

Learning Foundation And Performing Arts



2026-2027

7th - 12th Grade

Student/Parent Handbook



School for the Arts and Sciences

A Balance between Academics and the Arts

WELCOME TO LEARNING FOUNDATION AND PERFORMING ARTS GILBERT

VISION STATEMENT

Learning Foundation and Performing Arts School is devoted to becoming a leader in education by cultivating the entire student through a balance of education and performing arts.

MISSION STATEMENT

The Mission of Learning Foundation and Performing Arts is to provide a well-rounded, rigorous academic and performing arts environment that prepares students to become life-long learners.

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.

TABLE OF CONTENTS

District & School Contact Information	4
Important Information	5
Dress Code	6-7
Attendance, Absences, Tardies	8-10
School Bus Policies, Cafeteria Rules	9-10
Campus Policies-Loitering, Drop-off/pick-up, Student Drivers	11
Cell Phones and Electronic Devices	11-13
Game Cards, Toys, Gum (violations)	13
Bicycles, Skateboards, Scooters, Skates	14
Field Trips, Events, Fees	14
Academic Expectations, Grades	14
Tutoring, Homework, Student Planners	15
Testing and Assessments	15
High School Enrollment, Schedules, Transfer Students	16-17
Graduation Requirements	17
College and University Requirements, Dual Enrollment	17
Parents Rights (Student Records, FERPA), Parent Involvement	18-19
Teacher Qualifications, Special Services	19
Health Services, Medication, Prescription Drugs	20
Food Allergy Policy	20-21
Safety Program, Unauthorized Visitors, Animals	21-22
Animals, Child Abuse, Student Interviews	22
Student Conduct, Public Display of Affection	22-23
Teacher Responsibility, Students' Rights	23-24
Behavior Disruptive to the Educational Process ARS 13-2911	24
Restraining, Hazing, Bullying, Cyber bullying, Harassment	25-26
Title IX (<u>Federal Sexual Discrimination Act</u>)	26-27
Violation of Local, State and Federal Laws	27
Drugs, Alcohol, Tobacco, Weapons	27-28
Due Process, Disciplinary Referral Procedures	28-29
Disciplinary Consequences, Guidelines	29-31
Homeless Students	31
Tax Credit Donation	32
Computer Use Policy	32-35
Signature Page (tear out)	33-34

CAFA, Inc. dba
Learning Foundation and
Learning Foundation and Performing Arts

District Office

4055 E. Warner Rd., Gilbert, AZ 85296
Phone: 480-635-1900 Fax: 480-635-1906
District email: learningfoundation@msn.com
Website: www.lfapa.com

MISSION: CAFA Inc. dba Learning Foundation and Learning Foundation and Performing Arts Mission is devoted to scholarly learning and inspiring performing arts that embrace our entire community. We strive to take our students to the highest level of personal academic achievement and fine arts accomplishment by basing our instructional system on research, standards, and best practice in both areas. Through curriculum and methods of delivery in academic content areas, we will impart the academic skills that will be required of our students for success in life. Through our curriculum in fine arts, we will impart self-esteem, self-discipline, cooperation, self-motivation, and social skills necessary for success in life.

CAFA, Inc. Schools

LFPA - Gilbert - 7-12

A School for the Arts and Sciences
Accredited by Cognia-North Central Association
4055 E. Warner Road, Gilbert, AZ 85296
Phone: 480-635-9400 Fax: 480-635-1907

LFPA - Warner - K-6

A School for the Arts and Sciences
3939 E. Warner Road, Gilbert, AZ 85296
Phone: 480-248-8025 Fax: 480-248-9429

Learning Foundation - K-6

"Back to Basics"

851 N. Stapley Dr., Mesa, AZ 85203
Phone: 480-834-6202 Fax: 480-834-3991

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 volunteer application which includes the CAFA Inc. volunteer policy.

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 the governing board volunteer policy.

SCHOOL VISITS:

Unauthorized visitors are not permitted on LFPA campus.

For safety reasons, **all visitors** must report to the school office, sign in, and receive a visitor badge before entering any school areas beyond the front office or to be on school grounds.

Permission for student visitors may only be authorized by a school administrator.

- 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.

In custody situations where visitation affects the school, the most recent court order on file with the school will be followed. It is the responsibility of the custodial parent to provide the school with the most recent court order.

STUDENT SIGN-IN/SIGN-OUT:

Authorized Persons are only those persons listed on the contact page of the student’s enrollment form.

