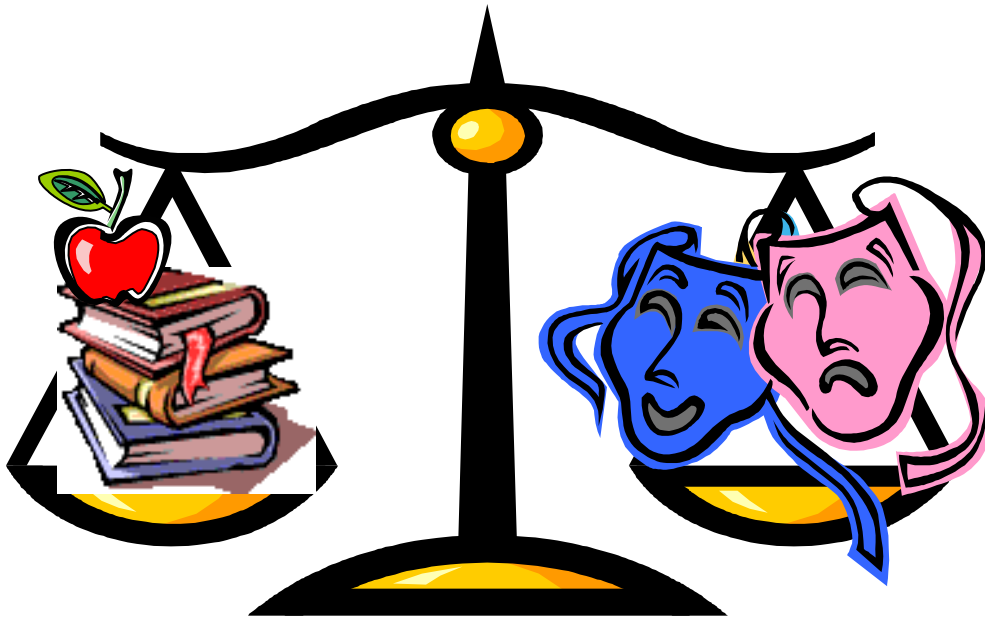


CAFA Inc. dba

Learning Foundation & Performing Arts Charter School



2009-2010 Student Handbook Gilbert Campus

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COMPLIANCE STATEMENT

The Learning Foundation School District affirms its intent to comply with all federal and state laws relating to the prevention of discrimination. All courses, services, activities, and employment opportunities are offered without regard to race, color, creed, national origin, age sex, or handicapping condition.



VISION STATEMENT

Learning Foundation and Performing Arts School provides a well-rounded, rigorous academic environment combined with a dynamic performing arts program that exposes each child, K-12, to the arts. LFPA sets high standards in order to prepare our students to become lifelong learners that lead productive and successful lives.

MISSION STATEMENT

LFPA is devoted to scholarly learning and inspiring performing arts that embrace our entire community.

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

An important message before you begin...

PARENT:

- Throughout this handbook the term “parent” refers to a parent or other legal guardian, or an individual acting as a parent in the absence of a legal parent or guardian.
- Parents are welcome to review teacher resumes and certification at the registration desk at each school site.

SCHOOL VISITS:

- We encourage parents to come to school frequently to visit their student’s classrooms and be actively involved in their child’s education.
- For safety reasons, all visitors must report to the office first.
- Parents, visitors and chaperones need to follow the same standards of behavior and appropriate dress as that of the students.
- A parent must accompany student visitors.

STUDENT CHECK OUT:

- Students needing to leave campus during the school day must have parent permission and must sign in/out through the office.

REGISTRATION:

All pupils enrolling in the Learning Foundation and Performing Arts Charter School must present the following information

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

All pupils must complete the following documentation

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

This document is mandatory and necessary to secure a place at the school. If there is a waiting list, students with completed packets will be selected first. A lottery will be held to select additional students.

Attendance

According to Arizona's compulsory attendance law, students must be in school until they reach the age of 16 or successfully complete the 10th grade. Students are expected to be in school except in the cases of emergency or illness.

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.

Regular attendance and punctual arrival at school are two behaviors that dramatically impact student achievement. Absences and tardiness disrupt student schedules, require readjustment to the class routine and interfere with learning.

Parents/ guardians 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 student appointments. This will reinforce the importance of school and will prevent the student from getting behind on his or her work.

