



Las Puertas Community School Family Handbook 2020 - 2021

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2020 – 2021

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Las Puertas Community School is designed to create a learning environment that is highly rigorous, relevant to the lives of our students and where StrengthBuilding relationships are the norm.

Mission and Vision

The mission of Las Puertas Community School is to establish a model of a professional learning community targeting under-served populations in which all students are college ready, successful in their post-secondary endeavors, contributing members of the community, and use strength building concepts throughout their lives. The StrengthBuilding Partners' school, Las Puertas Community School, serves as a model for school transformation across Arizona.

Mission Goals

1. **Academic Excellence**: college ready students will be prepared for study at any post-secondary experience leading to a certificate, license, or degree without the need for remedial coursework.
2. **Career Ready**: able to qualify for and succeed in their post-secondary endeavors.
3. **Community Ready**: able to apply critical thinking skills as an engaged citizen.
4. **StrengthBuilding**: able to use StrengthBuilding throughout their lives.

Equal Opportunity and Diversity- Non-Discrimination Policy

Las Puertas is a non-sectarian public school with an open enrollment policy and does not discriminate on the basis of race, religion, national origin, gender, sexual orientation, language or disability. Las Puertas complies with all federal and state regulations and laws relating to disability, educational opportunity, civil rights, health, safety, and insurance.

StrengthBuilding^(TM)

StrengthBuilding is a process for working with people to create positive change and achieve their goals. StrengthBuilding changes how people relate to one another. It teaches us how to focus on what the individual can accomplish, how strengths can be used in positive ways.

Everyone is born with strengths. Sometimes that's hard to remember when all we ever talk about is what's wrong with our world and the people around us. StrengthBuilding challenges us to focus on the strengths of the individual....on our own strengths.

At Las Puertas, StrengthBuilding defines how school staff interacts with students, families and each other. The school is a place of warmth and support. We have high expectations for everyone, staff and students alike. We help you to accomplish your goals and are as excited as you are when you do!

Academic Program

Las Puertas is dedicated to providing a rigorous college preparatory academic program that nurtures 21st Century work readiness skills. We provide the support that each student needs to succeed academically. The Arizona College and Career Ready Standards will serve as the foundation for Las Puertas curriculum, instruction, and assessment. "The Arizona Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them" (<http://www.corestandards.org/>).

Project-Based Learning

How We Teach:

At Las Puertas we don't cover material we uncover solutions. Our curriculum is problem and project based. Projects are designed to be interesting and relevant to students, families, and their communities. Students work together to develop their strengths and the skills necessary for success. This approach is more challenging and rigorous than just memorization of facts to pass multiple choice exams. Fortunately, it's also more motivating and fulfilling when students learn through meaningful experiences. At Las Puertas, we are not a lecture-driven school. We want our students to develop the capability to think independently. We ask them hard questions and guide them as they struggle to find explanations.

College and Career Readiness

Las Puertas is innovative and responsive to students' needs while still being held accountable for student achievement. Like all public schools, we require students to meet or exceed Arizona standards, on the AZMerit. We also provide regular assessments based on the AZ Standards with staff review of results leading to tutorial support as needed.

At Las Puertas, students will develop the knowledge base, motivation, and skill sets needed for success in college and their future careers. At Las Puertas we provide a standard's based college readiness curriculum.

Special Needs

A student who has been found eligible for special education, a 504 plan, or English Language Learner status will receive supports and services as identified through an Individual Education Program that is planned and designed to provide an appropriate education. Students will participate in the single-track curriculum to the maximum extent possible. Specific information regarding these programs is available in the school office.

Academic Support and Interventions

Because Las Puertas has a single track approach in which all students are in the same core classes, differentiation of instruction (teaching to each student's needs) will be a key aspect of supporting our diverse student population.

Project Based Learning supports this approach as it recognizes different learning styles, multiple intelligences, and current achievement levels while building on students' individual strengths.

The benchmark assessment program is designed to provide timely feedback to teachers and students so interventions may be initiated promptly. All interventions will build on the strengths of the student so as to optimize chances for success. When it becomes apparent that a student needs extended opportunities in order to master the Arizona College and Career Ready Standards in a course, the teacher and academic intervention team:

- reviews assessments of mastery of standards and critical learnings
- reviews records of previous decisions concerning academic progress
- develops an intervention plan to positively impact student learning which could include after or before school required tutoring sessions, or required Saturday school sessions
- closely monitors student progress
- communicates regularly with parents on progress made

Students who are not yet ready for high school in all subjects will participate in the Jump Start program. They begin taking specific high school level classes for which they are prepared, but will not be promoted to 9th grade until they have successfully completed all 8th grade requirements.

