

**Liberty Traditional School**  
**2016-2017**  
**STUDENT HANDBOOK**



## Mission Statement

Liberty Traditional School's mission is to impart the best in traditional education using current technology. Liberty Traditional School teaches its students reading skills, critical thinking skills, analytical reasoning skills, and the ability to become lifelong learners and productive citizens in a world of diverse cultures.

Liberty Traditional School provides a kindergarten through eighth grade education whereby character education is presented. Quality reading skills are developed through intensive phonics, math skills are emphasized, students learn responsibility and respect for self and others, students learn that effective work yields rewards, life skills are taught in cause-and-effect relationships, computer technology is blended into effective learning, and teachers and staff are committed to each student.

Liberty Traditional School also emphasizes the importance of parental involvement in the education of their children. For this reason, parents of Liberty Traditional School's students are encouraged to sign a Title I compact whereby they agree to take an active role in the education of their child and, to the best of their abilities, participate in school activities.

## Absences, Attendance & Tardiness

**It is unlawful for any child between the ages of six to sixteen years (or completion of tenth grade) to fail to attend school during the hours that school is in session unless they are too sick to be in school or they are home-schooled as defined by the state statute, A.R.S. 15-803.**

1. "Truant" MEANS AN UNEXCUSED ABSENCE FOR AT LEAST ONE CLASS PERIOD DURING THE DAY.
2. "Truant child" means a child who is between six (6) to sixteen (16) years of age and who is not in attendance at a public, private, or charter school during the hours that school is in session, unless excused as provided by in this section.
3. "Habitually truant" means a truant child who is truant for at LEAST 5 school days within a school year.

### ***VIOLATION OF THE LAW CAN HAVE SERIOUS CONSEQUENCES!***

- Parents can be given a citation for contributing to the delinquency of a minor.
- Truancy is a misdemeanor offense where parents can be fined up to \$500.00 and serve up to 30 days in jail.
- Students can also be issued a citation.
- In severe cases, punishment includes juvenile detention center for up to 30 days for the student.
- The school can be fined or lose funding for not enforcing truancy laws in certain states.

**Absences will affect the eligibility for participation in extracurricular activities. Students absent of the day of games are not allowed to attend/play at the sporting event.**

If it is necessary for a student to be absent, parents or guardians, please call the school by 7:30 a.m. to report that the child will be absent and the reason so we can identify the absence as excused or unexcused. Please do not ask your child to be excused for baby-sitting, shopping, haircuts, missing the bus, transportation problems, and vacation or minor matters. Someone from the school will be making a call to the parents if a child is absent and the office is not notified of the absence. Tardy students, that is, late arrivals disrupt class and cause loss of instruction time both for the tardy student and the rest of the class.

**All students arriving after the last bell at 7:50 a.m. will be counted as tardy unless the bus provided by the school is late.** If the student is late he/she must report to the office with a parent before going to the classroom. The student will be given a pass to take to the classroom teacher. Three tardies equals one absence.

**Parents MUST sign a student in if they are arriving late to school.**

Liberty Traditional Charter School is committed to:

- Working with students and their families to ensure that all students attend school regularly.
- Understanding there is a variety of factors that may influence school attendance.
- Providing strength-based and culturally appropriate interventions and services including parent education and referrals to school/community-based resources.
- Addressing excessive absenteeism, chronic tardies and early departures as quickly as possible.
- Communicate the issue to the parents/guardians.
- Partner with parents/guardians and students to develop strategies to address the absenteeism and produce a change in behavior.

The Liberty Traditional Charter School campus administration will work together to monitor and document a student's attendance record. In an attempt to curb excessive absences, chronic tardies and early departures, and chronic truancy, the following measures will be followed:

- After a student accumulates 6 tardies or early departures (excused or unexcused) a letter will be sent home and the student will be required to participate in the school's Intervention Program for each tardy and early dismissal thereafter. A student who accumulates 3 tardies will not be considered for perfect attendance.
- If a student accumulates 10 tardies or early dismissals, parents may be required to meet with the Attendance Officer.
- After a student accumulates 3 unexcused absences (consecutive or non-consecutive) a letter will be sent home and the student will be required to participate in the school's Intervention Program for each unexcused absence thereafter.
- At 10 absences (excused or unexcused) parents/guardians and students will be required to meet with the administration for an Intervention Meeting. At this meeting, strategies to address the poor attendance will be discussed and an Attendance Contract will be signed.
- Failure of a parent/guardian to sign an Attendance Contract could result in a Court referral.
- Failure to comply with the terms of the Attendance Contract and/or failure to participate in the Intervention Program could result in a suspension, grade retention, and/or Manifestation Determination Meeting, and/or being taken to the School Board for expulsion. Additionally, the student could be referred to Coconino County Juvenile Court and the parents/guardian referred to Child Protective Services.

Liberty Traditional Charter School reserves the right to retain a student who has missed over 18 days of school (excused or unexcused) during the school year. Additionally, loss of after-school privileges and exclusion from extracurricular activities, including field trips, dances, dress-down days, and sports could be a result of a student's failure to maintain at least an 90% attendance record and/or failure to comply with Liberty Traditional Charter School Attendance Policies.

**Make-Up Work**

It is the student's responsibility, not the teacher's to ensure that all work is requested and made up when he or she returns to school from any absence. Students will have the amount of time equivalent to the number of days absent to complete and turn in his or her assignments, after that a zero will be given.

## After School Activities & Athletic Programs

**ALL students who want to play a sport MUST have a physical completed before trying out for a team.**

The school offers after school sports programs for both boys and girls in fifth through eighth grades.

**There is an athletic participation fee of \$30.00 per student per sport.** In order to participate in sports and other after school activities, a student must be passing all classes with a grade of "C" or better and have a signed permission slip from a parent or guardian before being allowed to remain after school. School attendance is expected of all athletes on the day of a game. Parents should communicate in advance with the Coach and Administration on special circumstance absences. Absences on the day of the game will result in students being ineligible for that day's athletic event.