Learning Foundation & Performing Arts Attendance Policies

- Parents are required by the Department of Education to notify the school of all absences. Please call in all absences on the day of the absence by 9:00a.m. If calling before 8am please leave a message on the voice mail indicating the student's absence (student's name, day of absence, parent name, reason for absence, daytime phone number).
- If a phone call is not received, or if the administration assistant has not been able to contact the parent/guardian, the student is given an unexcused absence. The student must then bring an acceptable note from the parent/guardian within one day of his/her return.
- Students who have excessive or unexcused absences will be referred to a school official who will meet with their parent/guardian to rectify the problem.
- After a student has 12 Tardies, the parent and or guardian are required to meet with the principal for a conference and must decide on a mutual written plan of action describing what corrective actions are to be taken. Should the tardiness continue a referral would be made to the District Office and/or Discipline Board for further action.
- Emergency absences can never be planned. However, family trips or college visits are usually known prior to the absence. In such a case, students must make pre-absence arrangements with the 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.
- 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. Violation of this policy will result in disciplinary action.
- If a student misses more than 10% of a 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).

- Students who accumulate a total of 10 consecutive unexcused absences must be withdrawn from the school.
- Students who accumulate a total of 10 absences in the course of the school year (EXCUSED or UNEXCUSED) may be removed from Learning Foundation and Performing Arts School.

Absence and Tardy Definitions

In the interest of consistency, the following definitions will be observed in the determination of “excused and unexcused” absences and tardies. Requests for exceptions to these policies and/or situations not included in the policies should be referred to the site director and administration. School starts at 8:30 am; students not in homeroom by 8:30 am will be marked as tardy. **6 Tardies of 15 minutes or longer will result in being marked for 1 absence. 8 unexcused Tardies is considered excessive and parent(s) or guardian(s) will have to make an appointment with the Site Director to rectify issues and discuss consequences of future Tardies.** All Tardies are required to sign in at the front desk and receive a late pass. A parent is required to sign the student in.

Excused Absences

To be excused, any absences must be reported on the day of the absence or prior to 9:00a.m. of the following school day.

- Illness or injury
- Medical, dental, professional appointments
- Natural or family disasters
- Family and religious obligations (weddings, funerals, special services and trips- the latter only when prearranged 2 days in advance.)
- Verifiable extreme weather conditions
- Reportable vehicle accidents involving the student
- Court appearances by student

Excused Tardies

- Illnesses or injuries when verified by a doctor
- Being held overtime in the preceding class when verified by the supervising instructor (a late pass must accompany the student)
- Necessary, authorized conferences with instructors or administrators (a late pass required)
- Acceptable reasons specified for “Excused Absences”
- Other reasons with the approval of instructors or administrators
- The tardy is prearranged with the teacher or the Principal’s office.
- The tardy is unavoidable and not a pattern and is accompanied by a note from the parent explaining the reason
- Excused tardies result in the student making up the work, but not the time

Unexcused Absences

- All absences (regardless of reason) which are not authorized by written documentation or phone call from parents or legal guardians in advance or prior to 9:00am on the school day following the absence
- Personal vehicle failure (inability to start, out of gas, flat tires, stuck when weather conditions are extreme, unreportable accidents involving the student, etc...)

- Orthodontist appointments are an unexcused absence. Please schedule these before or after school.

Unexcused Tardies

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

Bicycles/ Skateboards

Students are allowed to bring bikes to school; however, they are not to be ridden on the campus grounds, and must be kept on one of the provided bike racks, or designated bike area. Students are not allowed to bring skateboards to school; unless, they are a required means of student transportation and parents seeks permission by the site director.

However skateboards are not to be ridden on the campus grounds, students must check-in skateboards at the front office while on campus. We are not responsible for lost, stolen or vandalized property.

Cellular Phones

Students are not allowed to have cellular phones and/ or pagers on campus. Students are required to check them in at the front office before school and check them out after school, if they are needed when not on campus for safety issues. They may not be used on school grounds at any time, ie parent pick-up/drop-off, school transportation/vehicles etc. Students will use school phones while on campus if an emergency or extreme situation should arise. **As a first offence any cell phones, pagers, or other devices found on campus will be confiscated and released at the end of the school day. As a second offence any cell phones, pagers, or other devices found on campus will be confiscated and released to a parent or guardian at the end of the school day. As a third offence the phone will be delivered to the district office and the parent or guardian must retrieve phone from that location. As a fourth offence student will be written up and face possible suspension or other consequences at the Site Directors discretion. *All offences will include a disciplinary write up.**

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.