All students arriving late to school must be signed in by an authorized person.

All students who leave school early must be signed out by an authorized person.

Any student who leaves campus and returns during the school day must have parent permission and must be signed out and back in by an authorized person.

It is the parents’ responsibility to notify the school immediately with changes of address, phone number, Email, or authorized contacts.

DRESS CODE

Dress code rules are determined by the LFPA Governing Board. Resolution to any question or inconsistency regarding dress code rules is at the discretion of school administration. The Board authorizes school administrators to make rules and decisions prohibiting student dress or grooming practices under the following conditions:

- Presents a hazard to the health or safety of the student or others in the school.
- Materially interferes with schoolwork, creates disorder, or disrupts the educational program.
- Causes excessive wear or damage to school property.
- Is in direct defiance of the Dress Code Policy.

Parents are responsible for sending students to school in dress code and well-groomed. If a student is out of dress code or inappropriately dressed, a parent may be required to come to the school to pick up the student or bring an appropriate change of clothing before the student may attend class. Students with three or more dress code violations may be subject to suspension.

ACCEPTABLE ATTIRE

1. Students are not required to wear a school logo or school spirit shirt. However, all tops must cover the midriff to below the waistband of pants—even when arms are raised—and must have at least capped sleeves that cover the shoulders.
2. Students are required to wear slacks, capris, jeans, joggers, sweatpants, jumpers, skorts, skirts, or shorts that are at least fingertip length.
3. Leggings and athletic wear are permitted, but shirts or jackets must fully cover the bottom area. Undergarments must never be visible through clothing.
4. Torn or distressed clothing, including the “torn look,” may only be worn if leggings or appropriate clothing are worn underneath to cover any exposed skin.
5. Crop tops and spaghetti strap tops are only permitted if layered over or under another shirt that fully covers bare skin at the shoulders, chest, and midriff.
6. Zip-up or button-front sweaters, jackets, and hoodies may be worn as long as the shirt underneath is visible. Pullovers and hoodies with or without the school logo may be worn. Hoods must remain down inside the building.
7. Short- or long-sleeved undershirts may be worn underneath tops.
8. Footwear must be closed-toe and closed-heel. Shoes should be safe, supportive, and appropriate for all school activities.
9. Jewelry should be modest, appropriate, and non-distracting.

UNACCEPTABLE ATTIRE

1. No tube tops or sleeveless tops unless layered appropriately to meet coverage requirements.
2. No pajamas or pajama pants, and no overly baggy or sagging pants. Pants must fit properly at the waist. Undergarments must not be visible at any time.
3. No clothing may contain inappropriate language or images, or promote drugs, alcohol, tobacco, violence, or weapons.
4. No hats, hoods, bandanas, or hair scarves may be worn inside buildings unless required for religious or medical purposes.
5. No gang-related paraphernalia, including jewelry or clothing that may be associated with gang affiliation.
6. No extreme body piercings.
7. The following types of footwear are not allowed (only sandals that fully cover the entire foot and have a secure back strap are permitted):
 - ❖ Crocs
 - ❖ Yeezy Foam Runners
 - ❖ Slides
 - ❖ Slippers, including Ugg Tasman-style footwear
 - ❖ Flip-flops
 - ❖ Sandals that do not fully enclose the foot

Changing for Elective Classes

When changing clothes for elective classes such as P.E., dance, or other physical activities, students must continue to follow all dress code guidelines. **Spaghetti straps, sports bras worn as tops, crop tops, and "booty shorts" are not permitted.** Clothing must cover the midriff to below the waistband of pants (even when arms are raised) and must have at least capped sleeves that cover the shoulders. Shorts must be at least fingertip length. Students found out of compliance while in elective classes may be subject to the same dress code consequences outlined above.

NOTE: All attire worn by students at any school event—whether on or off campus—must meet the school dress code standards. School administration reserves the right to make the final decision regarding the appropriateness of any clothing or grooming.

ATTENDANCE

- Arizona's compulsory attendance law (ARS15-803) states that students must be in school until they reach age 16 or have successfully completed grade 10.
- Students are expected to be in school every day except in the case of an emergency or illness. Regular attendance and punctual arrival at school are two behaviors that dramatically impact student achievement. Absences and tardiness 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 summer intersession and school breaks are ideal times to schedule appointments and help prevent students from losing class time and getting behind in their work.

Reporting an Absence

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

- Please call (480)635-9400 or email the attendance email gattendance@lfapa.org to report all absences on the morning of the absence.
- If you are calling before 8:00am please leave a message on the voice mail with the student's name, date 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

Below are acceptable reasons for an excused absence 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.