Evaluation System and Grading Scale

The evaluation system at Las Puertas is designed to inform students and parents as to the progress students are making toward becoming college, career, and community ready. The following policies will be used at Las Puertas for determining a student's grade.

- A student's overall grade for the end of a block is determined using a weighted scale. 20% of the grade comes from attendance and participation. 30% will come from the process of learning (homework/classwork), and 50% of the grade comes from the demonstration of mastery of the concepts (tests/quizzes/projects).
- Late or missing work will be accepted or made-up based on the individual teacher's policy approved by administration.
- Students will not receive credit for unsatisfactory work. Credit will not be given for an overall grade of D (60%-69%, unsatisfactory, approaching standard, learning in progress). If a student falls below meeting course requirements they will receive an NG (No Grade) until satisfactory progress is made. The manner in which a student meets course requirements will be handled on a case by case basis. Students may be eligible to make up parts of a class to earn credit, or may be required to retake the entire course. The decision will be made by an academic team which will include the class teacher. Students and parents will be made aware of the team's decision and the student may be placed on an academic contract.

Middle School Promotion Requirements

- 3 credits of Language Arts
- 3 credits of Mathematics
- 3 credits of Social Studies
- 3 credits of Science
- 6 credits of Electives

9th grade course requirements

- 1 credit of English/Language Arts
- 1 credit of Mathematics
- 1 credit of Environmental Science or Biology
- 1 credit of Social Studies
- 2 elective credits including health/physical ed

10th Grade course requirements

- 1 credit of English/Language Arts
- 1 credit of Mathematics
- 1 credit of Environmental Science or Biology
- 1 credit of Social Studies
- 2 elective credits including health/physical education

Transcripts and Transfers

A transcript of classes taken and the credits earned from those classes will be issued when a formal request from another school is received. Students who transfer to other schools should check with those schools to see how their credit system compares with the Las Puertas credit system.

School Culture

At Las Puertas students and staff are safe, included equally, valued for their unique strengths and abilities, and treated with respect. Students and staff are part of a productive shared learning community where each individual is supported to meet their greatest potential. The following components are essential to the development of this learning community:

- RESPECT
 - All members of the learning community feel included and are treated with dignity
 - All members of the learning community are asked to respect themselves, to respect others, and to respect the learning environment
- TRUST
 - All members in the learning community feel connected and are actively building meaningful bonds and relationships with each other
 - All members of the learning community are asked to be proactive to create physical, social, intellectual, and emotional safety.
- RESPONSIBILITY
 - All members of the learning community are asked to be responsible to themselves, to their family, and to the community

Expectations for Students

All learners at Las Puertas are expected to help support the learning community. This will allow us to respect each other, learn together, and work together. These expectations will be reinforced by both StrengthBuilding and a behavioral intervention process which will ensure the cultivation of a safe, productive, learning community. The creation of this environment is the joint responsibility of students, staff, parents, and community.

The best approach to create a safe, productive, learning environment is to prevent misconduct before it occurs. A StrengthBuilding environment encourages all of us to conduct ourselves in a positive, helpful way. School staff will create StrengthBuilding relationships with and between students, engaging them actively in their lives and their learning.

All learners will be held accountable to behave in positive, encouraging ways. Therefore when a student decides to behave in a way that is not aligned to StrengthBuilding, interventions will be implemented in order to restore the

safety and productivity of the learning environment. The interventions will be reasonable, timely, fair, age-appropriate, and include input from the student. **Examples of behaviors and possible interventions can be found in the Behavior Intervention Matrix (See Appendix A).**

Expectations for Staff

All Las Puertas teachers are highly qualified experts in their subject fields as well as the art of instruction. They ensure that all students receive the education necessary to meet or exceed standardized testing requirements.

Expert teachers establish caring relationships with students. They encourage students to take responsibility for their own education, make decisions, and develop as capable, contributing citizens and scholars.

Specifically, Las Puertas staff:

- Practices and models StrengthBuilding with students, families, and fellow staff
- Ensures a welcoming environment and reliable support for all students
- Holds high expectations for themselves and all students
- Communicates with students as capable people - treats all students with respect
- Instills a learning mindset and self-motivation in the classroom
- Creates highly dynamic, interactive, StrengthBuilding classes
- Integrates reading, writing, technology, and leadership skills across the curriculum
- Ensures that students are appropriately challenged for maximum personal growth
- Encourages students to take advantage of the tutoring, academic coaching, and support that is offered before and after school and built into Las Puertas' elective choices
- Maintains regular communication with parents/guardians concerning both student progress and achievements

Intention

Our Intention is the meaning or purpose behind our actions/behaviors. It is “WHY” we do the things we do. Intention may be conscious or unconscious. In order to be meaningful and attainable, your intention must be something you can control. You only have control of yourself. If you choose to let it, your Intention can direct your actions.

