



Student/Parent Handbook 2020-2021

R.E.A.C.H.
for excellence



BOYS & GIRLS CLUBS
OF THE EAST VALLEY

221 West Sixth Avenue | Mesa, Arizona 85210 | (480) 844-3965 | FAX (480) 844-0205

Welcome to the Mesa Arts Academy

Our Mission

Mission Statement: No better place to learn.

Vision Statement: Be the premier learning environment for all students.

Our mission: The Boys & Girls Academy of Mesa, (a collaboration with Mesa Public Schools, the City of Mesa, and the Boys & Girls Club of the East Valley, housed at the Grant Woods Branch of Boys & Girls Club of the East Valley), has as its mission the providing of an excellent basic education for middle school students (K through 8th grades) through the use of an arts-based curriculum which provides a continuum of education using the mediums of art, drama, dance, music, etc., using techniques such as television and radio, which target the development of a heightened interest in continuing education, and the development to the fullest possible of the skills and talents of the youth attending its programs.

Our committed staff uses the latest technology to create an exciting environment where students discover and develop their talents and academic knowledge through the world of the arts.

This handbook contains a wealth of information parents need to help their children succeed in Mesa Arts Academy. The *Information and Guidelines* section and the school policy manual may not cover every situation. In the absence of specific direction school administrators have the authority to use their discretion. For details on any topic, parents may call 480-844-3965 for policy information over the phone or email miranda.koperno@bgcaz.org.

DEFINITION OF TERMS THROUGHOUT THIS HANDBOOK

“Parent” means a parent (*unless parental rights have been judicially limited or severed*), a legal guardian, or an individual acting as a parent in the absence of a parent or guardian.

“Policy” refers to a district Governing Board policy and administrative regulation.

“School administrator” means a school principal, principal’s designee, or assistant principal

School and Club Partnership

All students who attend the Mesa Arts Academy are members of the Boys & Girls Clubs of the East Valley. The Academy pays their club membership for the school year. We are excited this opportunity is available to our families. Staff from the Boys & Girls Clubs Grant Woods Branch and the Mesa Arts Academy will work together to promote and sustain our positive school climate and REACH goals. When Academy students enter the Club after school staff release them, it is understood that they will abide by Club rules. Every Academy parent or guardian must attend the orientation sessions provided by the Club so that you are aware of their procedures whether you intend to use the program or not.

Many Club staff members are present on campus during regular school hours. Club staff will work with Academy staff to ensure that all Academy discipline and safety guidelines are followed during school hours. Academy students may not access Club staff during school hours without first informing teachers.

Academy policies, rules, and discipline procedures apply to all Academy students during the time they are under the supervision of Academy staff even if it is outside of school hours. This includes students who arrive before the start of the school day and those who remain under the supervision of Academy staff after school for tutoring, homework help, or discipline issues.

Any student, who is on campus 15 minutes after the close of the scheduled school activities, will be taken into the school office, and parents will be contacted. 30 minutes after the close of scheduled school activities, proper authorities will be notified for any student still remaining in the office. The Academy does not provide after school child care. This service is offered on campus by the Boys & Girls Club for a monthly fee of \$60. Students who leave the Club without the permission from Club staff after school hours to go to the school office will be returned to the Club. Be aware that if you will be late to pick up your children, you must notify the office. **Please do not ask your children to bypass the system and wait for you in an unsupervised area.**

A Positive School Climate

The Mesa Arts Academy School Community (parents, teachers, students, and staff) believe that each person has the right to a safe, nurturing, and supportive environment that promotes creative growth and learning, and acknowledges the self-worth of each individual in the community. This belief is based on the following rights:

1. Each person has personal space that is not to be invaded without permission.
2. Each person has the right to feel safe and be free of rumor, slander, harassment, threat, and injury.
3. Each person has the right to bring charges against an offender and to receive satisfaction.
4. Each person has the right to defense against charges and to receive swift justice.
5. Each person has the right to learn and be successful.
6. Each person has personal feelings and the right to feel good about him or herself.
7. Each person has the right to develop his/her talents in a positive environment that promotes excellence.

In order to protect these rights, the Mesa Arts Academy has developed guidelines, which all community members are expected to follow.

Affirmation

“I have the power to create a great life for myself. I have high standards and always behave in a way that brings me closer to my goals of success in high school, college, and life. I follow the rules to keep my community safe and strong. To achieve my goals, I will follow the REACH values in the following ways...”

Expectations for Behavior

All members of the Mesa Arts Academy School Community will REACH for Excellence:

Respect: Recognize and show consideration for others values, rights, and needs.