### ***No Pass No Play Policy***

State Board of Education Rule R7-208 as mandated by the Arizona State Legislature requires that each school district must have in place a "No Pass No Play" policy. Liberty Traditional Charter School views this policy as a tool for motivating student athletes to be successful in their academic subjects. Athletics are defined as extracurricular activities that fall under the "No Pass No Play" policy. The policy requires the following:

- Student athletes receive a weekly grade check to determine their eligibility to participate in Athletic competitions.
- A student must receive a passing grade in all enrolled classes on the weekly grade check preceding the contest or performance
- **Ineligibility is declared on Friday and the student is ineligible beginning the following Monday.**

### ***Sportsmanship and Citizenship are Central Themes***

Victory with Honor...Sportsmanship and Citizenship are the central themes for all sports. All parents, coaches and players are expected to demonstrate sportsmanship while enjoying the benefits of friendly competition. Failure to comply with positive behavior at any athletic event may result in school administration or game officials requesting individual(s) to leave the premises. Student athletes must demonstrate conduct reflecting the six pillars of Victory with Honor; trustworthiness, respect, responsibility, fairness, caring and citizenship throughout their involvement during the season. Failure to comply with district or school procedures and rules may result in the suspension of participation with no refunds.

Siblings of students involved in after school activities and students not involved in after school activities **are not to be on school grounds after the busses leave at dismissal** time. Students should be picked up promptly at the scheduled end time of the activity; repeated delays will result in the student being dismissed from the team with no refund.

### ***Student Athlete/School Ground Concussions and Head Injuries***

A student who exhibits signs, symptoms, or behaviors consistent with a concussion in practice, a game, P.E., or recess will be removed from participation or competition at that time. A student who has been removed from an interscholastic contest, practice, P.E., or recess for a possible concussion or head injury may not return to physical activity unless cleared to do so by a physician. If not cleared to return to physical activity, a student may not return to play or practice until the student has provided the school with written clearance from a physician. The student will be required to follow the Return to Play Progression process as outlined by the Center for Disease Control and Prevention. All student athletes must have a current physical and clearance to participate in sports.

## Awards

In an effort to reward and recognize positive behavior and effort, attendance, citizenship, honor roll (4<sup>th</sup>-8<sup>th</sup> grade) and leadership, certificates and other types of rewards will be given at periodic assembly programs. Parents are invited to attend these programs.

## Before-School & After-School Program

As a form of assistance to our working families, Liberty Traditional Charter School offers FREE before- and after-school programs. The hours of operation for these programs are:

### **Before-School & After-School Program Hours:**

**Monday-Friday: 6:30 a.m.-7:40 a.m.**

**Monday, Tuesday, Thursday, Friday: 3:00-6:00 p.m.**

**Wednesday: 12:15-6:00 p.m.**

All students are subject to the Liberty Traditional Charter School handbook and its disciplinary guidelines and expectations. If a student violates the disciplinary code of conduct on multiple occasions, then their after-school privileges can be suspended or removed. The after-school program is focused on increasing student achievement and providing fun activities for students to engage in however, all rules must be maintained and supported as if it were during the school day. Multiple violations of after-school rules and policies can and will result in removal from the program.

In order to enroll in the before-school and after-school program, a parent must fill out all required registration forms and submit them back to the front office for processing. The school may choose to exclude a student from these programs if paperwork is not submitted correctly or is incomplete.

**Parents must be on time and pick up their students before the after-school program ends each day. The program ends by 6:00 p.m. If students are not picked up by 6:00 p.m. (more than one time), after-school program staff may contact Child Protective Services or law enforcement. Please note: three instances of tardiness in picking up your child WILL RESULT in his/her dismissal from the program.**

## Books & Supplies

Textbooks are provided by the school. Students are responsible for all books that have been issued to them. These books must be returned in good condition by the end of the school year. There will be a charge for any lost or damaged textbooks.

## Van and Bus Rules

Students should be aware that it is a privilege to ride the school bus. Students are to be obedient and respectful to the bus driver and follow the rules at all times. Students who choose to disobey the following rules will be reported to the administration and may be denied the privilege of riding the bus or may be subject to further disciplinary action.

## STUDENTS MUST HAVE THEIR STUDENT I.D. IN ORDER TO RIDE THE BUS

### **RIDING THE SCHOOL BUS IS A PRIVILEGE.**

The following rules and procedures have been implemented and will be enforced in order to guarantee the welfare and safety of Liberty Traditional bus riding students.

We feel there is a shared responsibility between parents and all segments of the school community, but also important is the mutual respect between the bus riding students and the school bus driver.

1. **Respect Driver & fellow students.**
2. **Follow directions immediately when asked.**
3. **Stay in your assigned seat.**
4. **Keep all parts of your body inside the bus.**
5. **Talk quietly and keep hands to yourself.**
6. **No eating or drinking except water (straws are not permitted). No gum chewing.**
7. **No profanity or vulgar language.**
8. **No balloons or glass are allowed.**
9. **Electronics are students' responsibility.**
10. **No throwing things out of the bus.**

### **EVERY STUDENT MUST WEAR THEIR SCHOOL I.D. TO RIDE THE BUS TO AND FROM SCHOOL.**

**If a student loses their I.D. they will be charged a fee of \$5.00 to replace the lost I.D. card.**

The right to ride to and from school on our buses is a privilege.  
Failure to follow school bus rules may result in students losing this privilege.

#### Consequences:

Bus drivers will contact parent and give a warning to the student for the first offense. Depending on the violation and number of incidents, consequences may be a warning, phone call to parents, in-school suspension, out-of-school suspension, and expulsion and/or bus suspension or bus privileges revoked.

#### *Consequences for Severe Violations:*

*Direct Referral - No warning; Disrespect to driver, fighting, vandalism, theft, indecent exposure, weapons, profanity or foul language. Note: If destruction of property occurs, the student will be assessed damage costs in addition to the required discipline. These violations could result in in-school suspension, out-of-school suspension, and expulsion and/or bus suspension or bus privileges revoked.*

Route changes need to be kept down to a minimum. The bus routes will be set at the beginning of the year. Changes are at the discretion of the Transportation Supervisor.

**STUDENTS WILL NOT BE ALLOWED TO RIDE ANOTHER STUDENTS BUS WITHOUT A WRITTEN LETTER THAT HAS BEEN VERIFIED WITH THE OFFICE PRIOR TO DISMISSAL TIME. NO PHONE CALLS WILL BE ACCEPTED.**

## Cafeteria Rules

To insure the safety and orderliness of students in the cafeteria, students must adhere to the following rules:

- Students are to enter the cafeteria quietly in a line without pushing or shoving.
- Talking is to be in a quiet tone to allow all students to hear directions as they may be given by staff.
- Students are not to disturb other students while in the cafeteria.
- Students are to get their trays and pick up necessary items as they pass through the serving line.
- Students are not to return to the serving area without permission.
- Students are not to stand around the serving area waiting for schoolmates.
- Students are to sit in assigned grade and remain seated until released.
- When students are finished eating, they are to clear their table, take their trash and tray to the designated areas and return to their seat for dismissal.
- Students are not to take food or drinks out of the cafeteria.