At Las Puertas we are Intention driven. Each of us will identify our Intention and align our goals, behavior, attitude, and efforts accordingly.

Healthy Choices

Las Puertas strives to uphold and model healthy choices. We are committed to maintaining a learning environment conducive to the intellectual, physical and personal development of students. We recognize the inherent risk to the learning community associated with the use of alcohol and other drugs. Las Puertas will educate students on healthy choices and the negative impacts alcohol and other drugs have on the individual, family and community. Because of the dangers alcohol and other drugs pose to the safety and welfare of our learning community their use and presence on our campus will not be tolerated. If a student chooses not to make healthy choices concerning alcohol and other drugs, interventions will be implemented to restore the health and safety of the learning environment. Possible interventions are listed in the behavior intervention matrix.

Las Puertas is committed to the whole student mind and body. We promote a healthy nutrition--food and beverage program for our students and staff. Classroom policies and procedures will promote healthy choices. Students will have the opportunity to participate in a variety of physical activities and wellness programs as part of the curriculum.

Parent/Guardian Involvement

Parents and guardians have many avenues for participation in the education of their children. The most important avenue for involvement is to be knowledgeable about what their children are learning in each subject. Parents/guardians can also support learning by making themselves aware of grading criteria and syllabi for each of their child's classes. In addition to regularly scheduled meetings, parents/guardians may request a meeting for a conference with the child's academic team. When appropriate, a student conference may be initiated by the faculty team, the student, or the parent(s)/guardian(s).

Parents/guardians with specific concerns about school policy and/or procedures are encouraged to make an appointment with the Principal.

Parent organization

Another avenue for involvement is the formation of a parent support organization. This would be a group of parents who meet regularly with Las Puertas administration and faculty to help develop effective ways of supporting the mission and goals of the school. Any parents interested in joining or forming a parent organization should contact the administration.

Communication

Communication between the home and school is vitally important to the health and well-being of each student. Communication may be initiated by either parent/guardian or staff. This can be accomplished through a variety of methods i.e. e-mail, phone calls, newsletters, etc.

The health and safety of your child is extremely important to us. Therefore, the completion of the Emergency Card and maintaining updated contact information is essential for safety and communication. Please be sure to notify the school when information on this card needs to be updated.

Harassment

StrengthBuilding recognizes and honors the strengths of all members of the community creating a school climate of mutual respect, support, and encouragement. The result is that no bullying or harassment of any kind is permitted on our campus. Las Puertas is committed to upholding the rights of all students and staff with respect to ethnicity, race, color, religion, national origin, gender, sexual orientation, age, and/or disability.

Bullying

Las Puertas is committed to a safe and productive learning community. Bullying by individuals or groups against another person with the intent to harass, put-down, ridicule, humiliate, intimidate, or harm through verbal or written communication, cyber-bullying, physical acts, or other intimidating behaviors is prohibited and will be met with immediate intervention.

Sexual Harassment

Las Puertas is committed to an environment where all members feel respected and honored. Sexual harassment is unwanted, unwelcomed behavior of a sexual nature. Sexual harassment is any act or comment, which is of a sexual nature that makes another person feel uncomfortable.

Sexual Harassment may take many forms. Here are a few examples:

- Displaying gender-offensive items, photos, posters, etc.
- Inappropriate gestures, touching or groping
- Sexual remarks, suggestions, or spreading rumors
- Pressure for unwanted activities or encounters
- Offensive jokes, language, teasing, whistles, or catcalls
-

Schools are required by law to maintain an environment free from harassment. Las Puertas Community School is committed to the safety and well-being of all members. Students or parents/guardians who suspect acts of bullying or sexual harassment should report the matter to the Principal or other school staff immediately. School personnel will investigate all reports of sexual harassment or bullying and will take immediate and appropriate action.