Enthusiasm: Approach all work and play with a positive attitude and passionate spirit.

Achievement: Strive for excellence in whatever you undertake.

Citizenship: Exercise the rights, duties, and privileges of being a good citizen.

Hard Work: Do one’s personal best at all times.

Examples of acceptable and unacceptable behavior for students:

Respect

Acceptable	Not Acceptable
<ul style="list-style-type: none">● Honoring personal space.● Helping others.● Saying "please" and "thank you."● Expressing anger appropriately.● Caring for one’s own property, as well as others.● Working through disagreements using problem solving techniques or peer mediation.	<ul style="list-style-type: none">● Arguing with staff or other students.● Fighting, biting, hitting, pushing, or inflicting harm on others.● Using foul language or name-calling.● Horseplay or “play fighting.”● Insulting or teasing others.· Not waiting to be recognized and shouting out.

Enthusiasm

Acceptable

- Asking for help when it is needed.
- Actively participating in class.
- Demonstrating an eagerness to learn.
- Sharing knowledge and talents with others.
- Volunteering to help others and the community.

Not Acceptable

- Not fully completing assignments.
- Having a poor attitude.
- Complaining and whining.
- Making fun of others who are trying hard.
- Acting bored in class.

Achievement

Acceptable

- Completing homework and class work on time.
- Using class time appropriately.
- Striving for excellence in all work.
- Working to meet or exceed state standards.
- Setting high personal goals.
- Working to improve gifts and talents.

Not Acceptable

- Being unprepared for class.
- Accepting average grades when you can do more.
- Not following directions.
- Refusing to accept help and resources.
- Settling for mediocre achievement.
- Not completing required practice time.

Citizenship

Acceptable

- Arriving to school on time.
- Saying "please" and "thank you."
- Being prepared for class with all necessary books, supplies, and assignments.
- Ensuring notes and permission slips get to parents and are returned.
- Accepting consequences for behaviors without argument.
- Picking up after yourself and others.
- Setting a good example.
- Telling the truth at all times.

Not Acceptable

- Arriving to school late.
- Being rude.
- Arguing with staff or other students.
- Using bullying to make a student feel bad or scared.
- Using foul language or name-calling.
- Not returning notes and permission slips.
- Leaving homework materials at school.
- Inappropriate behavior in the presence of younger students.
- Littering, damaging or defacing school property.
- Not reporting harmful behavior you observe.

Hard Work

Acceptable

- Doing your personal best on every assignment.
- Working through difficult problems.
- Seeking understanding, not easy answers.
- Handing in neat papers on time.
- Double-checking all work that is submitted.
- Staying focused on assignments and turning them in on time.
- Completing homework assignments on time.
- Reading every night.

Not Acceptable

- Lack of effort.
- Late homework.
- Excuses for work that is not complete.
- Sloppy work.
- Wasting time in class.
- Missing tutoring sessions
- Not completing an assignment on time.
- Not volunteering when asked.
- Giving up.

Children will be honored monthly for demonstrating behaviors that contribute positively to our school climate by being invited to a “Caught-Ya” party.

Student Responsibilities

Students have the responsibility to:

Respect the rights of others to study and learn.

Students come to school for an education. No one has the right to interfere with the education of others.

Attend school daily unless ill or excused by the school.

Students have a responsibility to take advantage of every opportunity to learn so they can function effectively in society. Students who maximize their opportunities to learn are more successful in school and later in life.

Be on time for all classes.

Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.

Complete all in-class and homework assignments, and meet deadlines.

The primary responsibility for learning belongs to the student. Since everything that must be learned cannot be accomplished during the school day, there will be homework assignments. Education is an ongoing process that doesn't stop when the school day ends.

Come to class with necessary books and materials.

A teacher should not have to delay class because a student has come unprepared to begin work. This interferes with the rights of others to learn and study. Getting an education requires more than merely being in class; students are expected to actively participate in their learning.

Respect public property, and carefully use and return all materials and equipment.

Schools are a community's gift to its young people. It is wrong to abuse that gift. Responsible use of materials and equipment will preserve them for future students.

Obey school rules.

Rules are designed to ensure schools and classrooms are learning environments where students are safe and successful. Students have a responsibility to obey these rules so each student has the proper environment in which to learn.

Volunteer information, and cooperate with school staff in disciplinary cases.

Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To volunteer information and cooperate with school staff members are the obligations of a good school citizen.

Comply with legal responsibilities.