## Care of Classroom & School Grounds

Everyone must cooperate to keep our facility in top condition. These guides must be followed:

- Use trashcans for all trash.
- Keep desks, pens, pencils, markers, rings, etc. away from walls where they can make marks.
- Keep desks and tables clean and free from graffiti.
- Put books, paper, crayons, pencils, and other items in their proper place after using them.
- Stay away from mud on the grounds; wipe your shoes before entering your classroom.
- Be sure that all writing is done on paper; never on desks, tables, bench tops, books, or walls.
- **Students marking or damaging school equipment or property will be required to clean the article and pay for any repairs required.**

## Change of Address/Telephone Number

**It is very important that every student maintain an up-to-date address and telephone record at the school office.** If you move or change telephone numbers, report the change to you child's teacher and the school office as soon as possible. It is devastating to a child when there is an emergency and we are not able to get in touch with the parents.

## Child Abuse Reporting

The legal obligation of Liberty Traditional school employees is to report situations of suspected child abuse and neglect. If a Liberty Traditional employee suspects child abuse, the employee will first speak with the Vice Principal and/or principal, Health Clerk. If the designated school officials feel the situation needs to be reported, CPS will be called by the employee who has first-hand information of the situation. The Liberty Traditional employees will maintain confidentiality and speak with no individual beyond the designated school officials (i.e. nurse, counselor, principal). If any student or employee feels they are the victim of sexual abuse of any kind, they may directly contact Raena Janes (Superintendent; [rj@arizonacharterschools.org](mailto:rj@arizonacharterschools.org))

## Computer & Internet Use

The school provides computers and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students. **The rules listed here are intended to provide students with general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users.** Failure to comply with these rules may result in loss of computer and internet access privileges, disciplinary action and/or legal action.

Parents should understand that while precautions are taken to supervise student use of the internet, the school cannot prevent all inappropriate uses, including access to objectionable materials and/or communication with persons outside of the school, if a student chooses to break the rules and access them. The school is not responsible for the accuracy or quality of information which students obtain through the internet.

Students and parents are required to sign and submit the Internet/Technology User Agreement to their computer teacher. Parents may opt to refuse to allow their child to use computers or the internet while at school. Parents who wish to exercise this right should notify the school principal in writing.

### **A. Computer Use Is a Privilege, Not a Right**

Student use of a school's computers, networks and internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The administration will have final authority to decide whether a student's privileges will be denied, revoked and/or reinstated.

### **B. Acceptable Use**

Student access to the school's computers, networks and internet services are provided for educational purposes and research, consistent with the school's educational mission, curriculum and instructional goals. The same rules and expectations that govern student conduct and communications will apply to student use of computers and the internet. Students are further expected to comply with these rules and all specific instructions from the teacher/staff when accessing the school's computers, networks and internet services.

### **C. Prohibited Use**

The user is responsible for his/her actions involving school computers, networks and internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- 1. Accessing Inappropriate Materials:** Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
- 2. Illegal Activities:** Using the school's computers, networks and internet services for any illegal activity that violates policies, procedures, and/or school rules.
- 3. Violating Copyrights:** Copying or downloading copyrighted materials without the express authorization of the student's teacher/staff.
- 4. Plagiarism:** Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, and publisher and website must be identified.
- 5. Copying Software:** Copying or downloading software without the express authorization of the student's teacher/staff.
- 6. Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission, and/or accessing other user's accounts.
- 7. Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks and internet services, including, but not limited to hacking activities and creating/uploading computer viruses.

8. **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher.
9. **Misuse of School Name or Logo:** Misuse of a school name or logo on a personal web site that gives the reader the impression that the web site is an official web site of the school.
10. **No Expectation of Privacy:** The school retains control, custody and supervision of all computers, networks, and internet services owned or leased by the school. The school reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.
11. **Compensation for Losses, Costs, and/or Damages:** The student and/or the student's parent/guardian will be responsible for compensating the school for any losses, costs or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.
12. **School Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use:** The school assumes no responsibility for any unauthorized charges made by students, including but not limited to, credit card charges, long-distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.
13. **Student Security:** A student will not reveal his/her full name, address or telephone number on the internet without prior approval from a supervising teacher. Students should never meet people they have contacted through the internet without parental permission. Students should inform their supervising teachers if they access information or messages that may seem dangerous, inappropriate, or make them uncomfortable in any way.
14. **System Security:** The security of the school's computers, networks and internet services is a high priority. Any user who identifies a security problem must notify only a supervising teacher. Any user who attempts or causes a breach of system security will have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.
15. **Social Media:** Faculty/Staff members are not allowed to be Facebook, MySpace, etc. with any student (other than their own) under the age of 18.

### Custody

In cases where custody/visitation affects a child at school, the school will follow the most recent court order on file. **It is the responsibility of the custodial parent or of parents having joint custody to provide the school with the most recent court order.** The school should not be placed in the middle of custody disputes and visitation of non-custodial parent should be arranged outside of the school so as not to distract from and interrupt the child's education.

## Discipline

### Classroom Discipline Plan

Each classroom will have a posted plan which includes expectations for behavior, consequences for violations and rewards for compliance. Teachers will send home their classroom discipline plan for parents to read, sign and return.

### Discipline: Referrals

The following consequences may be used with students who are sent to the office with a referral for unacceptable behavior. However, the most effective consequence to change a student's behavior is when the **parents support** the school with consequences at home. This helps the student realize that their parents and the school are going to be working together to help them behave and become the best that they can be but not necessarily in this order.

- A. Conference with student
- B. Phone call to parent
- C. Time out of assigned class
- D. Recess/Lunch detention
- E. Loss of dress down for a predetermined time frame
- F. Loss of special activities privileges (i.e. field trips, sports, fun days etc.)
- G. Put on Behavioral Contract
- H. Intervention as deemed necessary by Administration Team
- I. In-school suspension
- J. Out-of-school suspension
- K. Expulsion from school
- L. Police referral
- M. Other miscellaneous appropriate consequences

The consequence will be determined by the severity of the behavior and the number of times the student has received a referral. The consequences will also get progressively more severe with each additional referral.