When an extensive absence is apparent, the student or parent is responsible for requesting and collecting assignments.

- Illness or doctors' appointment. (Prolonged absence may require a signed doctor's release.)
- Mental or Behavioral health matters. (Excessive absence for appointments may require a doctor's note.)
- Homelessness
- Bereavement and/or Family Emergencies
- Time to process for the Armed Forces
- Out of School Suspension (not to exceed 10% of instructional days)
- Family Vacations or Religious Obligations: Important family events, trips or college visits are usually known prior to the absence. In such cases, students are required to make pre-absence arrangements with the school attendance office at least two days prior to their absence. (Must include written consent from the person with legal custody of the student and specify that religious instruction or exercises must occur at an appropriate location away from school property.)

It is important that parents notify the school of an absence as soon as possible.

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 a phone call or written documentation from the parent in advance, or notification was not received prior to 9:00am on the school day following the absence.
- Personal vehicle failure such as vehicle won't start, out of gas, flat tire, unreported accidents, etc.
- Please try to schedule medical or dental appointments before and after school or during breaks.

Students who have excessive or unexcused absences will be referred to administration. An administrator will meet with the parent to decide on a mutual written plan of action describing what corrective actions will be taken.

- If a student misses more than 10% of class instruction time, that student may be dropped from the class and will not receive credit. (Simply completing daily assignments is not an adequate substitute nor acceptable for missed classes).
- 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. Teachers will not allow a late student to class without a pass.
- Students failing to report on time to first hour may be placed in a study hall and marked absent from first hour class.
- Three tardies to any combination of classes in a single quarter may result in lunch detention. A student failing to report to detention may receive a suspension.

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.
- The student is held over in the preceding class and tardy is verified by the prior instructor on a late pass.
- Pre-planned conferences with instructors or administrators (late pass required).
- Excused tardies result in the student making up the work, but not the time.
- 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: 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 for an errand.
- Clothing problems.
- Waiting to confer with instructors/office without a prearranged appointment.
- Waiting for food or materials delivery without prior permission.

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 student may not attend class until an official withdrawal form is received from the previous school.

SCHOOL BUS POLICIES

Students riding LFPA 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 it's okay before stepping onto the bus or getting off 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 at least 10 feet; 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 at the street edge of the bus 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. Always obey the bus driver.
- Never stand or leave your seat on a moving bus.
- NEVER stick anything out the window – arms, legs, head, backpack, book bag, paper, scarves, jackets, clothing of any type, etc.

CAFETERIA RULES

- Students must remain in their seat during lunch
- Students are required to speak with a low, inside voice.
- When any staff member makes an announcement for attention, 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 a single file when picking up their food.
- Running is not allowed in the cafeteria at any time.
- Students are to remain in the cafeteria or at the outside tables during lunch.

SAFE ENVIRONMENT

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

LFPA is a closed campus. That means students may not leave campus during school hours unless they have written parental permission and administrative approval.

Student Loitering or Trespassing

- Students arriving or leaving 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 school is out will have no supervision and LFPA is not responsible for their care.

Students picked up during the school day must be signed out in the office by a parent or authorized person listed on the contact form in the student's file.

Student Drivers

Before driving on campus student drivers must have the following documents on file in the school office:

- LFPA "Authorization to Drive on Campus" form completed and signed by a parent or legal guardian.
- Copy of valid Arizona drivers' license.
- Copy of proof of insurance.
- Copy of vehicle registration.

Students who drive to school are subject to the closed campus policy and may not leave campus or access vehicles during the school day unless the student has authorization from the principal. Students may not loiter in or around vehicles.

Any violation of the Arizona Vehicle or Driving Code while on campus will terminate the student's right to drive a vehicle on the LFPA campus.

Cell Phones, Voice Recorders, and Electronic Devices Policy

In accordance with Arizona State Law HB2484 and to maintain a safe, respectful, and distraction-free learning environment, Learning Foundation and Performing Arts (LFPA) has established the following policy regarding electronic devices on all LFPA campuses

General Guidelines

- LFPA and its employees are not responsible for lost, damaged, or stolen electronic devices or personal property brought to campus or onto school vehicles.
- School personnel time will not be used to search for or investigate lost or stolen items.