Students are to comply with policies and regulations, pursue the required course of study and respond appropriately to the authority of the teachers, administrators and Governing Board members.

Mesa Arts Academy Wellness Policy on Physical Activity and Nutrition

The Mesa Arts Academy is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and appropriate physical activity. The Academy recognizes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. We also know that good health fosters increased student attendance and involvement in education. We recognize that many of our students may be at-risk for a number of diseases later in life because of unhealthy eating habits, physical inactivity, and obesity. We also believe that education and modeling are the best methods of changing behavior and recognize the importance of involving all stakeholders, including community partners, in this process. We encourage parents when sending in snacks to consider foods that will support their child's nutrition such as fruits, vegetables, whole grain breads or cookies, 100% juice beverages, low fat dairy products, or water. See Appendix L for more information.

Therefore, it is the policy of the Academy that:

- We will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet their health and nutrition needs; will accommodate the religious, ethnic, and cultural diversity of the student body; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- The Academy will participate in the following federal school meal programs: School Breakfast Program, National School Lunch Program, and Summer Food Service Program.
- We will provide nutrition education and physical education that fosters lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school meal programs, and available community physical fitness programs.

A complete version of the Academy's "Wellness Policy on Physical Activity and Nutrition" is available in the school office for you to review. This policy will annually be reviewed and updated.

Information and Guidelines

A

Arrival and Dismissal

For safety's sake, students are not allowed on campus in the morning until staff supervision is provided at 7:00 AM.

When classes are dismissed, students who do not attend the Club or walk home must be picked up from promptly. Unless students are in after-school programs, supervision is not provided. **Students may not wait outside the school or Club buildings more than 15 minutes after school.** Do not tell your child to wait for you outside if you are arriving after that time. **Any student, who is on campus 15 minutes after the close of the scheduled school activities, will be taken into the school office, and parents will be contacted. 30 minutes after the close of scheduled school activities, proper authorities will be notified for any student still remaining in the office.** Please do not leave your car in an area not designated as a parking area even if it is running. This creates a safety hazard for students and other vehicles. **Cars left standing in a non-parking area will be ticketed.**

To and From School

It is the responsibility of the parents or Guardians to provide safe transportation for their child to and from school each day. Parents are encouraged to form carpools, walking groups, or other safe manners for children to come to school.

Bicycle and Walking Safety

Students must obey traffic laws and they should wear helmets when riding to and from school. Suspicious behavior observed along the way should be reported to a school administrator or police officer.

Bicycles should be locked when parked at school. Students should provide padlock and always lock their bike in the bike compound. **You may not ride your bike in the parking lot. Skateboards, scooters, and rollerblades may not be ridden on campus before during or after school.** Mesa Arts Academy and Boys & Girls Club of the Valley is not responsible for lost theft or damage.

Arts Program

Classes in the arts and multimedia technology are the heart of our Arts Academy. We believe all children are gifted and should be provided the opportunity to explore their talents in a safe environment that encourages personal growth.

This process begins in the elementary, K-5, with exposure to teaching artists from a variety of fields: dance, drama, performing arts, and visual arts. Students in grades 6th through 8th may audition into more advanced classes, while continuing to build a broad foundation in all areas of the arts and technology.

We hire elective teachers who are professionals in their fields. They show students the career options available for artists. They provide opportunities for students to showcase their talents through school and community performances, competitions, and displays. We encourage family support of these events. Student participation in performances for their classes is required and will factor into their class grade.

Each year, we offer an after school production to showcase our 4th - 8th grade students' artistic talents. Students may audition into this optional program. If your child is selected to participate, you will be required to sign a contract that supports that participation. Students in a production must attend all rehearsals and performances which are scheduled after regular school hours.

Asbestos Notification

The Asbestos Hazard Emergency Response Act (AHERA) requires all public and private elementary and secondary schools to inspect for asbestos in school buildings and to submit a report (management plans) to the State of Arizona. AHERA also requires that the Local Education Agency perform six-month inspections and to notify all parties concerned of any changes or updates. Parent / employee notifications must be made on a yearly basis. The management plan (MP) for the Mesa Arts Academy is located in the school office.

Assessment

The Academy offers state-mandated assessments and 3rd - 8th grades and other grades as required. We also utilize a variety of assessments to monitor student progress in math, reading, and language arts. This includes fluency assessments in math and reading. Benchmark testing offered at each grade documents student mastery of the standards. Assessment in the arts program includes both performance and written assessment. Results are used to monitor student progress and determine program effectiveness.