Closed Campus Policy

The Learning Foundation and Performing Arts School is a closed campus. Students are not allowed to leave the campus during the school day. Students outside of the school boundaries during the school day will be subject to the discipline procedures described within the handbook.

Occasionally students will need to leave campus during the school day. A student leaving with a parent or legal guardian is required to have the parent or legal guardian sign them out at the office. Students leaving by car, bus or foot must have parental and

administrative approval prior to signing out. Students will not be allowed to walk home mid-day; the parent/guardian or an emergency approved person must sign the student out if they must leave for any reason. All names of persons allowed to pick up the student must be on record, in writing on the emergency form prior to picking up a student.

Changes will not be accepted by phone or by fax.

Learning Foundation and Performing Arts School does not allow unauthorized visitors on campus during the school day. The purpose for this policy is to insure student and staff safety. This policy includes visitors during the lunch break both in and around the buildings.

Custody

In cases where custody/ visitation affects the district, the school will follow the most recent court order on file with the district. It is the responsibility of the custodial parent or of the parents having joint custody to provide the district with the most recent court order.

Displays of Affection

Companionship and friendship in good taste are encouraged. Behavior, which lacks appropriate restraint, may necessitate a parent-school conference or more serious form of discipline. Holding hands, kissing, hugging and inappropriate touching, is considered an inappropriate display of affection.

Dress Code

Learning Foundation and Performing Arts Charter School students are expected to come to school in dress code, clean and well groomed. Parents will be notified if a student comes to school out of dress code or dressed inappropriately and will be asked to bring appropriate clothing to school, or student will be placed into in-school suspension.

Dress Code:

- White, Pink, Oxford Grey, Royal Blue, Purple, Forest Green, and or Burgundy school embroidered polo shirt.
- Plain black, Navy Blue or Khaki Tan slacks, “fingertip length” walking shorts, capris, skirts, skorts or jumpers. **NO denim or Levis.** Pants must fit appropriately at the waist. No overly baggy or dragging pant legs.
- “Closed toe” and “Closed heel” shoes with appropriate socks or Hoosier. No skate shoes (shoes with rollers in the sole.)
- Learning Foundation and Performing Arts Charter School will not accept extreme hairstyles or colors, body piercing, or ear gouging. Appropriate clothing must cover any tattoos. Hair must be well groomed daily.
- Jewelry must be conservative. (No chain necklaces or drug/ inappropriate symbols etc.)
- No gang paraphernalia; bandanas etc.
- On dress down days: No clothing shall be worn that contains inappropriate language that advertises drugs, alcohol or tobacco related items. Tops should cover the midriff all the way to the pants, even when a student raises a hand to write on the board. No tube tops or sleeveless tops.

[NOTE: 3 dress code violations = 1 day suspension]

Driving on Campus

LFPA students that drive to school are required to follow all state driving laws. Student vehicles must possess proof of insurance and current vehicle registration. Copies of this information must be kept in the office of the campus they are attending. Students that drive to school must follow our closed campus policy. Students are not permitted to take

their vehicle off campus for personal reasons unless it has been approved by administration. **Students that drive to school may not drive other students without written parental permission from both students parent/guardian. Students must obey all speed limits and signs posted. There will be no loitering, in or around student or parent vehicles, permitted while on campus.**

Due Process

All of Learning Foundation and Performing Arts Charter School's students are entitled to Due Process. This means that all students

- Must be informed of accusations against them
- Must have explained to them the factual basis for the accusations
- Must have a chance to present an alternative factual position if the accusations are denied. Student conduct should contribute to an orderly learning climate. The rights of one individual never take precedence over another individual or the group itself. In all school and extracurricular activities, each student is expected to respect the freedom and rights of others.

Electronic Devices

Students are not allowed to have any electronic devices such as walk-mans, personal CD players, Gameboy's, PSP, Nintendo's, Ipod's or MP3's or other personal game devices on campus or on school transportation vehicles. First Offence these items will be confiscated and released only to parents, at the end of the school day, with a disciplinary write-up. Second Offence these items will be confiscated and released only to parents, at the end of the school day, with a disciplinary write-up with a detention. Third Offence Suspension and Item held until the end of the school year.