If a student has three serious infractions of school rules the parents will be required to come to the school for a meeting with the administration and teacher(s) to create a Behavior Modification Contract. If the student does not comply with this contract resulting in two more referrals or one more serious infraction of the rules, this will be taken as notice to the school that the child has no intentions of complying with the school rules/ policies and the student will be referred to the school board for expulsion.

### BEHAVIORS REQUIRING DISCIPLINE

The following behaviors are by no means conclusive, and other misbehaviors may receive consequences even if not included in the list: Repeated willful defiance that result in:

1. Violation of classroom discipline rules
2. Violation of established school rules
3. Bullying-either verbal, physical, or emotional
4. Disorderly conduct
5. Repeated violation of dress code
6. Inappropriate use of technology resources
7. Gambling
8. Plagiarism, presenting work or answers from someone else, cheating on tests
9. Trespassing
10. Leaving campus without permission
11. Ditching
12. Excessive unexcused tardies or absences (see Absence Policy, Truancy)

13. Verbal abuse to staff or other students (especially substitutes)
14. Disrespect to staff or other students. (especially substitutes)
15. Threatening staff or other students
16. Bullying or hazing
17. Possession of cigarettes or smoking
18. Unacceptable sexual conduct or suggestive dress/behavior
19. Serious disruptive behavior
20. Noncompliance with bus rules
21. Theft or extortion
22. Possession of drugs, alcohol, or obscene material
23. Under the influence of drugs or alcohol
24. Sexual harassment against another student or staff member
25. Fighting
26. Destroying or defacing property, including graffiti
27. Damaging property of others
28. Exhibiting gang-related behavior
29. Exhibiting gang-related dress
30. Gang related violent activity
31. Gang-related threatening behavior
32. Intentional physical assault
33. Possession or representation of a dangerous instrument
34. Buying, selling or dealing drugs or alcohol
35. Possession of a deadly weapon (Law enforcement must be called)

Liberty Traditional sets high academic standard. All school policies and rules must be followed by the students to foster the right atmosphere for quality learning. NO STUDENT has the right to take away the learning environment from other students. All students have the right to learn and teachers have the right to teach. We believe that students must take responsibility for their behavior and be respectful of each other and the staff of the school:

- A student can forfeit his/her right to a free public education. Expulsion is for continued disruptive behavior, or for violent or dangerous behavior. (A.R.S.15-841.B.)
- A teacher may remove a student from the classroom who is disruptive. (A.R.S.15-841.A.2.)
- A school may refuse to admit any pupil who has been expelled from another public school. (A.R.S.15-841.C.)

**\*\*Each incident will be handled on an individual basis. Please refer to Glossary of Consequences**

## Dress Code

The school uniformed dress code attempts to develop student standards of modest dress that reduce the appearance of materialism/class status and that encourage a disciplined learning environment. It is important that students adhere to the standards, parents impose them at home and our faculty enforces them at school. The dress code applies to all students at all times during the school day, including after school, except when an administrator waives it for a specific activity. For the safety and protection of faculty and students, ALL sports affiliated clothing, backpacks, hats are prohibited. Administration will give permission for special occasions/events; ex: Spirit week. Should you have any questions please contact Administration.

### School Colors

**Polo Shirts: solid color Red, White and Navy Blue (colors of the American Flag) Or a Liberty School Shirt.**

**Slacks, Shorts, Jumpers, Capri Pants, or Skirts: Navy Blue, Black and Khaki ONLY. NO JEANS.**

### **NO SKINNY PANTS OR SHORTS ALLOWED!! NOTHING FORM FITTING!!**

- Pants and shorts must have hemmed, not frayed or bottoms and are NOT permitted to be "saggy" or worn below the waist. Pants or shorts are to be a traditional "Uniform" style and an appropriate size (**not excessively baggy or too tight**) **NO SKINNY PANTS**
- Jumpers, shorts and skirts are to be no shorter than 4" above mid-knee
- All shirts are to be tucked in at ALL times when not on field recess/P.E. class
- Undershirts are to be white or the same color as the polo shirt and can't be larger than the polo
- Sweaters, sweatshirts and jackets are to be of solid color-navy, white or red-have no writing or emblems and worn over a collared uniform shirt. They must also be appropriately sized for the student. Sweatshirts are only allowed during cold weather season
- Headwear: No hats, bandanas or scarves allowed. **Hoods on sweatshirts must be down**
- Tennis shoes are recommended. Wheeled sneakers (Heelys) are not allowed on campus
- Students who continually wear their pants/shorts sagging or below the waist will be required to wear a belt for the remainder of the school year
- Piercings/tattoos/jewelry/accessories: Any type that is deemed distracting, including excessive bangle or armbands, will be removed or student will be asked to cover them.
- NO sports affiliated clothing. (Unless a theme day approved by administration)

**Parents: Please read these rules carefully and discuss them with your child. Students, who choose to wear inappropriate clothing to school, will be sent to the office to call their parents to bring them school attire. If parents are not available to bring a change of clothing, the child will spend the day in In-School Suspension.**

### Dress Down Days/Dollar for Duds

Students will be able to participate if they choose to dress down on "Dollar for Duds" days which is every Wednesday. As a fundraiser, students will be allowed to wear clothes that are not their uniform for the fee of \$1.00. This means appropriate school attire of modest nature. No hats, bandanas, or scarves allowed.

### FERPA-Family Educational Rights and Privacy Acts

Parents have the right to inspect and review all educational records, seek to amend educational records, and have some control over the disclosure of information from educational records. As a parent, you have the right to consent to disclosures and to file a complaint with the U.S. Department of Education. Copies of FERPA are available for parents at the front desk.

Both biological parents have equal access rights to their child unless the police or court system has severed their parental rights. The school cannot intervene in parental disputes and will not prevent any biological or legal guardian access to their child unless an order has been received from the courts, CPS, or police department stating otherwise.

### Field Trips

Field trips to nearby points of interest are scheduled by various teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community. Parents will be notified in advance of any planned field trip. Notes will be sent home stating the destination, cost (**no checks**), time and purpose of the proposed trip. Parents may accompany their child if they are designated as a chaperone after a volunteer application has been processed and fingerprints have been taken (see visitors & guest section). Chaperones will **not** be permitted to bring any siblings/ friends other than the ones scheduled to attend the field trip. This includes children in another grade from the same school, children from another school, siblings, infants or toddlers. A written permission slip signed by the parent **MUST** be obtained before a child is allowed to attend a field trip. Students with unacceptable behavior may be denied the privilege of participating in a field trip or a parent may be required to accompany him or her on the trip. Any monies paid for the field trip will **NOT** be refunded for students who lose the privilege of going on the field trip for behavior and or academic issues. Parents will be notified if their child will not participate or if the parent will need to accompany him/her on the trip.