When looking at test scores, please remember that they are only one indicator of student performance. In addition to ability or achievement, test scores are

influenced by the child's motivation. Student portfolios contain evidence of skills taught and mastered throughout the year. Work folders are used as a more comprehensive measure of student achievement.

Attendance

Student attendance affects your child's ability to be successful in school. If children are not present, we can't teach them. Mesa Arts Academy offers a hands-on program that cannot be duplicated with a take-home packet. Students are required by state law (ARS §15-802 & §15-803) to be in attendance every school day. Students who miss more than 10% of the school year (18 days) may not receive credit for that year and will be considered for retention. Seventh and eighth grade students may lose credit for a subject or year if they are absent from that class for more than 10% of the time.

Absences

State law requires that you authorize your child's absence from school and notify us in advance or at the time of the absence. If children are absent without prior notice the school will make reasonable efforts to notify parents within the applicable time periods prescribed by law. We must have one or more telephone numbers to contact you during the school day. If one of your numbers change, let us know immediately. Parents are required to have a current emergency contact number on file at the school.

If it is impossible for you to notify us by the end of the school day of an absence, please notify us that the absence was authorized on the morning your child returns to school. If no notice is received by one day after your child returns, the absence shall be considered unexcused. **When a student is absent, he/she may not attend the Boys & Girls Club after school on the day of the absence.**

Please let us know if your child will be out of school for an extended period. If your child is absent 10 unexcused consecutive school days, he/she will be automatically withdrawn from school unless prior arrangements have been made with the school. For more information, see *Appendix A*.

If a student has three *unexcused* absences, a warning letter will be sent home and a parent/guardian will be required to attend a problem-solving meeting with school personnel. If attendance does not improve, a mandatory CUTS LITE pre-citation conference will be arranged with the parent (See *Appendix K*). It is important that parents let us know right away if their phone number changes.

Tardy Students

It is critical to each child's education that students arrive on time each day prepared for class. Students who arrive late miss valuable instruction time and disrupt other students. **Class starts at 7:30 A.M. Students must be in their classroom by 7:30.**

All students must come to the office for a late pass if they are not in class by 7:30 AM. They must be signed-in in the school office by a responsible adult (18 years or older).

Truancy

Attendance officers may talk to parents or students about the legal consequences of truancy. The school also sends parents warning letters. If students are habitually truant or excessively absent, parents and students may be cited and refer to the court.

Students are habitually truant if they have five or more unexcused absences. They are excessively absent if they have 18 or more excused or unexcused absence. Students who are absent for 18 or more days may be retained.

C

Cafeteria

Mesa Arts Academy participates in the non-profit National School Lunch and Breakfast program. If your child has a defined food disability, a note from your child's physician defining the disability and listing acceptable substitutions must be on file in the office.

The price for meals is provided at the beginning of each school year.

Reduced-price and free meals are available to students who qualify. Applications and information for this benefit are distributed to every student at the beginning of the school year. Additional applications are available in the school office throughout the school year. Meals must be paid in advance.

Meal balance notices will be sent home regularly. **Parents can opt into email notification. Please contact the office to complete a form.**

Proper nutrition is important to student achievement. Students are provided a school lunch and parents are encouraged to send healthy food that provides adequate nutrition for growing children. We encourage you to send nutritious drinks such as low fat milk or juice with your child's lunch as well as healthy snacks. Please look at the menu to choose which meals your child will eat. For more information, see *Appendices L and M*.

In accordance with federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audio tape, American Sign Language, etc...) should contact the agency, state or local, where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, AD-3027, found online at <http://www.ascr.usda.gov> under the tab *Complaint Resolution* and at any USDA office. Or write a letter addressed to the USDA and provide in the letter all of the information requested on the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by mail:

U.S. Department of Agriculture
Director, Office of Adjudication
1400 Independence Avenue, SW,
Washington D.C. 20250-9410

Or via fax: (202) 690-7442 or email at program.intake@usda.gov. This institution is an equal-opportunity provider.

Child Abuse

To ensure student safety, school employees must report suspected physical abuse, neglect, and sexual abuse to the Department of Child Safety (DCS) or the police. All reports are confidential records. Requests for information should be directed to DCS or the appropriate law enforcement agency.

The reporting law applies most often to adults abusing children. When students are accused of sexual harassment, fighting or bullying, we review each incident carefully for indications of abuse. The accusations may be investigated by the police for possible criminal charges-regardless of age or maturity of the alleged abuser.

People required to report reasonably suspected abuse are protected by state law from civil and criminal liability. If parents or students need assistance in relation to abuse, the Child Crisis Center of the East

Valley may help and they can be reached at (480) 969-2308.