Field Trips and Permission Releases

Students will be notified in advance of any student field trips or off campus activities. Signed permission releases are required prior to the activity. **Faxed permission forms and phone calls offering voice authorization will not be accepted.** Students who do not provide the signed release form by the date indicated on the form shall remain on campus. There will be no exceptions.

Game Cards

Game cards such as Yu-gi-oh or Pokemon and **any** other game or **trading cards are not allowed on campus** unless you have explicit permission from a teacher. These items will be confiscated and released only to a parent.

Student Planners

Grades Third through Twelfth are required to carry a school issued student planner. Homework/Daily Assignments along with important dates will be written in these. The cost is \$5; a replacement is also \$5. Students are required to bring their planners to school every day. Detentions will be issued for those that do not bring their planners to school.

Fees/Expenses

Some electives may have specific fees and expenses. Fundraising, tax credits and donations may help defray the cost of participating in extracurricular activities. Non-participation in optional activities will not affect the student's grade. Fees and expenses listed will furnish sufficient resources to successfully complete required course activities.

FEES

S.S. Crew (Audition Placements Only) Costume Fee \$175
Theater Camp (4th-12th Grades) \$100
Guitar Class Instrument Rental/Purchase + \$10 (1 Time Fee)
Keyboard Class Book Fee + \$15 (1 Time Fee)
Art Class \$10 (Electives Only)
Ceramics Class \$10 (Electives Only)
Student Planners (3rd-12th Grades) \$5 (Replacement \$5)
Transportation Per Family \$30 (Due Monthly)
Martial Arts Uniform \$30
Pre-Show Shirts (K-5th Grades) \$8 (1 Time Fee)
Theater Classes Costume Fees Vary
Basketball Team Physical Exam + Uniform (See Coach)
School Uniform Shirts \$13-\$15 (Depending on Size)
Book Fee \$10
Yearbook Fee \$25
Various Field Trips
Various Classroom Supplies
Performance Seating \$3-\$5, VIP \$10

HIGH SCHOOL INFORMATION

Enrollment Requirements

Freshman, sophomore, and junior students are expected to enroll in a minimum of six courses. Seniors are encouraged to enroll in six courses; however, they must enroll in a minimum of four courses. Released time forms for seniors who take fewer than six courses may be obtained through the registration coordinator.

Aims Proficiency and Augmentation

The Arizona State Department of Education requires that students reach the performance level “meet the standard” on the AIMS Reading, Writing and Math tests in order to receive a diploma from an Arizona public high school. Students will begin taking the AIMS tests during the spring semester of their sophomore year. AIMS testing opportunities are available during the fall and spring semesters each year.

All prospective graduates who have not met the appropriate AIMS standard(s) are required to test during the fall and spring sessions. For further information, refer to the Arizona State Department of Education web site at www.ade.state.az.us.

All prospective graduates who have not met the appropriate AIMS standard(s) are required to test during the fall and spring sessions. Per State directive, and adjustments to AIMS scores will only be available to those students who have tested all five (5) times that the test has been available since the student’s sophomore year. The augmentation does not guarantee that the student will have a passing score. For further information, refer to the Arizona State Department of Education web site at www.ade.state.az.us and click on AIMS Augmentation.

Correspondence/Distance Learning/On-Line Credits

Students currently enrolled in LFPA are allowed up to four total distance learning/correspondence/on-line credits toward their graduation requirements. Restrictions could apply depending on what grade a student is in and what

correspondence/distance learning/on-line course the student wants to take. **Only one correspondence/distance learning/on-line credit may be transferred from an out-of-district accredited institution.** Correspondence/distance learning/on-line credit must be received in the Records Office by the end of April.

Transfer Students

Transfer students who plan to graduate from a LFPA District high school will be held responsible for LFPA District graduation requirements. Coursework completed outside the District will be evaluated to determine whether or not credit will be awarded. **To receive a LFPA diploma, a transfer student must meet graduation requirements and have earned five credits in a District high school.** The transfer student must also be enrolled in the school granting the diploma in the semester of graduation. Honors courses taken in another district, community college, or university must correlate with Learning Foundation honors courses in order for weighted credit to be awarded.