Prohibited Devices

Unless specifically authorized by administration for educational use, students may not bring or use:

- Laser pointers
- iPods or MP3 players
- Cameras or digital recorders
- Gaming devices
- Voice recorder watches or wristbands

- Sound reproduction equipment

Note: Unauthorized recording of conversations without consent is strictly prohibited and is a violation of Arizona Wiretapping Law (A.R.S. 13-3005).

Permitted Use of Wireless Communication Devices

Under HB2484, devices like cell phones and smartwatches may only be used during the school day when:

1. Directed by a teacher for educational purposes
2. Required due to a documented medical condition
3. There is an emergency

Grade-Level Usage Guidelines

Grades K–6

- Use is allowed only before or after school.
- Devices must be powered off and stored during the school day.
- No use during recess, lunch, or class transitions.

Grades 7–12

Use is allowed:

- Before and after school
- During lunch
- To briefly check messages between classes

Devices must be off and put away during class. Use must be non-disruptive and respectful.

Communication During the School Day

Parent-to-Student: Parents/guardians who need to reach their child during school hours must contact the front office. The office will notify the student or call them out of class as necessary.

Student-to-Parent: If a student needs to contact their parent/guardian, they must request a pass to the front office, where they may use a school phone to contact their parent.

Storage & Visibility

- Devices must be stored securely upon arrival.
- Devices must be off and out of sight unless use is permitted.
- Unauthorized use will lead to disciplinary action.

Progressive Consequences for Violations

Offense Consequence

- 1st Violation Verbal warning and device returned at the end of the day
- 2nd Violation Device confiscated, and parent/guardian must pick up
- 3rd Violation Detention and parent meeting required

- 4th Violation Device banned for the remainder of the quarter or semester
- Repeated Offenses Possible suspension or further disciplinary action

Note: Inappropriate content, harassment, social media, recording, or misuse of devices may result in immediate disciplinary action, regardless of offense count.

Annual Notice

This policy is reviewed annually and provided to all students, staff, and families at the start of each school year. Changes will be communicated via email.

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

Game Cards and Toys: Game cards or trading cards of any type, and any type of fidget or plaything are not allowed in the classroom. These items will be confiscated and released only to the parent.

Gum: Any type of 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.

The above vehicles may be brought on campus only as a means of student transportation but may not be ridden on school grounds. Students must dismount the vehicles prior to arriving on campus grounds. Bicycles must be parked in a provided bike rack or designated bike area. The school has limited space that does not allow for daily storage of skateboards or scooters.

The school and staff are not responsible for lost, stolen or vandalized property.

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 at 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: Students on field trips must comply with the school dress code-no exceptions. Unless otherwise notified field trips will require students to wear the LFPA logo shirt.

Fees

Although LFPA works hard to defray the costs of educating your child, there are costs involved with some of the optional elective classes and after school activities offered that require fees to be paid by the student. A list of fees is given to students and parents upon enrollment. Parents in an economic hardship situation may request a fee waiver form at the front office.

ACADEMIC EXPECTATIONS

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.

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 LFPA.

Guidelines for grading students' work

The grade the student receives 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 given to 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 shall be final unless proof is presented of a clerical or mechanical mistake, fraud, incompetence, or bad faith. Questions about grades should be directed to the teacher.

Grade and Progress Reporting

- The school year includes four grade reporting periods with student report cards 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 consistent or sudden unsatisfactory progress.

Students and 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.

Homework

Homework must be completed promptly and carefully and turned in on the date required by the teacher. Parent assistance is needed to provide conditions conducive to study, help the student with a study schedule, and 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.

Student Planners

Students who are given a school issued student planner are required to utilize their planner for recording homework, daily assignments and important event or activity dates. Students are required to bring their planners to school every day.

Testing and Assessments

LFPA complies with all Arizona Department of Education standardized testing and, in addition, assesses students utilizing 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.

HIGH SCHOOL ENROLLMENT REQUIREMENTS

- 9th, 10th, and 11th grade students are required to enroll in a minimum of six courses.
- All seniors are encouraged to enroll in six courses. Seniors who were on track to graduate by the end of their junior year are required to enroll in a minimum of four credit courses.
- Seniors who take fewer than six courses must complete a "Release Time" form obtained from the principal's office and approved by the district.
- All students taking higher grade classes (such as a 7th grade student taking an 8th grade Math class) must test out of the grade-appropriate class. The higher grade level class will not be scheduled or approved without the accompanying test showing a passing score.

Schedule Changes: Only schedule changes made during the first 5 days after each semester will be approved. After the 5-day grace period, all schedule changes must have a parent signature. Schedule changes for extenuating circumstances such as a medical reason must have documentation accompanying the schedule change form.