Child Protective Services

Interviews by Child Protective Service (CPS) workers investigating abuse/neglect may be conducted at school. The parent of a student who is the subject of the investigation or a sibling of the student, by law, need not be given notice of such interviews. Such school officials may be present at the interview only if necessary for the investigation.

Law Enforcement Involvement

In cases where students are interviewed by law enforcement officers, the administrator shall make reasonable efforts to notify the student's parent of the interview unless the law enforcement officer refuses to allow notification. If the law enforcement officer refuses to allow a notification, the officer shall sign a form agreeing to notify the student's parent within a reasonable time. A school official shall be present during the interview, unless directed otherwise.

Communication with Parents

We share news of personal and school-wide interest and importance via the website, parent newsletters, and US mail. We also communicate through telephone, email, and text messaging notification systems. Please help us stay in touch with you by updating your mailing address, email address and phone numbers. We also invite you to join our followers on Facebook

Contagious Illnesses and Conditions

We want to ensure that students are in class as much as possible so that they are able to make adequate progress on their academics, but it is important to keep students home if they have a contagious illness. The flu is something that students face every year. It is important that if your child is afflicted with the flu, you keep him/her home. Please be aware of the following symptoms as they are indications that your child should not be coming to school. In addition, if your child develops these symptoms during the day, they will be sent home and should be kept home while they persist:

- A fever of 100.3° or higher
- Fever during previous 24 hours (**A child must be fever-free for 24 hours before returning to school.**)
- A combination of any of these symptoms without a fever: severe sore throat, cough, congestion, chills, headache, body aches, diarrhea, and vomiting (**A child must be**

vomit-free for 24 hours before returning to school)

Pink Eye

Pink eye is extremely contagious and if a child has any of the following symptoms, **they should be home until antibiotic eye drops are used for 24 hours:** the eye(s) appear red, burning and/or itchy sensation, eyelashes may be matted together, or a white/clear discharge present.

Lice

Unfortunately, head lice are a reality of any school setting. The Academy has a No Nit Policy. If a child should have lice or nits, lice eggs, the child will be sent home. Once a child has been sent home with lice, he/she may not return until he/she is nit-free. **A child may not enter the classroom without being checked in the school office.** If there are still nits present, the child will be sent home. In order to speed up the process of lice and nit removal, we recommend using a product called NIX, which leaves a residue on the hair, preventing infestation for two weeks.

Routine head checks for lice are performed on all students. Students found to have lice or nits will be separated from other students until they are picked up. Because this can be a very traumatic situation for students, we expect that students will be picked up within one hour of parents being notified.

Custody

We do our best to respect the child custody and visitation rights of separated or divorced parents, as prescribed in state laws and valid court orders. The custodial parent or parents with joint custody are responsible for providing the school with the most recent court order if child custody or visitation issues affect the school.

D

General Dress Standards

Dress and grooming standards promote school pride, self-esteem, the safety and welfare of students and staff, and the achievement of curriculum goals and educational objectives.

Kindergarten-5th grade

Uniform Tops

Students may choose either solid white, navy blue, or gray uniform polos (button shirt with collar). Students may wear school shirts, Spirit shirts and polos, any day. **Undershirts must be solid black, navy, blue, white, grey, or khaki.**

Uniform Bottoms

Students must wear solid navy blue or khaki **uniform bottoms. No jeans, or sweatpants, are permitted.** Students may choose from uniform pants, shorts, skorts, capris, or jumpers. **Leggings may only be worn under another bottom and must be solid black, navy blue, white, grey, or khaki.** All bottoms must be at least to the length of the fingertips when standing and letting arms fall comfortably to the side.

ALL Students K-8th Grade

In addition, all students will follow these guidelines:

- See-through clothing is prohibited. This includes jeans with holes, and mesh tops.
- Clothing items with an obscene or gang-related language or symbols are prohibited.
- Undergarments may not be exposed.
- Clothing items that display or advocate alcohol, drugs, weapons, or tobacco are prohibited.
- Clothing that interferes with or disrupts the educational environment or process is prohibited.
- Garments that restrict movement are unacceptable.

Clothing must cover the abdomen, back, and chest area. Tops that expose cleavage are prohibited.

Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disruptive to other students or staff.

Clothing that advocates or promote violence or terror is prohibited.