Learning Environment Expectations

Within our StrengthBuilding community, teachers develop positive relationships with students and provide them with a meaningful, rigorous, and encouraging learning environment. Through StrengthBuilding, teachers and students design and manage policies and procedures that demonstrate care, acceptance, and support for one another. Teachers will:

- Establish a common set of specific behavioral expectations with students to support Las Puertas learning community
- Establish procedures with students that identify the sequence of steps the teacher will follow when a student chooses not to align words or actions with the established behavioral expectations
- Model and practice the classroom expectations using StrengthBuilding which demonstrates support for the learning community
- Maintain the dignity of all students at all times whether or not the student is present

Appropriate Use of Technology

In order to promote academic excellence and to prepare students to live and work in the 21st Century, Las Puertas provides each student with a computer for school and home use. Each year students will be required to sign an Appropriate Use Agreement (AUA). Students under the age of 18 must obtain parent/legal guardian acknowledgment of the provisions of the AUA.

We understand the importance of Internet/computer safety. Information on this subject will be made available to students and parents throughout the school year. The appropriate use of the computer is an expectation for all students. Inappropriate use may result in the loss of this privilege.

Any electronic devices (cell phones, music players, game systems, etc...) that are not being used for instructional purposes must be turned off and put away during the entire instructional day. This helps to ensure an uninterrupted instructional day and also protects student privacy. Repeated use of unauthorized electronic devices may result in confiscation of the device and/or behavioral intervention. Students may not receive calls or messages from outside the school during the instructional day. Emergency calls are to be directed to the office.

Academic Integrity

Students at Las Puertas are expected to maintain academic integrity. This integrity is jeopardized when students obtain or assist others in obtaining credit for work that is not their own. The following are considered acts that do not demonstrate academic integrity:

- **CHEATING:** Cheating is giving or receiving unauthorized aid or assistance on any form of academic work.
- **PLAGIARISM:** Plagiarism is copying the language, structure, idea and/or thought of another, and representing it as one's original work.

Attendance Expectations

We are excited to have you as an active, every-day participant in our learning community!

At Las Puertas every-day participation is crucial to academic success. We believe that all children have a desire to learn. Our academic approach will inspire student participation. Timely attendance at school is the responsibility of the student and his or her parent/guardian. We expect 100% attendance and participation in order to benefit from the educational experience offered at Las Puertas. Active participation and reflection on learning will be a component of each student's grade. When students are absent, their work, participation and reflection will need to be made up according to classroom and school policy. Failure to make up the work, participation and reflection may result in students being unable to earn credit. Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration.

Attendance Requirement

Students are required by state law (ARS 15-802 and 803) to be in attendance every school day until they reach the age of 16. State law also requires parents/guardians to authorize student's absence from school and to notify Las Puertas in advance or within 24 hours of the absence. A parent/guardian is required to contact the school office within 24 hours of an absence. School absences will be excused for the following reasons:

- Illness
- Medical
- Family emergency
- Death in the family
- Religious observance
- Court and legal matters
- Extended out-of-town travel, when arranged with the school office

Extended/Severe Illness

An extended severe illness is one that results in a student missing more than three (3) days of school or when illness symptoms include fever, vomiting, and/or flu like symptoms. To maintain a healthy school environment, students should return to school when symptom free. All cases of extended/severe illness will be reviewed on an individual basis. Extended illness situations may require a letter from a healthcare provider. Individual learning plans may be arranged in the case of emergencies or serious illness. These must be approved by the teaching team and the Principal.

Tardy or Early Release

Students will not be released during the school day to anyone other than the parent/legal guardian without advance permission. This will be verified during the day at the contact number you have provided on the emergency form. We ask that you keep the late arrival or early release to a minimum so that the academic program is not interrupted.

Class absences are defined as not attending a scheduled class, being more than 20-minutes late to a class, or leaving a class early.

Missed Assignments

Excused Absences: It is the student's responsibility to make arrangements with their instructor to make-up work, participation and reflection or to get work in advance of missing class.

Unexcused Absences: Work, participation and reflection, or exams missed due to an unexcused absence is expected to be made up, however, scoring will be according to the teacher's policy

Campus Safety

Leaving Campus During School Hours

A student may not leave campus during school hours for any reason except under the following circumstances:

- The student is under the supervision of a staff person and has parental permission
- The parent or guardian personally picks up the student and signs out the student in the office
- No adult may sign out a student other than their own without written permission from the student's parent or guardian or if listed on the student's emergency card

Field Trips

All parents must submit the field trip permission form. Forms are available in the main office. The field trip permission form is for trips to the library, local museum, theaters, and neighborhood excursions for field study. Out of area trips require a signed parent permission slip. Out of county trips require governing board approval, notification to our insurance carrier, and a notarized medical release form signed by the student's parent or legal guardian.