### Fire Drills & Emergencies

Fire drills are held on a periodic basis. A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. It is important for students to follow teacher instructions quickly and quietly whenever such emergency situations exist. When the first alarm sounds, students will immediately leave the room in an orderly fashion as outlined by the teacher. Since safety in an evacuation is of utmost concern, no one will be allowed to run. Students are to remain at least 50 feet away from the buildings. **NO ONE IS TO RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO BY AN ADMINISTRATOR.**

We conduct fire drills on a monthly basis. We also conduct occasional lock down drills and bus evacuation drills. These drills are conducted during class time. Students periodically review exit routes and safety procedures for evacuating the building and the lock down drill procedures.

### Food & Nutrition Program

Liberty Traditional School is part of the National Free and Reduced Lunch Program. Hot lunches can be purchased, for students who don't qualify for the program, at a cost of \$2.75 per day. Students that qualify for reduced lunches will be charged 40 cents per day. Extra milk is .50 per container. You can apply for free or reduced lunch. The applications are in the front office. Please prepay for lunch by bringing the money to the cafeteria or send it with your child. All students are offered breakfast free of charge each morning at the beginning of class, between 7:45 - 7:55 a.m.

### Forbidden Items

The following items have no place at school: knives, weapons or replicas of weapons of any kind, fireworks of any kind, lighters, matches, cigarettes, tobacco products of any kind, drugs, alcohol, pornography, CD players, MP3 players, iPods, portable DVD players, electronic games, cell phones, laser pointers or pens, water guns, baseballs, and hardballs. These items and anything else that cause problems of control at school will be taken and disciplinary action will follow. **If one of these items are confiscated a parent must pick up the item from the office. A second offense will result in the item being kept until the end of the school year. Liberty is not responsible for lost/stolen/damaged cell phones, iPods, or any other electronics.**

Disciplinary action will reflect zero tolerance of weapons on or near school property or at school activities, including air guns that shoot pellets, BB's, or other similar material. Accordingly, a student who possesses any type of gun on or near school grounds or at school sponsored activities before, during, or after school hours will be subject to long-term suspension or expulsion. Zero tolerance is defined as follows: Immediate and developmentally appropriate action will be taken as per Liberty Traditional Student Code included in the back of this handbook. Disciplinary action in this area will also reflect zero tolerance for possession or use of any other instrument in a dangerous, intimidation of combative manner.

REGULATION: It is strictly prohibited to possess firearms, any type of explosive devices, knives, or other dangerous instruments on district school grounds, any school-sponsored activity or on the bus. A.R.S. 13-3101 through 13-3110 further prohibits the concealment of weapons and possession of explosive devices and sales thereof.

1. Police will be notified and student may be prosecuted.
2. Parents will be notified.
3. Student may be suspended up to ten days to await a hearing.
4. If found guilty, the school shall make a recommendation for either a long-term suspension or expulsion.

## Gang Related Activity

For the purposes of school discipline, a gang shall be defined as a group of three or more persons who (1) have a name, (2) claim a territory, (3) have rivals/enemies, (4) interact together to the exclusion of others, and (5) exhibit anti-social behavior often associated with crime or a threat to the community.

Gang behavior that initiates, advocates, or promotes activities which threaten the safety or well-being of persons or property on school grounds, or which disrupts the educational environment, is strictly forbidden. Any student wearing, carrying, or displaying gang clothing, symbols or paraphernalia; exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action. The following will be used to prohibit inappropriate and/or gang-related behavior on campus:

- Graffiti symbolizing gang membership or identification can inflame hostility between gangs and create a potentially violent situation. Students using graffiti may receive a suspension from school. Throwing signs may result in suspension.
- Gang related altercations will be reported to the police immediately. School personnel, if necessary, will do follow-up.
- Weapons will be turned over to the police. Students will be suspended or expelled.
- Fighting will result in automatic suspension with probable expulsion.
- Intimidation will warrant suspension.
- Students who continue to disrupt the educational process or pose a threat to other students due to gang-related behaviors will be recommended for long-term suspension or expulsion.

## Grading System

Teachers grade largely on class work, homework, and tests. Participation in class discussions, special projects, and effort are also taken into consideration. Report cards are issued four (4) times during the year.

Subjects are graded as follows:

**A** - 90-100% Excellent  
**B** - 80-89% Above Average  
**C** - 70-79% Average  
**D** - 60-69% Below Average  
**F** - 59 & below Failing

Letter grades are as follows:

**E** - Excellent, high performance  
**S** - Satisfactory, sufficient progress  
**N** - Needs Improvement  
**U** - Unsatisfactory

## Harassment & Bullying

Liberty Traditional Charter School strives to create a positive, learning-centered atmosphere at school. For our students to be successful, it is imperative that our campus is free from bullying, intimidation, and harassment. Each student deserves to feel safe at school.

Liberty Traditional Charter School believes that all teachers, administrators, support staff, volunteers, contractors, parents, and students share a responsibility to create a positive environment.

The following policy regarding bullying, intimidation, and harassment shall be posted in a highly visible area at school. Students, parents, and staff will be notified about this policy, and staff at this school will be vigilant to ensure that these policies and procedures are properly followed.

## **Definitions**

Bullying - "A person is bullied when he or she is exposed, **repeatedly and over time**, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

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

***Intimidation*** - Verbal or physical threats toward another person made with the intent to inflict fear, injury, or damage to property.

***Harassment*** - The continual or repeated annoyance or humiliation of another person. Harassment towards an individual or group that is based on race, ethnicity, color, gender, religion, physical or behavioral characteristics, sexual orientation, and disability is also considered discrimination.

Acts of bullying may include, but are not limited to:

- Physical or verbal abuse
- Gossiping, starting rumors
- Harassing phone calls
- Starting fights
- Stealing someone's belongings
- Excessive teasing, name calling
- Excluding people from groups
- Playing mean tricks
- Threatening email, text, or internet messages

**Students shall not bully, intimidate, or harass any student or school staff member in any way; This includes on school grounds, at school-sponsored events, or while en route to or from school. Students that violate this policy are subject to school disciplinary action. This may include suspension, expulsion, or involvement of law enforcement. This policy also includes students that support or aid another student in committing these violations.**

**Retaliation against a victim, reporter, or witness of bullying is strictly prohibited. Students who intentionally report false accusations of bullying, harassment, or intimidation will be subject to disciplinary action.**

## Health Office

### **Administration of Medication:**

In order for student to receive medication at school the following policy will apply:

- Parent/guardian will supply medication.
- A permission form supplied by the office must be completed by the parent/guardian.