Specific Guidelines

Baseball caps, hats, or bandanas may be worn to and from school; however, they are not allowed during school hours with the exception of outdoor recess time in order to reduce sun exposure. **Under no circumstances may hats be worn indoors.**

Shirts or tops must cover waistband or pants or stay tucked in with no midriff or lower back exposed at any time when arms are raised to shoulder height. Undergarments including straps may not be visible at any time. Tank tops and other sleeveless tops are permitted only if the straps are wider than 2 inches and arm holes are no lower than 1 1/2 inches from the armpit.

Shorts must have at least a 2 in inseam and **extend to the tip of the students fingers.**

Pants must be worn at the waist area and must not drag on the ground. **NO sagging is allowed.** The width and length of the pant should not hinder walking or any

other movement. For 6th through 8th grade students only: any skin tight clothing, including tights, jeggings, yoga pants, and leggings may only be worn with a loose-fitting shirt that is mid-thigh in length.

Dresses, jumpers, and skirts must meet the same standards as shorts and shirts. Shorts **must** be worn underneath dresses, skirts, and jumpers so recess activities are not restricted.

Footwear must be worn at all times. **Closed-toed and closed heel shoes are required footwear and must firmly adhere to the foot. Sandals are never permitted.** Sports/athletic tennis shoes must be laced and tied securely. Shoes such as those with “wheels in the heels” and others that pose a safety hazard are prohibited. Dress-up shoes are appropriate on school-scheduled dress-up events such as honors assemblies. **PE and dance classes require proper footwear for participation at all times.**

School Shirts

Mesa Arts Academy will provide each **new student** with a school shirt. Students are encouraged to wear their school shirts every Friday and during school spirit events. **School shirts are REQUIRED for field trips. Parents may purchase shirts from the Mesa Arts Academy Parent Organization (MAAPO) or at (Website).**
www.marchingapparel.com/collectionsmesa-arts-academy

Dress Standards Violations

Students who violate the dress standards may be asked to do any of the following, depending upon the specific circumstances:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing/shoes brought to school.
- Remove the accessory.
- Sit out during recess or class (PE or dance) and lose credit for class that day.
- Parents will receive a warning letter notifying of student being out of dress code.

Repeated violations of the dress standards will result in disciplinary action.

Students in grades 6th - 8th who repeatedly violate the dress code for those grade levels will be required to wear a school uniform at all times.

Distribution of Materials

Information may not be distributed to other students or staff on campus without prior authorization from the

administration (e.g. announcements, pamphlets, newsletters, memos...)

E

Emergency Contact Form

We ask all parents to complete an emergency medical contact form for each of their children. Tell us how to contact you or another responsible adult if your child becomes ill or is injured at school. List any health problems including allergies to food, medicine, and insect stings. **Parents must inform the office if the address, home phone, business phone, or emergency phone number changes during the school year.**

If we cannot reach you during an emergency, we will call emergency medical professionals who may decide and ambulance should be called. The cost of these services is the parent's responsibility. During school hours, **we will not release a student to a non-custodial adult who is not listed in the emergency contact form. Photo identification is required.**

If circumstances change, please contact the school to update records immediately.

Emergency Response

School emergencies such as power outages, threats or neighborhood incidents, may require precautionary lockdowns or evacuations. Schools practice emergency response procedures regularly.

Our first concern is always the safety of students and staff. Parents can count on Mesa Arts Academy to provide resources such as security, transportation, food, water, and the added protection of police and fire officials.

The first information parents hear from the media or others may be inaccurate. Please do not contact the school. We will provide parents information via the school's communication system as quickly as possible.

Do not call or send text messages to your children. If they contact you, direct them to follow instructions from school officials.

Lockdowns

Lockdowns take place when there are safety concerns on campus or in the vicinity. During a lockdown, students and staff are secure in their classrooms. Do not go to the school. Office and classroom doors are locked and no one is allowed in or out. Children are not released from school without the authorization of police and/or fire officials. Please be patient and follow directions from the staff.

Evacuations

If an emergency responders believe students and staff would be safer off campus, school officials will follow established evacuation procedures for relocation to a predetermined site. The school provides additional supervision and students remain with their classes.

Sometimes, evacuations are brief and students quickly return to the normal school schedule. Parents should not go to the evacuation site. Additional individuals add confusion to the emergency situation and take the staff's attention away from students.

Reunification

The school cares for students in lockdowns or evacuations during the school day and beyond, if necessary. There may be times when parents are contacted and asked to pick up their children.