Las Puertas policy is to use school-provided transportation for field trips when it is available. Parents may serve as drivers in certain cases. When using a bus for field trips, the bus driver is responsible for the safety of all students on the bus. The driver of the bus has the same authority as any teacher or administrator in the school. The laws regarding bus safety, driver training and licensing, and student behavior are state and federally

mandated. Inappropriate behavior such as standing up on the bus, waving to other drivers on the road so as to distract them, sticking any part of the body out of the bus, coming too close to the bus by students who are not riding are all violations of the code. There is no eating or drinking of anything but water in approved containers on the bus. Students who violate this responsibility have violated the Code of Conduct and are subject to disciplinary measures.

Withdrawal

In the event that a parent or legal guardian withdraws a student from Las Puertas during the school year, the following procedures apply:

1. The parent or legal guardian must request an Official Notice of Pupil Withdrawal (ONPW) per A.R.S. Title 15827
2. The withdrawal date on the ONPW shall be the same as the last date of attendance recorded in the official school attendance log.
3. Credit will only be issued if the student has completed all class requirements for the semester. If a student is passing but withdraws before the end of a semester he/she will receive a form listing the classes attended, the dates of attendance, and a P for pass in middle school or a current grade in high school for each class. If the student is not passing a class or classes, he/she will receive a No Credit Earned (NCE) for each class the student is not passing.
4. Las Puertas will forward transcripts of all completed semester work to the student's new school upon official request by that school. If the student withdraws before the end of the semester, Las Puertas will send the transcript and the form described above. Students who withdraw will be treated as new students if they decide to re-enroll.
5. Parents may request copies of their student's evaluations for themselves. Refer to the annual notice of the Federal Education Rights Privacy Act (FERPA) that is at the end of this handbook.

Photo/Information Release

A photo and media release form will be provided for all students. Occasionally a student's photograph/image is used for official school publicity. Publicity may include the school's website, newsletter or local newspaper. Parents may request that their student not be included in the publicity by checking the related box on the standard release form.

Guardianship

The school office should receive a copy of any court order specifying guardianship or any other court mandated instructions that impact the education and school safety of a student

Medication

Medication may be administered at school when necessary. This requires the Permission to Administer Medication form and the medication in the original prescription container. The student is not allowed to bring the medication so arrangements must be made by the parent/guardian. Students are not allowed to have or administer their own medication. Please note that prescription drugs are considered to be controlled substances and may not be shared with anyone else.

Visitors

Las Puertas is a closed campus. All visitors must report to the main office upon entering campus. Parents who wish to see a teacher, an administrator, or visit a classroom must make an appointment.

Immunizations

State law requires that immunizations be completed and a record provided in order to attend school. Information regarding immunization requirements will be updated and provided in the enrollment/registration information each year.

Calendar and Schedule:

Las Puertas will be open from early morning until late evening and often on weekends in order to serve a wide variety of needs for our students and community. The school schedule requires a longer instructional day for all students as well as opportunities before and after the expected instructional day. We have a 2 day calendar.

Classes meet Monday, Tuesday, Thursday, Friday from 9:00 am – 4:00 pm

Classes meet Wednesday from 9:00 am – 2:00pm

Please see Appendix C for our Daily and Wednesday Schedules

School Governance

The LEA, StrengthBuilding Partners is a public, not-for-profit 501(c)(3) corporation legally recognized by the Arizona Corporation Commission and the Internal Revenue Service. Las Puertas Community School is supported with public funds appropriated by the Arizona legislature. The Arizona Charter School Board is the charter authorizer.

School Governing Board Information

The function of the governing board is to insure financial responsibility for the school, to review the mission and goals of the school, and to set and review policies of the school. The board does not work in the day-to-day administration of the school.

The board does have the power of student expulsion and must authorize expulsion of any student that warrants this serious disciplinary action.

The board does not accept requests to change grades or placement and retention or promotion of students. The board will not hear appeals on any lower level disciplinary actions. The board will hear requests from parents to insure that Las Puertas policy was properly implemented in the areas of evaluation, promotion, retention and discipline.

If parents/guardian/court-appointed advocates want the board to review policy procedures regarding their student, they must give the board 30 days advance notice. The board will not take actions on the request during its regularly scheduled meeting without this advanced notice. Only persons who have legal standing for the child may make the request.

As stated in its charter, Governing Board members are members of the community who support the mission and goals of the school. Bylaws of the governing board, it's minutes, and financial reports are available for review in the school office. Interested parties must make an appointment to review records.