Grade Classifications

New students entering LFPA from another district or state may be classified based on the number of credits they have earned from the previous school:

- Senior** a student who has earned 15 credits when school opens in the fall
- Junior**..... a student who has earned 10 credits when school opens in the fall
- Sophomore**.....a student who has earned 5 credits when school opens in the fall
- Freshman**..... a student who has fewer than 5 credits when school opens in the fall

High School Minimum Requirements*

The following are the Graduation requirements for Learning Foundation & Performing Arts Schools based on the Arizona Department of Education's Graduation requirements. Colleges and Universities may require specific added requirements beyond those listed below. We encourage you to investigate the requirements of all universities that your child might like to attend while they are in Junior high to insure they meet the enrollment requirements by the time they Graduate.

<u>Curriculum</u>	Classes of 2008-2011 Graduation Requirements	Class of 2012 Graduation Requirements	Class of 2013 Graduation Requirements
Mathematics	2 Credits	3 Credits	4 Credits
English	4 Credits	4 Credits	4 Credits
Science (Biology Required)	2 Credits	2 Credits	3 Credits
American History/ Arizona History	1 Credit	1 Credits	1 Credits
Government	1/2 Credit	1/2 Credit	1/2 Credit
World History/ Geography	1 Credit	1 Credit	1 Credit
Economics	-	1/2 Credit	1/2 Credit
Foreign Language	-	-	-
Arts (Fine/Practical)	1 Credit	1 Credit	1 Credit
Elective Courses	8 Credits	7 Credits	7 Credits
Total Credits Required	20 credits	20 credits	22 credits
Meet or Exceed in AIMS Reading, Writing and Mathematics*	Yes	Yes	Yes

*Special Education Students must meet the requirements of their IEP

Interviews

Child Protective Services / Law Enforcement

Interviews by CPS workers and law enforcement officials may be conducted at LFPA schools. Except under certain circumstances related to child abuse allegations, the school administrator will make a reasonable effort to notify the parent of the interview.

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 it is lawfully directed not to make such contact.

Loitering and Trespassing

Students may not loiter or trespass on other property. Students arriving to or leaving from an LFPA campus are prohibited from loitering in parking lots or near other businesses. Students not enrolled in the after-school program must be picked up by **3:50 p.m.** each school day. After **3:50 pm** students will be taken to the after-school program and will be charged the regular rate plus any fees.

Medication

School personnel are sometimes asked to administer medication to students during school hours. School personnel may cooperate if the following conditions are met:

1. All medication must come in its 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 students' name, medication name directions concerning dosage and time of day to be taken.
2. The parent or legal guardian must complete and sign a Parent's Consent for Giving Medication at School. A new form must be completed at the beginning of each school year and any time the medication or dosage changes.
3. Medication must be administered and stored in the office. Students may not carry or self-administer any type of medication (including over-the-counter drugs).

Search and Seizure

Students possess the right to privacy of person, as well as to 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. School Officials may conduct searches when they have reason to suspect that a law or school rule has been violated; or that the health, safety or welfare of students or staff may be in danger.

Search of a Student's Person

A search of a student's person, bag, or purse, shall be undertaken only if there is reasonable suspicion that the student possesses a dangerous, prohibited, or illegal substance; or object, or items, that may interfere with school purposes and/or present a threat to people or property.

Student Code of Conduct

Students are expected to conduct themselves, at all times in a manner that will bring credit to them, their parents and the school.

It is important that students know that the school staff is legally responsible for the conduct of students during school hours, while the students are on campus, or at any

school function. Students are expected to follow the directions provided by **all staff** members during these times of responsibility. In addition to the disciplinary consequences described in this handbook, acts, which are a violation of local, state, or federal law, will be referred to the appropriate law enforcement agency. This includes truancy, physical threats or violence, and possession or use of tobacco, drugs or alcohol. Any of the following acts during time of school responsibility will result in recommendation for expulsion and local police officials will be called:

- The sale of narcotic or illegal drug
- The use of a dangerous weapon against another person (firearms, knives, bicycle chains, brass knuckles, clubs, etc...) This also includes any other item that could be used as a dangerous weapon.
- The physical abuse (assault) of a staff member or other person.