In a reunification, students are released to parents or other adults designated on emergency contact forms. **Photo identification is required.**

Enrollment

Students are accepted into the Academy on a first-come first-served basis, with siblings of enrolled students and continuing students given priority. A sibling is defined as a brother or sister, or minor residing in the same household. The entire registration packet must be completed before a student can be accepted for enrollment. If there is no space available for new students at particular grade levels, those children will be placed on a waiting list and their families will be notified as soon as an opening is available.

Equal Opportunity

Federal law protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex or disability/handicap. Federal law also prohibits discrimination in employment based on race, color, religion, sex, national origin, disability or age. Lack of English language skills shall not be a barrier admission or participation in school programs. Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provides protections against discrimination on the basis of handicap/disability.

F

Fees and Debt

Students and their parents must meet their financial obligations to the school. The school may use reasonable and cost-effective methods to obtain

payment of a delinquent debt or establish a payment plan.

School administrators may waive or reduce fees for economic hardship. A student with delinquent debt will not be denied education services or access to education records.

If students have an outstanding balance at the school, they may be unable participate in some school activities until the balance is paid.

Field Trips

Only students who are approved for a particular activity and they're assigned sponsors, teachers, coaches, and school-approved chaperones may participate in field trips. **School shirts are REQUIRED for field trips.**

Food Safety

All food brought onto campus for students to share at classroom celebrations or other group activities must originate from stores or commercial kitchens certified to comply with Maricopa County Environmental Services regulations. County regulations also apply to school sponsored functions such as barbecues, pancake breakfasts, and carnivals.

G

Grading Process

Mesa Arts Academy has a grading process to ensure a common, consistent reporting system for all students. Because students are assessed daily in their classes, it is critical that students are prepared for class each day. Subjects assigned an achievement grade are evaluated using the following scale:

Achievement Grade %	
A	Consistently meets curriculum standards at an outstanding level (90-100)
B	Generally meets curriculum standards at a high level (80-89)
C	Meets curriculum standards at a satisfactory level (70-79)
D	Meets some curriculum standards (60-69)
F	Fails to meet curriculum standards. If courses are credit bearing, no credit will be granted to a student receiving a final grade of "F" in course.

H

Harassment, Bullying and Hazing

Harassment, bullying and hazing are prohibited at school, in school vehicles, during school sponsored

activities, and while students are traveling to or from school.

Harassment means any abusive conduct that is directed at one or more students because of the student's actual or perceived race, color, national origin, religion, sex (including gender identity or sexual orientation) or disability and that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. It includes retaliation and sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment.

Bullying means any aggressive, intentional behavior carried out by a person or group repeatedly and overtime against a victim who cannot easily defend himself or herself. It may be verbal, physical or relational; and it requires an observed or perceived imbalance of power-such as physical strength or popularity-between the bully and victim.

Bullying includes **cyberbullying**, which means any act of bullying committed by use of electronic technology or communication devices including social networking and other internet communications, that occurs on school property or at a school-sponsored event; substantially interferes with a student's education; threatens the overall educational environment; or substantially disrupts the operation of a school.

Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate in, or remain in a school-affiliated organization or activity.

Students who believe they have been harassed, bullied, or hazed should report the behavior to any school staff member. All school employees must report such incidents. All reports are investigated and kept confidential. Students who engage in harassment, bullying, or hazing are subject to disciplinary action.

Homework

It is important that parents and school staff maintain daily communication about student progress, school expectations, homework assignments and long-range projects. Students will bring home a home/school folder or binder that contains deadlines, and communications from school. It is expected that parents will check and sign these in **grades K - 5th**. Folders/binders are checked for a signature upon arrival at school. Students may receive a consequence if the binder is not returned with a signature. Contact teachers for specifics.

For **6th - 8th grade students only**, students are expected to maintain a home/school binder. Communication between the school and parent will include phone calls, email, and letters. The daily signature can be set up upon request.

The Mesa Arts Academy believes that students should participate in afterschool activities. **K-5th** homework is to read with a family member, friend or independently. Reading logs will be sent home to help track students reading. The **6th - 8th homework** (study skills) extends and reinforces concepts taught in the classroom. In addition, it helps to establish good organizational and study skills. Please see teacher's homework policy. Parents, not school staff, are responsible for timely completion of homework. We expect that parents will support homework policies and ensure homework is returned on time. Homework does affect a student's grade average. Students who do not hand in homework on time maybe in danger of failure.

We want every child to be successful in completing homework. Parents may contact classroom teachers for strategies to ensure the work is completed and returned. The Boys & Girls Club provides a quiet place for students to work on homework Monday through Thursday.

Honor Roll

Children will be honored for academic, artistic, and personal achievement at assemblies.