Open Meeting Law

The meetings of the school's Board of Directors will be posted in compliance with the Arizona Public Meeting laws and conducted accordingly. Regular meetings of the Governing Board are held on the Las Puertas campus and are open to the public.

The meeting schedule for the year is posted on the administration office window and Las Puertas website. The agenda is published and posted in the main office on the day preceding each meeting.

Annual notification will be given to the Arizona Secretary of State of the location of public meetings. Postings and notices will also be sent to Las Puertas parents and stakeholders. An open call to the public at each public meeting will allow individuals to address the board on any issue regarding school governance.

Appendix A

Behavioral Intervention Matrix

These conduct areas are severe and will result in a nine day out of school suspension and possible recommendation for expulsion. Parents and law enforcement will be notified.

- Selling or transfer/distribution of drugs or other controlled substances.
- Threats/Intimidation toward staff members
- Sale, use or possessing weapons or other dangerous instruments
- Creating a danger to the educational environment (e.g. pulling a fire alarm)
- Assault resulting in serious injury

These conduct areas are serious and violate the basic expectations of trust, respect and responsibility at a level that will result in 5 days out of school suspension and if repeated will result in immediate recommendation for expulsion. Parents will be notified. Law enforcement may be notified. A behavior contract will be developed with the student and parents with specific actions that are expected to be followed in order to prevent a repeat of these conduct violations.

- Possession/use of drugs, alcohol, or other controlled substances
- Stealing
- Hazing/bullying
- Sexual harassment (documented/repeated)
- Fighting
- Gang activity

These conduct areas violate safety standards and a sense of community that is central to Las Puertas philosophy. Parents will be notified. A short - term suspension or in-school alternative may be considered. A behavior contract will be developed with the student and parents with specific actions that are expected to be followed in order to prevent a repeat of these conduct violations. Repeat violations may result in long-term suspension.

- Inappropriate or vulgar language directed at a staff member
- Creating a hazardous situation
- Destruction of property
- Sexual harassment (1st offense)
- Intimidation towards students

These conduct areas violate the expectations of trust, respect and responsibility at a level that requires teacher referral for action. Parents will be notified. A short term suspension or in-school alternative will be required. A behavior contract will be developed with the student to include specific actions that are expected to be followed in order to prevent a repeat of the violation as repeat offenses may result in longer term suspension.

- Cheating/Plagiarism
- Vandalism
- Offensive language with reference to race, religion or sexual preference
- Defiance or uncooperative behavior
- Disrupting the educational environment
- Repeated ditching
- Gambling

These conduct levels create interruptions to the learning environment. Teachers will negotiate the consequence with the student and parent and may assign in-school loss of privileges such as lunch restriction. Repeat violations may result in referral.

- Excessive tardiness
- Inappropriate behavior
- Using profane or vulgar language
- Multiple dress code infractions
- Use of electronic communication inappropriate for academic activities
- Ditching – 1st offense
- Excessive display of affection
- Accessing inappropriate Internet sites or possession of obscene materials

Appendix B

Public Records/Student Rights

“Records” means all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics...made or received by any governmental agency in pursuance of law or in connection with the transaction of public business. (ARS 41-1350) Las Puertas Community School will follow the retention schedule as defined by the Records Management Division of the Arizona State Library, Archives and Public Records. A summary of the retention schedule can be obtained from the school office. A complete listing of retention schedules can be found at <http://www.azlibrary.gov/records>.

McKINNEY VENTO HOMELESS ASSISTANCE ACT

The school provides a staff person as a liaison for students in homeless situations. The liaison ensures the following:

- Children and youth in homeless situations are identified by school personnel and through coordination with other entities and agencies.
- Students enroll in, and have full and equal opportunity to succeed in the school. Families, children and youth receive educational services for which they are eligible, including Head Start, Even Start and preschool programs and referrals to health, mental health, dental and other appropriate services. Parents or guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Public notice of the educational rights of students in homeless situations is disseminated where children receive services under the Act. 1
- Enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act. Parents and guardians and unaccompanied youth are fully informed of all transportation services, including to the school of origin, and are assisted in accessing transportation services. The liaison will assist children and youth who do not have immunizations or medical records to obtain necessary immunizations or immunization and medical records.
- The liaison will help unaccompanied youth choose and enroll in school if a space exists. The liaison will coordinate and collaborate with State Coordinators for the Education of Homeless Children and youth and community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.