Any of the following acts during time of school responsibility will result in a suspension ranging from short-term to recommendation for expulsion and local police officials will be called:

- The possession, use or being under the influence of alcohol, illegal drugs, or narcotics
- Stealing or illegal use of another's property
- Possession of a weapon or another article designed to cause bodily harm. (Use of such an object to threaten another with bodily harm will result in a suspension to be named by the Site Director.)
- 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.
- Use of tobacco
- Damaging or defacing another's property or school buildings, property or equipment
- Profanity or abusive language (insubordination)
- 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

Violations in the following categories during time of school responsibility will be grounds for disciplinary action, which may include suspension, or recommendation for expulsion, and local police officials may be called at Site Director's discretion:

Academic Honesty

Academic honesty is basic to personal integrity. Each student is responsible for clearly identifying work which is not his or her own, including the ideas and/or words of others. Plagiarism and cheating are serious violations of this expectation.

Safe Environment / Verbal or Physical Abuse

LFPA seeks to promote a safe environment in which community members are free to express themselves without fear of recrimination. Community members are expected to treat others respectfully both in and out of school. Verbal or physical action which threatens or compromises another's safety or well being, will not be tolerated. This includes discrimination on the basis of age, race, color, gender, religion, national or

ethnic origin, age or disability, and is unacceptable. Learning Foundation has a zero tolerance policy against any and all abuse.

Harassment

Harassment is a violation of respect. If a student feels that an employee of the school or a fellow student has harassed him/her, he/she should report such incidents to a teacher or administrator. Intentionally false and/or malicious accusations are a form of harassment.

Sexual Harassment

Sexual Harassment by staff or students is prohibited on campus and during school-related circumstances.

Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal, or physical contact of a sexual nature may, in certain circumstances, constitute sexual harassment. If a student believes he/she or another student has been subject to sexual harassment, the student should report the behavior to the school administrator within 15 days from when the harassment occurred. A substantiated charge of sexual harassment will lead to disciplinary action.

Vandalism

Damage or defacement to building, grounds or possessions of others, including theft, is a serious breach of the LFPA standards.

Drugs/Alcohol/Tobacco/Weapons

Illegal drugs, drug paraphernalia, tobacco, alcohol and deadly weapons are not allowed on school property, within 300 feet of school property, or at any school function. A student may not be on school property or at a school function under the influence of drugs or alcohol. A 1999 Arizona State Law makes the possession of tobacco products illegal on school grounds, in school buildings, in school parking lots or at off-campus events. Students under the age of 18 who possess or use tobacco products are violating state and federal law. The use or possession of lighters, matches, or any other incendiary device is not permitted on campus. Students involved in any of the above may result in Expulsion.

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. In the first case, a school administrator must inform the parent or legal guardian or the evidence that constitutes reasonable suspicion. In either case, the student will be referred to a private drug-testing firm, which will conduct the screening at the school's expense, and provide the results to the school. A positive drug test alone is not sufficient ground 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, however, may be grounds for expulsion.

Prescription Drugs

Students may not possess or dispense medicine or prescription drugs to other students. All necessary medications whether prescription or over-the-counter will be given to the school office by the parent who must fill out a permission to administer form. All prescriptions must be in the original pharmacy container, with the student's name, prescription description and dosage directions. Only school personnel will administer them.

Disciplinary Actions

Students involved in inappropriate behavior are subjected to certain disciplinary actions. Depending on the behavior problem of the student, one or more of the following action may be taken by school staff, at the discretion of the Site Director.

- Informal Talk- a school official (teacher or administrator) will talk to the student and try to reach an agreement regarding how the student should behave.
- Mandatory Study Hall- The student will be required to report to a designated study hall either before school, after school, or during a lunch hour.
- Conference- a formal conference is held between the student and one or more school officials.
- Parent Involvement- One of the following: telephone, personal contact, letter that notifies the parent of the concerned conduct. A conference may be conducted between student, parent, appropriate school personnel and any other individuals' concerns.
- In-School Discipline- The student is subject to consequences that do not require suspension from school, such as loss of school privileges, detention, temporary removal from class, timeout, and community service to the school and assignment to an alternative classroom.
- In-School Suspension- The student is temporarily removed from one or more classes but remains at school during this time.
- Probation- A prescribed period of time during which a student is guilty of misconduct will be allowed to continue attending classes. The student will have a clear understanding of the violation. The conditions of the probation will result in an appropriate degree of discipline.
- Short Suspension- The student is informed that he/she is subject to a short suspension of less than 10 days.
- Long Suspension- In addition to imposing a short-term suspension, the Administration may give notice to the student and parent that long -term suspension is being recommended to the Disciplinary Board. The Governing Board may impose Long Term Suspension. *It is the responsibility of the parent and the student to get and complete all assignments issued during the time of suspension.*
- Expulsion- The student and parent shall be given notice that the Site Director and Disciplinary Board are recommending expulsion of a student. In accordance with the due process for expulsion, the Site Director and Disciplinary Board give recommendation to the Executive Director and the Governing Board. The Governing Board has the authority to expel a student. *Students who are on suspension or expulsion are not allowed on school campus during the time of the suspension or expulsion.*

