines. Student punctuality and responsibility at school will ensure that this does not happen.

Student Folders

All students are given a school folder used for homework, daily assignments, important events or activity dates. This folder is also used as a source of parent/teacher communication. If the folder is lost there will be a \$5.00 charge to replace it.

Students are required to bring their folders to school every day.

Testing and Assessments

In addition to required State Standardized Assessments, Learning Foundation uses district wide tests and assessment programs throughout the school year. Galileo Online Assessment provides a comprehensive research based instructional improvement and effectiveness system aligned with state standards. Results of the tests and assessments allow the school to analyze curriculum and determine areas of individual student needs. The school also uses teacher-generated classroom assessments throughout the school year.

Parents:

Parent Teacher Organization: The 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.

Parent Involvement: Parents are encouraged to participate in activities and meetings involving school policies, No Child Left Behind, health issues, school safety plan and other school issues. Views or concerns may be submitted in writing to the school principal/site director, by email to 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.

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

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 §15-828 Within five school days after enrolling a transfer pupil from another school, a school shall request directly 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.

I. The provisions of this section do not apply to homeless pupils as defined in ARS 15-824,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 Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
---	---

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.

Learning Foundation meets all ESSA/ESEA requirements. Parents may request to view teacher qualifications in the school office with 24-hour notice.

ESS – Exceptional Student Services

Learning Foundation offers a comprehensive exceptional student services 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 psychological testing or individualized diagnostic evaluation.

- Parents or legal guardians 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.

Health Services

The school does 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.

Learning Foundation puts your child's health first and if a parent/guardian or emergency contact can't be contacted 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, medication 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 as confidential.

In the case of a student with multiple, unusual, or life-threatening allergies, the parent/guardian will be required to provide 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 can be considered on a case-by case basis.

The catering company that provides school lunches for Learning Foundation school 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 school monitor products sold at school 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 Learning Foundation 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 that addresses 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 cannot guarantee that a student will never experience an allergy-related event while at school. We are committed to student safety and created this policy to reduce the risk to children with allergies while attending our schools.

Safety

The District and Governing Board take every possible precaution to protect the safety of all students, employees, visitors, and any person on Learning Foundation or LFPA campuses.

The administrator at each 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.

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.

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. A 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.

Learning Foundation has the right to ask that a service animal be removed from campus or a school 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 Child Protective 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: Department of Child Services / Law Enforcement

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 do so.

Student Conduct at Learning Foundation

Students are expected to conduct themselves, at all times, in a manner that will bring credit to them, 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.

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.

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.

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, results of genetic testing, mental or physical handicap, or for the exercise of his/her rights within this policy.

Questioning: If police authorities question a student on school premises regarding an alleged act of misconduct, school administration will make every effort to contact the parent if 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 found on school property only if there is reasonable suspicion that the student possesses a dangerous, prohibited, or illegal substance, or an object or items that may interfere with school purposes 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 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: Any person employed by CAFA Inc. dba Learning Foundation may use such an amount of force that is reasonable and necessary to apply use of restraint and seclusion techniques and requirements Per 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.

The District 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 Learning Foundation should report such incidents to a teacher, staff member or administrator.
- ♦ All 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 and Learning Foundation 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 the police direct 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 Procedures

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 site director/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 or 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/ Cheating/Theft/Plagiarism	Academic Misconduct/ Cheating/Theft/Plagiarism	Academic Misconduct/ Cheating/Theft/Plagiarism
Defiance of Authority/ Disrespect	Defiance of Authority/ Disrespect	Dangerous Objects/Deadly 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 Possession/Use/Distribution
Consequences		
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 Recommend -Long Term Suspension	Recommend -Long Term 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 District 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. You may also contact the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

Tax Credit Donation Taxpayers filing an Arizona Tax Return can redirect a portion of their state tax dollars to 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 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. You may also contribute by cutting out the form below, completing the information and returning the form with your contribution to the school office or district office.



**Learning Foundation Tax Credit Fund for tax year 2020. CAFA Inc. Tax ID# 010702652
CTDS Code: 098749002**

Name _____ Phone No. _____

Address _____

City _____ State _____ Zip _____

Amount _____ Check # _____

(If donating on behalf of a currently enrolled student) Student's Name _____

To Mail: Place this form in a sealed envelope along with your check addressed to the District at LFPA, 4055 E. Warner Rd., Gilbert, AZ 85296. Thank you for your donation.

****Keep a copy of this form to file with your taxes.**

**LEARNING FOUNDATION "BACK TO BASICS"
2020-2021 Calendar Summary**

School Hours: 7:55 – 3:00 Early Release: 7:55 – 12:30

EARLY RELEASE DAYS Every Friday The Day Before a Holiday or Break Some Parent/Teacher Conference Days		
AUGUST 2020	6	First Day of School
SEPTEMBER 2020	7	Labor Day - No School
OCTOBER 2020	2	End of 1 st 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
NOVEMBER 2020	11	Veterans Day - No School
	25-27	Thanksgiving Break - No School
DECEMBER 2020	18	End of 2 nd Quarter and 1 st Semester
	21-31	Winter Break - No School
JANUARY 2021	1	New Year's Day - No School
	4	Staff Development - No School
	18	Martin Luther King Day - No School
FEBRUARY 2021	15	Presidents Day - No School
MARCH 2021	12	End of 3 rd 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
APRIL 2021	2-5	Spring Holiday - No School
MAY 2021	28	Last Day of School

Computer Use Policy

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

General Policies

The use of CAFA Inc. or the Learning Foundation 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 School are expected to conform to the following general policies.

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. (Authorized Educational games supervised by a teacher may be used as teaching tools.)

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 under her/his password.

Cooperative Assistance

Hired professionals, staff and students operate the network system at Learning Foundation for the mutual benefit of all concerned. Users are expected to report any security problems or system malfunctions to the lab instructors, 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 will be 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. The District 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 Learning Foundation 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 computers or labs are those for which the District 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, contrary to copyright laws, is the improper use, or failure to attribute, another person's writing or ideas (intellectual property). It can be as subtle as the inadvertent neglect to include quotes or references when citing another source or as blatantly unethical as knowingly 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:

- Software abuse (ex. hacking):
- Using, or attempting to use, the school'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 Learning Foundation'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

Some of the actions below are unauthorized by the district and may be used only if authorized by a teacher or specific instructor for enrichment, classroom project, or assignment.

Students may NOT engage in the following computer actions:

- Visit inappropriate sites such as pornography, hate sites, tobacco, pro-drug or alcohol sites; sites that have nudity, profanity or any obscenities;
- 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 everyone down.)
- Create any type of unauthorized account such as Facebook, Email, etc. on school computers using the school's name.
- Download applications or files. This uses up hard drive space and may be a virus risk; Use any disk in Learning Foundation computers. Disks 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);
- Respect the privacy of others and do not attempt to access other students' or teachers' files;
- 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.

- 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 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

Signature Page

Please Print Parent Name: _____

Please Print Student Name: _____

Computer Use Policy signatures:

By signing this Learning Foundation 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 School to be a part of your child's educational needs. We do our best to ensure our students succeed in their academic goals.

Learning Foundation Teachers, Staff and Administration