FERPA

Access to student records is governed by federal law (FERPA or the Family Educational Rights and Privacy Act). Parents and students 18 years of age or older, have the following rights in connection with records:

The right to inspect and review the student’s educational records within 45 days of the day Las Puertas receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Las Puertas may charge a fee for copies. The right to request amendment of education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask Las Puertas to amend a record that they believe is inaccurate. They should contact the school Principal in writing, clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if Las Puertas decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed as an administrator, supervisor, instructor, or support staff member (including contracted specialists and health, medical

or law enforcement personnel); a person serving on the Board; a person or a company whom the School has contracted to perform a special task (such as a contracted education consultant or teacher, attorney, auditor, medical consultant, or therapist); or a parent or student serving an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the information is needed in order to fulfill his or her professional responsibility. Las Puertas will send school records to another school upon official request only if the parent has signed the new school's official request form. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Las Puertas to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is the following:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

CHILD FIND POLICY

- As a further duty, Las Puertas will define and pursue efforts to see that: All children with disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method will be developed and implemented to determine which children are currently receiving needed special education and related services. The program also applies to highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though they are advancing from grade to grade. To carry out these duties, assigned Las Puertas personnel will:
- Maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction of the availability of special education services.
- Implement screening activities for all newly enrolled students and those transferring in without sufficient records.
- Complete the screening activities within 45 days of a student's enrollment. Include in the screening consideration of academic or cognitive, vision, hearing, communication, emotional, and psychomotor domains.
- Maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated.

THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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 healthcare 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 1-800877- 8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013.

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

FREE APPROPRIATE PUBLIC EDUCATION (FAPE) POLICY

Las Puertas will ensure that all children with disabilities have the right to a free appropriate public education (FAPE). For the purposes of the IDEA, the term free appropriate public education or FAPE means special education and related services that:

- Are provided at public expense, under public supervision and direction, and without charge
- Meet the standards of the State Board of Education.
- Include elementary school, or secondary school education.
- Are provided in conformity with an individualized education program (IEP)

To discharge these obligations, administrative, professional, and support staff personnel will competently execute any applicable responsibilities of their positions to help assure that:

- FAPE is made available to each child with a disability, who is in need of special education and related services, even though the child is advancing from grade to grade
- Services in accordance with 300.121 are made available for a child with a disability who has been removed from his or her current educational placement for disciplinary reasons for more than 10 school days
- FAPE is available to students who have graduated, but who have not been awarded a regular high school diploma, and who were previously identified as a student with a disability in need of services

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding school conducted surveys, collection and use of information for marketing purposes, and certain physical exams. They include the right to the following:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by the program of the U.S. Department of Education (ED)
 - Political affiliations or beliefs of the student or student's parent
 - Medical or psychological problems of the student or student's family
 - Sexual behavior or attitudes Illegal, anti-social, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - Religious practices, affiliations, or beliefs of the student's parents
 - Income, other than required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exams or screening permitted or required by Arizona law
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- Inspect upon request and before administration or use:
 - Protected information surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - Instructional material used as part of the education curriculum

Appendix C

Bell Schedule

Hybrid/Regular Bell Schedule Mon/Tues/Thur/Fri

Period/Time			6th	7th	8th	9th	10th
1	8:50	10:00	Math Coach Will	Math Coach Will	Humanities Ms. T	Algebra Ms. Tracey	Humanities Mr. Rob
2	10:03	10:59	Science Coach Will	Science Coach Will	Math Ms. Tracey	Humanities Ms. T	Humanities Mr. Rob
3	11:02	11:58	Humanities Mr. Rob	Humanities Mr. Rob	Humanities Ms. T	PE Coach Will	PE Coach Will
4	11:58	12:28	Plus/Elective	Plus/Elective	Plus/Elective	Plus/Elective	Plus/Elective
lunch	12:28	12:58	Lunch	Lunch	Lunch	Lunch	Lunch
4	12:58	1:54	Plus/Elective	Plus/Elective	Plus/Elective	Plus/Elective	Plus/Elective
5	1:57	2:53	PE Coach Will	PE Coach Will	PE Coach Will	Humanities Ms. T	Geometry Ms. Tracey
6	2:56	4:00	Humanities Mr. Rob	Humanities Mr. Rob	Science Coach Will	Environmental Science Ms. Tracey	Environmental Science Ms. Tracey

Regular Early Release Wednesday (Hybrid: Wednesday will be virtual)

Week 1			Week 2		
Period/Time			Period/Time		
1	8:50	10:00	2	8:50	10:00
3	10:05	11:05	4	10:05	11:05
5	11:10	12:10	6	11:10	12:10
Lunch	12:15	12:45	Lunch	12:15	12:45
Project Time/ Plus	12:50	2:00	Project Time/ Plus	12:50	2:00