Transfer Students: To receive a diploma from LFPA, a transfer student must meet LFPA graduation requirements, complete a minimum of five credits while at LFPA, and be enrolled at LFPA during the semester of graduation.

Courses completed outside the district by transfer students or attending students will be evaluated by the administration to determine if transfer credits meet LFPA graduation requirements.

Transfer students who have not earned the appropriate number of credits may not be eligible for electives until required core academics credits are earned for the student's current grade level.

Students entering LFPA from another district or state may be classified in their grade level based on the number of course credits they earned from the prior school that meet LFPA requirements.

High School Grade Classification:

- **Senior:** student has earned 18 credits when school opens in the fall.
- **Junior:** student has earned 12 credits when school opens in the fall.
- **Sophomore:** student has earned 6 credits when school opens.
- **Freshman:** student has fewer than 6 credits when school opens.

High School Minimum Requirements

The following graduation requirements for LFPA high school are based on the Arizona Department of Education's graduation guidelines.

Graduating students must have earned a total of 22 credits.			
Course	# Credits	Course	#Credits
Mathematics	4	World History/Geog.	1
English/Language Arts	4	Economics	½
Science (Biology Required)	3	Foreign Language	-
American History/AZ History	1	Arts (Fine/Practical)	1
Government	½	Elective Courses	7
Special Education Students must meet the requirements of their IEP.			

When a 9-12 grade course is taken for a second time and is not a class that may be repeated for credit, the highest grade earned will be the grade included in GPA calculations. Both classes will be listed on the official transcript.

COLLEGE AND UNIVERSITY REQUIREMENTS

Colleges and Universities may require courses as entrance requirements beyond those required for high school graduation. Parents and students are encouraged to investigate the requirements of colleges and universities in junior high to ensure students enroll in high school courses that meet entrance requirements of the school they wish to attend.

Community College Requirements: Arizona community colleges require a high school diploma, **or** a GED, **or** a minimum age of 18 to enroll. (Most community colleges have a concurrent enrollment program.)

Dual Enrollment: Qualifying High school students with administrative approval may enroll in a college or university concurrent enrollment program while attending LFPA.

Per AZ Statute ARS§15-701 students receive 0.5 high school credit for each 3 semester hours of credit received from an appropriate college or university. High school credit for an acceptable college course must be approved by the administration.

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, a transfer student's records must be requested in writing by the new school and sent to the new school within ten days of receipt of that request.

Within five school days after enrolling a transfer pupil from another school district, a school shall request from the pupil's previous school, in writing, a certified copy of the pupil's records. This provision does not apply to homeless pupils as defined in ARS15-824, C.

PARENTS RIGHTS

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

IDEA is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records 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 a 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 with a Free Appropriate Public Education in accordance with state and federal special education laws.

For additional information or to file a complaint, contact the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education, Exceptional Student Services at (602) 542-4013 or write ADE/ESS 1535 W. Jefferson, Bin 24, Phoenix, AZ 85007. Or you may contact: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

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

Parent Involvement: Parents are encouraged to participate in activities and meetings involving school policies, school improvement and other school issues. Views or concerns may be submitted in writing to school administration or to the district office by mail to the attention of Executive Director, Evelyn Taylor, 4055 E. Warner Rd., Gilbert, AZ 85296 or by email to learningfoundation@msn.com. Please specify campus and be specific with Ideas or comments.

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 to volunteer.

Notice of meetings or school information will be sent to parents through email, school newsletters, flyers posted in the front office or sent home with students. Notices may also be posted on the LFPA web site: www.lfapa.com.

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.

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 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

LFPA 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 a medical emergency occurs during the school day. If a parent/guardian or listed 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 over-the-counter 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. The parent/guardian will be notified before or directly after administering non-prescribed over-the-counter medications during the first and last hours of the school day or at a school program or event.

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 specified by Arizona Revised Statute 15-341, A, 34 and 35.

Parent supplied Medication will be dispensed only with the following conditions:

- ❖ The parent or legal guardian has completed and signed 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.
- ❖ The medication container or a note signed by the physician states it must be administered at a time when school is in session.

NOTE: 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.

A student with multiple, unusual, or life-threatening allergies is required to bring lunch and snacks provided by the parent/guardian to ensure the student's safety. Written signed permission from the parent/guardian submitted to administration to purchase food at school will be considered on a case-by-case basis.