### **Administration of Medication Prescribed by a Physician:**

- The law (A.R.S. 15-344) requires medication must be delivered to the office in the prescription container as prepared by the pharmacist; the school office may document the number of pills upon receipt.
- The prescription label must bear the student's name, current date, and the name of medication, dosage and the time to be given.
- Please ask your pharmacist to provide you with three containers: one for home, one for school, and one for a single dose on field trips.
- It is recommended that no more than a 30-day supply is maintained at school.

### **Administration of Non-Prescription Medication:**

- Parents will supply the medication
- In order for students to receive over the counter medication, a permission slip needs to be signed.
- The law (A.R.S. 15-344) requires medication must be delivered to the nurse in the original container as packaged by the manufacturer and labeled with the student's name.
- Dosage must be in keeping with the manufacturer's recommendations as printed on the label.

### **Health Screening**

Health screening programs MAY include: Vision, Hearing and or Dental. If any abnormalities are discovered as a result of the screening, parents/legal guardians will be notified and recommendations made for further evaluation.

### **Emergency Information Update**

Each school year, you will be asked to complete an emergency update for each child in your family. You are asked to provide school personnel with current information so that you can be reached in the event of an illness/injury. Please let school personnel know how and where to reach you during school hours.

**Please keep school personnel informed of any changes in this information during the school year.**

## **Immunizations**

### **NO CHILD WILL BE ADMITTED WITHOUT PROPER PROOF OF IMMUNIZATIONS**

Documentary proof of immunizations must be presented to school personnel at the time of enrollment. Immunizations must be current for the age of the child. Please keep the office informed of any new immunizations your children receive so the health records will be current.

Children who are not adequately vaccinated against preventable diseases will be excluded from school in the event of a disease outbreak. The following is the immunization requirement for school enrollment (Maricopa County Department of Health):

Arizona State Law requires that a child, upon entering school, must have a record of immunizations against preventable childhood diseases. These are diphtheria, tetanus, whooping cough (DPT); Polio (OPV or IPV); measles, mumps, rubella (MMR) and Hepatitis B. The requirements for immunizations can change from year to year; the health office will notify you of any changes.

A waiver or deferral, in part or in full, will be granted in medical or religious cases, or for personal beliefs. In all cases, parents must provide either a record of immunizations or request a waiver of immunizations.

### **Early Dismissal of Students Due to Illness or Injury**

When illness or injury occurs at school and remaining at school is not in the student's best interest, parents/legal guardians or their designee will be contacted. If you want the school to contact you in the event of all injuries, please notify the school in writing at the beginning of the school year. Parents will be called in the event of any serious accident or illness. For their safety, students are not allowed to walk home during the school day. A parent or designee must sign them out of school.

### **Homework**

Homework is a natural extension of the school day. It is intended to provide independent practice and build study skills. Homework can also strengthen basic skills and reinforce study habits as well as allow parents to see the quality of work their child is handing in. Any unfinished class work is considered homework. **If a student misses an assignment due to illness or other family problems, he/she is responsible to get the assignments from the teacher, or from another student to get the work they missed.** Parents can help their children by arranging a quiet, comfortable place at home for the students to work and by checking to see that assignments are completed. Teachers will assign homework almost every day. Please check with your child's teacher about his/her homework policy. Parents are encouraged to provide time and a quiet study area for their children to complete homework activities.

### **Intervention Policy**

Liberty Traditional Charter School is committed to providing quality instruction to support student learning and success. Students who are unable to be serviced in the classroom due to tardies, early departures, absences and continual dress code or behavioral violations will be identified for intervention services. (Refer to the excessive absence and excessive tardy policies).

Intervention services will require the student to stay afterschool from 3:15-4:15 in a designated classroom to make up for lost instructional time in the classroom for the above listed reasons (absences, tardies, dress code violation, behavior). The student will be required to complete various task such as completion of missing assignments, make up work, character reports, or other appropriate activities as designated by administration. Once the student has completed their intervention time for the day the **MUST BE PICKED UP BY A PARENT IN THE FRONT OFFICE. THEY WILL NOT BE ALLOWED TO PHASE INTO THE AFTERSCHOOL PROGRAM.** In the event a student does not stay for their designated intervention time for a reason that is taken as unacceptable (skipping, forgot, etc.) their time could be doubled to accommodate.

### **Letters & Notices**

Students have the responsibility of taking home all notices that are given to them. Many notices are very important, informing parents of things going on at the school that they need to know. Students, please make sure that you give all papers to your parents, including early dismissal notes and parent/teacher conference notices. **We will also be using an automated program that will contact you by phone to provide information concerning the school therefore, it is important to listen to all messages created and sent by the school.**

## Parent/Teacher Conferences

During the school year, specific dates have been set aside for parents to schedule official conferences regarding their child's progress. Teachers will be happy to discuss your child's progress whenever you feel it is necessary. Please contact your child's teacher or the school office in order to set up an appointment. Parents are not to set appointments during instructional time or drop in to talk with the teacher during the school day while they have responsibility for students. Formal conferences between parents and teacher are scheduled during the first and third grading periods of the school year. Parent/Teacher conferences provide an opportunity to review children's progress in all areas of the school experience.

Parent/Teacher Conference dates:

10/13 & 10/14 --Report cards only given at P/T Conference (both half days)

12/23/16--Report Cards sent home with students

3/16 & 3/17 --Report Cards are given at P/T Conference (both half days)

## Parents Right to Know

Parents may request information on the professional qualifications of the student's teacher. The type of information available upon request is if: the teacher meets State Qualifications/licensure requirements; the teacher is teaching under an Emergency Teaching Certificate; the teacher has a baccalaureate degree; the student receives services from a paraprofessional; and, the qualifications of the paraprofessional. (See pages 21-23 for more detailed information concerning Parents Right to Know.)

## P.I.T. (Parent Involvement Team)

All parents are urged to become members of the school P.I.T. and to actively participate in both the educational and community service projects. Each year the P.I.T. also sponsors fund-raising activities and with your help, these projects can be very successful. The monies raised help to fund many important activities at the school. We will notify parents in advance of meeting dates and times.