Student Records

A student's educational records are located in the student file, which consists of two major areas: (a) permanent records, such as grade and attendance reports and health records and (b) discipline records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. --- Parents of eligible students

- should submit to the school administrator a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading. ---Parents or eligible students may ask LFPA to amend a record that they believe is inaccurate or misleading. They should write to the school administrator, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes the disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff and law enforcement personnel; a person serving on the school board or a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist).

A school official has a legitimate educational interest if the official needs to review and educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirement of FERPA.

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

Teacher Authority

Teachers have the responsibility and authority to correct behavior of any student who is failing to follow instructions or are disrespectful to staff or fellow students. Teachers have authority over students in their classrooms, as they are responsible for maintaining a proper learning environment. They will also be involved with the supervision of students at recess and breaks. Students will be required to clean up after themselves, in all school settings. Teachers will also oversee students as cars and carpools arrive and leave campus and at school activities such as sports, field trips and dances.

Toys

Personal toys should not be brought to school and are not allowed on campus unless you have explicit permission from a teacher. These items will be confiscated and released only to a parent.

Gum

The Learning Foundation and Performing Arts is a gum free campus. Gum is to be disposed of prior to entering campus and/or school vehicles. Detention, Community Service and/or Suspension will be consequences of the above named violation.

Academic Misconduct

Students are required to attend all classes daily.

Students are required to arrive at each class on time.

Students are required to participate in the daily assignments/lessons presented in each class daily.

Students are required to complete any daily homework and/or incomplete class work.

All assignments must be turned in by the given due date.

Teacher Qualifications

As a parent of a student in the CAFA Inc. School District/Charter School, under the No Child Left Behind Act of 2001, you have the right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major: whether the teacher has any advanced degrees and, if so the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- All Learning Foundation teachers meet the NCLB Highly Qualified Status. If at any time a substitute is needed to teach your child's class for longer than 4 weeks you will be notified by US Mail.

Supplemental Tutoring - No Child Left Behind (NCLB)

The CAFA Inc Charter receives supplemental Funding for both our school sites for tutoring students who are at risk of failing or below grade level in core subjects. The funding received is based upon our free and reduced lunch count, and is spent on students, based on their needs assessment as failing or at risk students. The school uses Standardized State Testing, Running Records, assessment tools, teacher evaluation and parent request in selecting the students who need supplemental tutoring during the school year to insure their success to meet or exceed grade level. School Staff, Parents and Community Partners are invited to help participate in the development of the programs offered to our Targeted students. We have several meeting each year to discuss how the funds will be distributed to the programs in each of our two schools. If you would like to participate please contact District Coordinator Linda Wright at 635-1900.

Homelessness

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

- Attend School, or preschool and continue in the school you are attending
- Receive transportation to the school you attended before you became homeless if it is your choice and it is feasible.
- Attend a school and participate in school programs with students who are not homeless.

- Students will be automatically enrolled in our Free and Reduced Lunch program without required paperwork.
- Parents may receive services from our on campus division of Touchstone Counseling Services, and Reach out America Dental. 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.
- Enroll without giving a permanent address, enroll and attend classes while the school arranged for the transfer of school immunization or any other documents required for enrollment.
- Receive the same special programs and services available to all students. Including uniform, fieldtrip and supplies needs.

Parents or students may contact the school homeless liaison, Evelyn Taylor at 480-635-1900 for help in enrolling. If you need further assistance you may contact the State Coordinator Mattie McVey at 602-542-4963 or the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

Learning Foundation PTO

The Learning Foundation and Performing Arts PTO has been active in school activities since it's opening. We appreciate all their hard work in fundraising, and school carnivals, activities and help with field trips and funding. They would greatly appreciate additional parent volunteer help. Please contact your school office for your PTO contact information.