The catering company contracted by LFPA 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 ingredients 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. Also, LFPA cannot monitor products sold at athletic events, special student sales, products brought for parties or celebrations, products brought on campus by non-school groups, or products served on off campus trips. In these situations, students with severe food allergies must be responsible to carefully monitor their food.

Parents or guardians of a child with life-threatening allergies are required to acknowledge that they are fully aware of the extent to which the school is committed to student safety and fully aware that the school or district 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 teachers and the school office with emergency medications and a written medical treatment protocol for their child 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 classroom.

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

Parents of students with severe, multiple, or unusual food allergies are required to provide meals or snacks for their children. Written signed permission from the parents/guardians to administration to purchase food at school will be considered on a case-by-case basis.

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.

SCHOOL SAFETY

The District Governing Board takes every possible precaution to protect the safety of all students, employees, visitors, or any other person on a CAFA, Inc. school campus.

Safety Program

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.

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*, regular routine within the school is maintained. Doors are secured so no one may enter or leave 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 will be questioned by the administration and may be reported to local law enforcement.

Animals in Schools

No animals other than service and therapy animals licensed by a certified training agency may be brought onto any school property including transportation vehicles. Emotional support animals are not in this category and are not protected against discrimination under the law. Learning Foundation has the right to ask that a service animal be removed from campus or from 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 Arizona Department of Child Safety 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 Safety: Arizona law allows Arizona Department of Child Safety (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 during the school day on school property, the school no longer has jurisdiction over the student. Administration will make a reasonable effort to notify parents when a student is arrested or taken into temporary custody unless directed not to do so by law enforcement.

STUDENT CONDUCT AT LFPA

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. In all school and extracurricular activities, each student is expected to respect the freedom and rights of others.

Each student's conduct must be in accordance with school rules, regulations, and policies at all times. Arizona law authorizes school employees to act "in loco parentis" (in place of parents). Close cooperation between parents and the school is essential and most effective in preventing behavior problems.

All students are subject to the authority of all faculty and staff anytime and anywhere on school property, in transportation vehicles, and at any school function on or away from campus. Any student who is insubordinate or disrespectful to faculty and staff or violates generally accepted rules of good citizenship and behavior will be referred for discipline.

Public Display of Affection

Companionship and friendship in good taste are encouraged. However, behavior that lacks appropriate restraint may necessitate a discipline referral, parent conference, or more serious form of consequence. Inappropriate displays of affection include, but is not necessarily limited to, kissing, hugging, and inappropriate touching.

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 the 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 lunch; breaks between classes; during drop-off and pick-up times; and at all school activities on and off campus.

STUDENTS' RIGHTS

Student's rights will be 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.

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 police authorities question a student on school premises regarding an alleged act of misconduct, 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 - Searches

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 at risk.

Physical Restraining: Any person employed by CAFA Inc. District 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 the following apply:

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

2. To obtain possession of weapons or other dangerous objects on a student's person 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.

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

B. When 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 must be in proportion to the pupil's age or physical condition.

ARS 15-105-D Reporting and Documentation after use of Restraint Technique

1. School personnel shall provide the pupil's parent or guardian with written or oral notice on the same day that an incident occurred, if circumstances prevent same-day notification notice shall be given within twenty-four hours after an incident.

2. Within a reasonable time following an incident, school personnel shall provide the pupil's parent or guardian with written documentation that includes events that may have triggered the behavior, if known; specific information about the behavior and its precursors; the type of restraint or seclusion technique used and 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.
- Cyberbullying: Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of school life. Disciplinary action will be taken in response to online violations of the general student code of conduct in the same manner as in-person/on-campus violations. Students are expected to use school technology resources in a legal, responsible, ethical, and polite manner.
- These digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the LFAPA Governing Board policy on use of technology resources for instruction. These guidelines are in addition to any included in the LFAPA Acceptable Use Policy. Please see the Technology Policies & Procedures section of this handbook for more information. Any student who knowingly violates any portion of these digital citizenship expectations will be subject to disciplinary action in accordance with school policy.
- Verbal, physical, or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. Students who believe that they have been harassed or bullied should contact any administrator as soon as possible.
- If cyberbullying happens outside of the school, it is recommended that it be reported to the proper authorities for further investigation.
- 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 LFAPA should report such incidents to a teacher, staff member or administrator.
- LFAPA employees shall preserve the confidentiality of anyone involved in a bullying or harassment incident, disclosing the incident only to the appropriate administrator or next higher supervisor or as required by law.