## Police Visits

Police may ask to interview a student at school. If the purpose of the interview is to investigate child abuse or neglect, the school cannot notify the parent without police authorization. In all other cases, the school will make reasonable efforts to notify the parent. After reasonable efforts to notify the parent, the school will allow the interview unless the student does not wish to be interviewed or wishes to first speak with the parent. If police wish to take a student into custody, the school must comply with the request. The school will notify the parent unless the police have directed the school to refer the parent to the police.

## Promotion, Retention & Social Promotion

The purposes of these procedures are to identify students who are not achieving satisfactory progress in one or more of the basic subject areas and to provide intervention as early as possible. To accomplish this, the parent, teacher, administrator, and student should work together to develop and implement a plan designed around the specific needs of the student, with the goal of decreasing the likelihood of retention. The student's progress should be closely monitored until the student is achieving satisfactory grades. If, however, it is deemed in the child's best interest to be retained because he/she is not prepared to go on to the next grade or the child needs more time to acquire the skills at the present grade, the child will be retained. According to Arizona State guidelines, the final decision rests with the teacher. If the school is offering summer school that present school year it will be mandatory for any student who

is retained. Based on the students' performance during summer school a student may be considered for promotion as determined by school provided assessments and the Student Study Team input.

Social promotion is the act of promoting students from one grade to the next even though they have not demonstrated sufficient knowledge of grade level standards or failed to meet the time required by the state to be physically present at school. In social promotion, the key is allowing the child to continue to develop relationships with his/her current peer group.

## School Rules

Students are expected to know the following rules. The teacher will go over the rules at school. Read them over several times so you will remember them:

### STUDENTS MUST HAVE THEIR SCHOOL I.D. AT ALL TIMES.

1. Threats to staff or students are not tolerated
2. Bullying, name-calling, and fighting are not permitted and will not be tolerated
3. Follow directions given by any staff member and obey school rules
4. Respect the rights and property of others
5. Respect school property and avoid littering
6. At all times, use appropriate language and level of voice
7. Chewing gum is not allowed on campus
8. Firearms, knives, and weapons or replicas of these items are forbidden
9. Drugs, alcohol, and tobacco products are not permitted on campus or within 300 feet of school property or at school events
10. Use equipment properly and safely
11. Laser pointers are not allowed on the school campus
12. Stay in designated areas
13. Stop playing when the bell rings or whistle is blown and go directly to class
14. Throwing objects is not permitted
15. Walk (don't run) on sidewalks and in the building
16. Food is allowed only in the cafeteria or snack areas
17. Students not under direct supervision of a teacher must have an appropriate pass
18. When going to the bus, walk with your teacher and stay in designated area until the bus arrives
19. Bike riders, when you are on school property, always walk your bike
20. No skateboards, scooters, Go-peds, Heely's or roller blades allowed on campus during the school day or at extracurricular activities
21. Personal fund raising activities are not allowed on campus
22. No cell phones, game-boys, CD players, iPods, radios, music CD's, magazines, comic books or trading cards on campus. **Any items seen by a staff member will be confiscated and will need to be picked up by a parent. If a student chooses to bring any of the above items he/she and the parents must understand that Liberty Traditional staff will not accept responsibility for any loss, theft or damage.**

## Sign Out

For the safety and protection of the child, I.D will be requested from the person picking up the student. We cannot allow him/her to be taken from the room before our regular dismissal time without the parent first coming to the office and signing the child out. We will then call the student from class. We will not excuse a student early on the basis of a note or telephone call from the parents. An adult who wishes to take a child out of school early must sign the child out in the office.

No child will be released to parent, guardian, or any other person not listed on the Emergency Contact list. Written authorization must be given to the school for a student to leave campus.

## Search & Seizure

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and authority to search for and obtain the contraband from students or non-students if there is reasonable suspicion that the student possesses such contraband. These searches can include desks, lockers, personal belongings and the student's backpacks. Student desks, lockers, school textbooks and library books are the property of the school and remain, at all times, under the control of the school. However, students are expected to assume full responsibility for the security and safekeeping of the desks, lockers, books and equipment assigned to them. Inspections of desks, backpacks and lockers may be conducted by school authorities at any time without a search warrant or student consent.

## Statement of Non-Discrimination

Liberty Traditional School is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, or disability. This policy encompasses all matters concerning staff, students, the public, instructional programs, and services. Liberty Traditional School will comply with all applicable federal, state, and local laws relating to educational programs and personnel management. (ARS 15-184)

## Substitute Teachers

Every student will periodically be taught by a substitute teacher when it becomes necessary for the regular teacher to be absent. **Students are expected to be extra courteous to substitute teachers.** Students are to be helpful, polite and friendly, failure to do so will result in discipline referral or loss of privilege.

## Telephones

If parents would like to talk with their child's teacher, they should call either before classes begin or after the students are dismissed. Parents may call during class hours and leave a message with the office for the teacher. The teacher will return the call as soon as possible.

OFFICE TELEPHONE-The office telephone is a business phone and is not to be used by students, except in an emergency. They will also be required to have permission from their teacher or the office to use the phone and will be questioned on the reason for the call prior to using the office phones. Students are not allowed to use the phone to make personal arrangements (such as requesting permission from parents to go to another student's home after school). The office staff has the right to monitor a student's phone call to ensure they are being honest about the emergency need to use the phone.

CLASSROOM TELEPHONE-The phone in the classroom is for the teacher use only. Students are not to use them under any circumstances without the permission from the teacher.

CELL PHONES-Students are **NOT** allowed to bring cell phones with them to school. The reason for this strict policy is that we have encountered students who are using them during class, texting, giving answers to others on tests, notifying other students to meet them at the restroom, etc. If a staff member suspects that a student has a cell phone in their possession, the student will be asked to give the phone to the staff member, and the student **MUST** surrender the phone to the staff member without an argument, regardless of who the phone belongs to. If a phone is confiscated, the parents must pick up the phone from the school. The phone will not be returned to the student. **If a student chooses to bring a cell phone in defiance of this policy he/she and the parents must understand that Liberty Traditional staff will not accept responsibility for any loss, theft or damage.**

### Tobacco, Alcohol, and Drugs

The possession or use of tobacco, alcohol, or non-prescription drugs is not permitted at any time in the school buildings or within the area surrounding the school. This rule applies to all school sponsored activities, regular school days, before and after school **or being transported to or from school**. This rule would include coming to school under the influence and effects of alcohol or non-prescription drugs. Violations of this rule will result in suspension or expulsion from school and/or a police investigation.