Distance Learning Class Schedule Monday-Friday

Period/Time			6th	7th	8th	9th	10th
1	10:00	10:30	Math Coach Will	Math Coach Will	Humanities Ms. T	Algebra Ms. Tracey	Humanities Mr. Rob
2	10:35	11:05	Science Coach Will	Science Coach Will	Math Ms. Tracey	Humanities Ms. T	Humanities Mr. Rob
3	11:10	11:40	Humanities Mr. Rob	Humanities Mr. Rob	Humanities Ms. T	PE Coach Will	PE Coach Will
4	11:45	12:15	PE Coach Will	PE Coach Will	PE Coach Will	Humanities Ms. T	Geometry Ms. Tracey
5	12:20	12:50	Humanities Mr. Rob	Humanities Mr. Rob	Science Coach Will	Environmental Science Ms. Tracey	Environmental Science Ms. Tracey
6	12:55	1:25	Plus/Elective	Plus/Elective	Plus/Elective	Plus/Elective	Plus/Elective

1:25 - 4:30: Asynchronous Instruction: Students will be working on assignments from the teachers and learning independently. Teachers will be available in office hours for students that need support.

Appendix D

Attendance and Truancy Policy

Attendance Policies

Regular attendance for each student is necessary for school success. Therefore, parents and the school are expected to assume responsibility for regular attendance. The regular attendance of a child of school age is required by law. Absences shall be excused only for necessary and important reasons including illness, death in the family, major family emergencies, doctor's appointments that cannot reasonably be scheduled during non-school time, and observance of major religious holidays of the family's faith. (A.R.S. 15-901(a)(1) Family vacations may be approved up to 5 days each semester if the student otherwise had excellent attendance so the total does not exceed 20 per year.

It is the parent/guardian's responsibility to notify the office at 546-9296 when your child is absent and give the reason for the absence or the absence must remain unexcused.

Reasons why the school needs to be contacted as early as possible:

1. The home and school need to know quickly if any child left home but did not arrive at school.
2. School district officials are required to know the reason for the absence for the Arizona Department of Education attendance accounting procedures.
3. All absences are initially entered as unexcused (A) by the classroom teacher. If the office receives a note or phone call providing an acceptable reason for the absence it is then changed to excused (X).

Regarding Absences:

1. **Please notify the office before 9:45 A.M. on any day that your child will not be in attendance, and by 9:00 A.M. if your child will be late.** A message may be left on the office voice mail at any time. (546-9296) Please include your child's name and the specific reason for the absence. If you notify the office by phone, a note is not required upon the child's return.
2. Late arrival or early release requires that the parent/guardian sign in/out the student in the office. (A.R.S.15-803A) Only those who are on the approved list for student pick up will be allowed to sign a student out of school. Reason for late arrival or early release may then be provided to the office staff.
3. When a student's absence for **personal illness** exceeds three consecutive days, a statement from a physician or health clinic must be provided.

Truancy Policy

Arizona law requires that a parent or legal guardian must ensure that their minor child between the ages of six and sixteen is in school for the full time school is in session, unless otherwise legally excused pursuant to A.R.S. 15-802 or 15-803.

Late Arrival and Early Release

Students who arrive late (after 9:00 or leave early before 4:00 (2:30 on Wednesday) fall under the tardy policy. When students are tardy they must report to the office for a late pass. This late pass ensures that the student's name will be removed from the absence report. If problems are contributing to the unexcused absences or tardies that we may help with, we welcome the opportunity to work with parents/guardians.

Consequences for chronic absences or tardiness/early release as follows:

Arizona regulations define 20 days per year as maximum days allowed for absences. This breaks out to 5 days per quarter or 10 days per semester we are in session.

1. After 5 absences or 7 tardy/early check out a “School Absence or Truancy Warning Letter” is mailed informing parents/guardians of their child’s attendance concerns. A meeting will be scheduled to discuss how to help the child with regular attendance.
2. After the 7th unexcused absence or 15 unexcused tardies a School Absence or Truancy Advisory Letter is mailed that requires the parent/guardian to contact the principal within 24 hours.

Academic Requirement: Classwork missed for any absences or late arrival/early release must be made up within 3-5 days after any absence. Tutoring on site and/or Saturday School may be required depending upon how much support the student may need. If it is not possible to arrange for transportation to participate in Tutoring or Saturday School schoolwork may be provided that may be completed on line at a computer center, library, or at home if the family has a computer and WiFi. Excessive absences with lack of make-up may result in the student being retained.