Sexual Harassment

All individuals associated with Learning Foundation and Performing Arts Schools are expected to conduct themselves at all times in a manner that supports 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 Title IX coordinator or to a school administrator who will report the incident to the Title IX coordinator. A substantiated charge of sexual harassment will lead to disciplinary action.

TITLE IX OF THE FEDERAL EDUCATION AMENDMENTS ACT

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends the District to do so without the fear of sexual harassment. The District's Grievance Procedure and Title IX Policy may be found on the District's website. Inquiries about the application of Title IX or formal complaints should be directed to the District's Title IX Coordinator:

Name: Art Moncibaez, Title IX Coordinator
Position: Superintendent
Address: 4055 E. Warner Rd., Gilbert, AZ 85296
Phone: 480-248-8025
Email: amoncibaez@lfapa.org

Sexual harassment is defined as: Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Complaints of sex discrimination that are not sexual harassment will be handled pursuant to the District's regular procedures for resolving student or employee grievances promptly and equitably. Formal complaints of sexual harassment will be handled using the grievance procedure set forth in the District's Policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of formal complaints from students and employees alleging sexual harassment.

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 necessarily 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.

DISCIPLINE and DUE PROCESS

The state legislature has granted District Governing Boards the authority to prescribe rules for the discipline, suspension and expulsion of 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. Appropriate student discipline is a necessary component of any district policy in order to provide a safe and positive school climate in which students are able to learn and thrive.

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 that 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. Arizona laws define the basis on which the denial of that right is justified. The conditions of denial carry with them the guarantee of due process. In accordance with the above 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 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 administration.

1. 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 discipline guidelines or the school campus discipline guidelines.
2. A staff member completes a "Discipline Report" form and sends it to the school administrator.

3. Staff/Student Conference - a formal conference is held between the student and one or more school officials.
4. Staff/Parent Conference - The staff member will contact the parents by phone, letter, email or personal contact. A conference may be conducted between student, parent, appropriate school personnel and any other individuals involved in the incident.

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

DISCIPLINARY CONSEQUENCES - Consequences must be assigned by an administrator.

- Mandatory Study Hall - Depending on the type of incident, the student will be required to report to a designated study hall either 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 conditionally allowed to continue attending classes. The conditions of the probation will include an appropriate degree of discipline assigned by the 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 class assignments 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 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	Continuous Defiance of Authority
Lying/False Accusations	Lying/False Accusations	Extortion
Tardy/Truancy	Truancy	Dangerous Objects/Deadly Weapons/Firearms
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
Dress Code Violation	Dress Code Violation	Tobacco/E-Cigarettes
Public Display of Affection	Pornography	Pornography
Use of Electronic Devices	Use of Electronic Devices	Alcohol/Drug/Vape-pen Possession/Use/Distribution
Gum	Gum	
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 records 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, at 480-635-9400 for help with enrolling in school.

Parents may request services from Touchstone Counseling Services and a referral to East Valley Free Immunization Clinic located at 635 E. Broadway Rd. Open Monday-Friday 9am to 4 pm, closed for lunch 12-1 pm.

If you need further assistance, contact the State Coordinator at 602-542-4963 or email homeless@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

Any taxpayer 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. School Tax Credit donations can be made anytime throughout the year. Donations can be made in multiple small donations rather than all at once if desired. Donations must be made directly to the school or district. 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 the school or district for additional information or visit our web site at www.lfapa.com.

Arizona law allows the school to use your donation for extracurricular activities that are school sponsored, optional activities and require enrolled students to pay a fee in order to participate. The activities must supplement the school's education program. Such activities may include, but are not limited to, materials for character programs, performing arts programs and shows, educational field trips, and much more. More information regarding the AZ state tax credit can be found at <https://www.azdor.gov/portals/0/brochure/707.pdf>

Learning Foundation and Performing Arts Tax Credit Fund Tax ID# 010702652

Campus CTDS Codes:

Gilbert	Warner	Stapley
078564001	078564002	098749002

CAFA, Inc. dba
Learning Foundation and Performing Arts Gilbert
School Supplied Computer or Electronic Device
Policy and Procedures for Student Use

CAFA Inc. provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and staff. The unregulated availability of information and communication on the Internet requires that CAFA Inc. establish reasonable controls for lawful, efficient, and appropriate use of technology and electronic devices. Students are required to comply with all procedures and guidelines in this policy which are general information and are not all inclusive of CAFA Inc.'s policies and rules.