### Transportation

Liberty now exclusively provides student transportation services by school bus Monday-Friday before and after school. Pick up and Drop off locations have already been established based on student geographical locations and will not be changed unless approved by Liberty administration. Once a student has been registered if a transportation request is made (submit paperwork) the school will provide pick up and drop off locations and times within 24 hours of paperwork being submitted. Bus drivers will not deviate from their assigned routes unless instructed by school administration. Change of address forms must be submitted to front office staff before a student can be moved to another stop. Students will not be allowed to get off at another stop unless a written notice has been provided to the front office and verified. This also means students will not be allowed to ride other routes unless notice has been provided and approved by the school.

### Transportation or Other Notices

The school realizes that things come up or happen unannounced, however, day to day routines are essential for success. Planning ahead is key. Therefore, we ask that any changes to a student(s) afternoon transportation arrangements be kept to a minimum. Also, requests need to be made in writing or verbally before 2:00 p.m. of that school day. We will do our best to accommodate those requests however, any request made after 2:00 p.m. cannot be guaranteed. In regards to students calling home see telephone policy.

### Vandalism

Students who deliberately and wrongfully damage or deface school property will be required to pay for the damage and are subject to disciplinary action, which could include a police referral. Parents or guardians of these students will bear the ultimate responsibility for these payments.

### Visitors & Guests

Any parent or guardian that would like to volunteer in the classroom or on a field trip must fill out a volunteer application prior to volunteering. Please allow 24 hours for the application to be processed. Once the application has been processed visitors are welcome at our school and are required to register in the office. All visitors must wear a

visitor's badge while on our campus. We all have to be extremely careful to make sure that no unauthorized persons are entering the school grounds. Younger relatives are not allowed on campus without their parents. All visitors/volunteers/chaperones must be 18 years or older.

### **Weapons**

Knives, projectile weapons, guns or any other object which could cause harm to someone, are not to be brought to school. If brought, they will be confiscated and returned only to a parent/guardian or to the police. Students violating this policy will be subject to severe disciplinary action. None of the above items are to be brought to the building or to be in the possession of a person at school. Violations of this rule will result in suspension and/or expulsion from school and a police referral.

### **Withdrawals**

Please notify the office 24 hours in advance, either in person or by signed note or phone call, if you plan to withdraw your child from school. All text books and school property are to be returned, or paid for, in order to receive withdrawal papers and report cards.

## GLOSSARY OF CONSEQUENCES

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. This glossary is generally organized to present consequences of misconduct in order of increasing severity. Every situation is handled on a case by case basis.

- **Conference** - A teacher or administrator will talk with the student about expected behavior and the consequences of misconduct.
- **Parent Involvement** - A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.
- **Detention/Work Detail** - Detention is mandatory time spend in an assigned location, performing supervised work for the school. Rules for detention vary by assignment, but always require full cooperation with the supervisor. Detention or work detail may be assigned before school, during lunch period, after school, or on a Saturday. Parent/guardian will be notified prior to assignment of after school detention.
- **Restitution** - When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences.
- **Loss of Privileges** - Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. Loss of privileges may include the student's right to be enrolled in class, or participation in extracurricular activity.
- **Behavioral Contract** - A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school official are required; in some instances, parents or guardian will also be expected to sign, indicating agreement to the terms of the contract.
- **On-Campus Suspension (Short-Term)** - With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's access to school services, facilities and personnel will be limited to the on-campus suspension area. The student is not permitted to participate in or attend any school-sponsored events during the period of suspension.
- **Off-Campus Suspension (Short-Term)** - With notification to the student and parent/guardian, a school administrator may remove a student from school and bar the student from all school activities for a period of one to ten days.
- **Off-Campus Suspension (Long-Term)** - Acting upon the recommendation of the administration, the Board may deny all school privileges to a student for a period of eleven days to one calendar year.
- **Expulsion**- Acting upon the recommendation of the administration, the Governing Board may permanently deny all school privileges to a student.

## CHILD FIND:

Child find is a component of the Individuals with Disabilities Education Act 2004 (IDEA '04) that requires states to locate, identify, and evaluate all children with disabilities aged birth through 21 who are in need of early intervention or special education services. This includes children who are highly mobile, such as migrant or homeless children, children suspected of having a disability even though they are advancing from grade to grade, private school students, and home-schooled students. The Arizona initiative for child find is referred to as AZ FIND. Some children have more difficulty learning than others. They may have trouble achieving milestones in one or more of the following developmental or academic areas:

- Vision and Hearing
- Motor Control or Coordination
- Behavior or Social Skills
- Speech or Communication Skills
- Cognitive or Academic Skills

The earlier you express your concerns, the sooner your child's needs will be identified and the sooner he or she will receive the help needed to succeed. Anyone can refer a child birth through age 21 for early intervention or special education services. The referral can come from a parent, foster parent, teacher, counselor, friend, relative, or the student who finds learning difficult. If you have concerns about your child's development or progress in school, contact the Arizona Early Intervention Program (AzEIP) at [www.azdes.gov/azdes.gov/azeip](http://www.azdes.gov/azdes.gov/azeip), or call either 1-888-439-5609 or 602-532-9960

### Parents Right-to-Know

(Teacher Qualifications • Not-Highly-Qualified Status)

#### Title I Section 1111 (h)(6)

## (6) PARENTS RIGHT-TO-KNOW-

- (A) **QUALIFICATIONS-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
  - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
  - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—
- (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
  - (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

(C) **FORMAT-** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

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

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: School officials with legitimate educational interest.

*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. The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other

health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Arizona Department of Education  
Exceptional Student Services  
1535 W. Jefferson, BIN 24  
Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes

La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son "estudiantes elegibles."

Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias. Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados. Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante. Autoridades escolares con interés educacional legítimo Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones; Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela; Otras escuelas en las que el estudiante está solicitando inscripción; Autoridades especificadas para propósitos de auditoría o evaluación; Partes competentes en relación a asistencia de financiamiento para un estudiante; Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;

Organizaciones de acreditación; Para cumplir con una orden judicial o citación emitida de acuerdo con la ley 10 oficiales competentes en casos de emergencias de salud y seguridad; y Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica. Las escuelas pueden divulgar, sin

consentimiento, datos de "directorio" tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial. Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS) al (602) 542-4013. O puede usted contactar:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-5901

Arizona Department of Education  
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1535 W. Jefferson , BIN 24  
Phoenix, AZ 85007

Este aviso está disponible en inglés y en español en la website del ADE en [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) bajo formas.