Parent Involvement

Parent input on school policies, No Child Left Behind, health issues, school safety plan and all other ideas or concerns may be submitted in writing to the district office and emailed to: Learningfoundation@msn.com

Or mailed to 1120 S Gilbert Rd, Bldg. 200 Suite 112, Gilbert AZ 85296,

Attention: Executive Director Evelyn Taylor. Please specify your school campus and be specific in your Ideas or comments.

Non-Discrimination Policy:

The Learning Foundation and Performing Arts Schools do not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation or age in its programs, activities or in its hiring and employment practices.

Important Phone Numbers & School Information

Web: www.lfapa.org

District E-mail: learningfoundation@msn.com

LFPA / Gilbert Campus

1120 S. Gilbert Rd. Bldg. 200 Ste. 112 Gilbert, AZ 85296

Phone: (480) 635-9400

Fax: (480) 635-1907

Theresa Flynn **Site Director** Phone: (480) 244-3664
Email: tflynn@lfapa.org

LFPA / Stapley Campus

851 N. Stapley Dr. Mesa, AZ 85203

Phone: (480) 834-6202

Fax: (480) 834-3991

Jeannine Rucker **Site Director** Phone: (480) 244-3665
Email: jrucker@lfapa.org

LFPA / Alta Mesa Campus

5761 E. Brown Rd. Mesa, AZ 85205

Phone: (480) 807-1100

Fax: (480) 807-1190

Nikki Triggs **Site Director** Phone: (480) 244-3667
Email: ntriggs@lfapa.org

LFPA/ District Office

1120 S. Gilbert Rd. Bldg. 200 Ste. 112 Gilbert, AZ 85296

Phone: (480) 635-1900

Fax: (480) 635-1906

I have read the student handbook and understand it to its entirety.

Parent/Guardian Signature

Date

Student Signature

Date

LFPA Computer Use Policy

General Policies

Persons who receive accounts or who receive temporary access to the local area network at Learning Foundation and Performing Arts 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 should 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, and offensive, obscene, or harassing messages are strictly prohibited.

Respect For Privacy

Users should not look at, read, modify or remove files, mail, or network traffic owned by any other user without explicit permission from the owner or administrator. 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 an individual user who is 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 LFPA for the mutual benefit of all concerned. Users are expected to report any security problems or system malfunctions to the lab instructors and/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. As well, users should try to be very conservative when printing documents from computers.

Legal Responsibilities

Users are expected to follow all Arizona School Board regulations as well as pertinent local, and federal laws. The school has placed special emphasis on the illegality of software piracy, and thus strict copyright guidelines must be followed at all times.

Copyright Guidelines

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

- The only software products to be used on systems in any of the labs are those for which we own 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.

The improper use of computers is generally referred to as computer abuse. The school 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, LFPA's computer systems or those accessible by network, without proper authorization, which includes, but not limited to, supplying misleading information or false credentials.
- Tampering with, obstructing, or attempting to alter the operation of any computer system accessible through LFPA's network connections.
- Attempting to modify, distribute, or copy data of software without proper authorization.

Hardware abuse:

- Attempting to physically open, damage or otherwise alter hardware such as mice, keyboards, computers, scanners, printers, or cameras.

Summary:

Students cannot:

- Visit inappropriate sites such as pornography, hate sites, pro-drug or alcohol sites;
- Communicate with email, messaging software. This distracts not only you but also others from their education. In addition, it uses bandwidth of the network slowing everyone down;
- Play games, download or/and steal music or videos/movies, use chat-lines, all use up bandwidth of the network slowing everyone down;
- Downloading applications or files uses up hard drive space and is a virus risk;
- Use disk's because they are a virus risk;
- Plagiarize (to use someone else's work and claim it as your own);
- Try to access other students' / teachers' files;
- Change system settings; and
- Let others know or use your password/account. Your "friend" may change your password and disable your account.

Possible Consequences:

1. Account suspended; and/or
2. Parents/guardians contacted; and/or
3. Letter is sent home; and/or
4. In the case of plagiarism, a mark of 'zero' given; and/or
5. If there is damage to school property, the student will be billed the dollar amount of the damages; and/or
6. Suspension from school

By signing the LFPA Computer Use Policy, you are stating that you have read and agreed to all of the information, conditions, terms, and policies. Thank you for allowing the Learning Foundation to be a part of your educational needs. We will do our best to help you succeed in your educational and performing arts goals.

Student Signature _____ Date _____

Parent Signature _____ Date _____