Prior to use of electronic devices and Internet services, the student and parent/guardian must sign and return the School Supplied Computer or Electronic Device Policy Acknowledgement.

General Policies

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

Student use of school computers, networks and Internet services or any school owned technology device is a privilege, not a right. Persons who receive accounts or who receive temporary access to the local area network at school are expected to conform to the policies in this document.

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

The school administration reserves the right to monitor all computer and Internet activity by students. Students will have no expectation of privacy in their use of school devices.

Educational Use

The technology provided by the school is intended for educational purposes only. Users may not play games or use the systems in association with any inappropriate text, graphic, or other media type. Electronic communication systems are not to 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 Learning Foundation systems.

Personal Responsibility

Accounts are assigned to individual users who are expected to maintain system security by upholding basic guidelines. Assigned passwords/accounts should remain secret and never shared in order to minimize the potential of someone guessing or 'cracking' the user's password. Your "friend" may change your password and disable your account. Users are responsible for system activities performed under their own password/account.

Cooperative Assistance

Hired professionals, staff and students operate the network systems at CAFA Inc. Schools for the mutual benefit of all concerned. Users are expected to report any security problems or system malfunctions to a teacher or school administrator. In consideration of viruses, worms, or other such corrupting software the use of a personal device to download or upload information is forbidden. No flash drives or USB drives are permitted.

Courteous and Ethical Behavior

Users are expected to be courteous and ethical in all actions. Users must never deliberately attempt to disrupt system performance or interfere with the work of any other user or administrator. Students should be considerate when using devices or scarce system resources, such as Internet access, scanners, printers, and digital cameras. Users should minimize disk usage on network drives and may 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. CAFA, Inc. 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 Schools 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 are those for which the school owns a valid license. No software may be installed on a device without administrative approval.
- Copying software products from any school device is considered theft and is a very serious offense. School provided devices may not be used for making backup copies of any commercial software products.
- Plagiarism is the improper use of, 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.

Abuse of School Provided Computer or Electronic Device

The improper use of Technology Devices may refer to computers, printers, or any other device for the purpose of student use. Access may be restricted or terminated without notice if deemed necessary to maintain computing availability and security for other users of the system. Technology abuse includes, but is not limited to the following actions:

- Attempting to modify, distribute, or copy data or software without proper authorization.
- Software abuse (ex. hacking).
- Using, or attempting to use, Learning Foundation's 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 device system accessible through the Learning Foundation's network connections.

- 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 device or hardware.
- Accessing inappropriate sites/materials via the Internet: Submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing and/or illegal such as pornography, hate sites, tobacco, pro-drug or alcohol sites; sites that have nudity, profanity or any obscenities.
- Using email messaging software or playing games.
- Using chatrooms, downloading and/or stealing music, movies, or videos.
- Creating any type of unauthorized account such as Facebook, Email, etc. on Learning Foundation computers or use of the school's name to do so.
- Downloading applications or files. This uses up hard drive space and may be a virus risk.
- Using any disk in Learning Foundation computers; disks are a virus risk.
- Creating or introducing any virus that may destroy files or disrupt service to other users.
- Making unauthorized copies of software on data found on school devices by Internet or by copying data onto disks, USB, through email or bulletin boards.
- Plagiarizing (use another person's work and claim it as your own).
- Attempt to access other students' or teachers' files (respect the privacy of others).
- Attempting to gain access or make unauthorized changes to system programs or settings.

Consequences of 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 and/or letter sent home to parents/guardians.
 - In the case of plagiarism, students will receive a zero grade.
 - If there is damage to school property the student or parent will be billed the dollar amount of the damages. CAFA Inc. Schools assume no responsibility for any unauthorized charges made by students using school devices.
 - Suspension from school.
-

Parents/Guardians and Students

Please sign the LFPA

Signature page #33 and
return the signed form to the
school office or the student's
first hour teacher to be placed
in the student's file.

Thank you.



Signature Page

Please Print Parent Name: _____

Please Print Student Name: _____

Student Grade _____

Computer or Electronic Device Policy signatures:

By signing this form, the student and parent/guardian acknowledge they have thoroughly read, understand, and accept the terms and conditions outlined in the Policy that governs the student's possession and use of any school supplied electronic device. The student and the student's parent/guardian also certify that they will comply with these terms and conditions at all times while the device is in the student's possession or under their control when used within the school or anywhere outside of the school campus.

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 _____

I have read the **Student Dress Code** outlined in 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.