Categories

- Principal's list - Straight A's in all classes including electives
- Honor roll - A's and B's and all classes including elected
- Citizenship Award (REACH Award)
- Most Improved Award
- Perfect Attendance

I

Immunizations

Arizona law requires documentary proof of immunity against certain childhood diseases for students entering a school for the first time. With some exceptions, students who lack documentary proof may not attend school until proof or an exemption form is provided or the child may be suspended until proof is provided. Parents should regularly review immunization records with their child's health care provider. Contact the school staff If you have questions about your child's immunization records.

L

Liability

Students who cut, deface, or otherwise damage any school property may be suspended or expelled from school. Parents will be liable for damage done to school property by their children including, but not limited to, school instruments and technology.

M

Medication

When it is necessary for the student to take medication during school hours, school personnel may cooperate if the following conditions are met:

1. Whether a prescription drugs or an over-the-counter drug, the medication must come in its original container. The pharmaceutical label must be on the container of any prescription drug and it must be in the child's name.
2. The parent must provide written and signed directions to the school for the medication to be administered. **Directions for administration must match the label on the bottle, or the medication will not be given.**
3. For students on campus, medication shall be kept in the school office. Provisions may be made for students to carry asthma inhalers on their person.

Designated office staff will administer any necessary medication, with exceptions made for such things as field trips or off-site activities. The school does not have a nurse on campus. **Any medication in the school office must be picked up by the end of the day on the last day of school. We will not send medication to the club. We will dispose of any medication left at the school by the next day.**

Over-the-counter medication and dietary supplements may not be given for longer than five consecutive days without a medical provider's prescription order.

The student may not carry other medication, including over-the-counter medications and dietary supplements on them. **All medications must be checked into the office.**

P

PE Excuses

All students are expected to participate in physical education activities. If your child is to be excused from P.E., a note from home or a doctor's office is required with a specific time frame.

P.E. activities require appropriate dress. Guidelines are provided at the beginning of each year. **Because we are in arts-based school, we strongly suggest that you send your child each day in athletic shoes and loose fitting clothing.** Students must wear athletic shoes to participate in all physical activities, including recess. For additional information, see *Appendix G*.

Personal Technology Devices/Items

Students are discouraged from bringing personal electronic devices to school, including but not limited to cell phones, portable video games, and portable music devices. If students choose to bring them to school, they must be turned off and put away upon arrival to campus and for the duration of the school day. **Classroom teachers will collect and store electronic devices until the end of the school day.** Students who do not follow these procedures will have their device collected and turned into the office the device will be returned only to the parents or legal guardians. **Mesa Arts Academy is not responsible for content on or damages to electronic devices, including theft.**

Mesa Arts Academy is not responsible for personal possessions that are brought on campus. Personal items that may not be brought to school include, but are not limited to, fidget spinner, toys, playing and trading cards, permanent, markers, slime, aerosols, and sprays (including spray or aerosol perfume and hygiene items.) If found, these items will be held until a parent/guardian can pick them up at the school office. **Unclaimed confiscated items will be disposed of at the end of the year.**

Police Interviews

Police may ask to interview students at school. If parents are being investigated for suspected child abuse or other criminal activity, we cannot notify parents without police approval.

In all other cases, we make reasonable efforts to notify parents in a timely manner unless directed otherwise by police. If we cannot reach parents, we allow the interviews unless students use to be interviewed or wish to speak with parents first.

If police want to take a student into custody during the school day, the school must comply. In that case, the school would no longer have jurisdiction over the student. The school shall make a reasonable effort to notify parents if a student is taken into custody, unless the police direct otherwise.

Publicity

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 and these events by filling out the necessary form in the registration packet or in the office.

Because the school cannot ensure that your child will not be photographed at specific times, understand that by denying a photographic release, a student might not be able to attend field trips, participate in photography class, attend school assemblies and special events, and will be removed from class if news media are on campus.

R

Returned Check Fees

When a check is written payable to Mesa Arts Academy, and in the event the check is returned unpaid, the amount charged shall be the amount of the returned check plus a \$25 fee, as allowed by law. Payment will only be accepted in cash or money order after there has been a returned check.

Report Cards and Conferences

Report cards are issued four times a year after each nine-week grading period. In the fall and spring, we will schedule parent-teacher conferences. This is the time when parents and teachers discuss students, their progress in school, and their special needs. Parents are required to attend conferences twice a year. Parents may schedule additional conferences during the year by calling the office.

S

Staff Safety

Arizona Statute ARS §15- states, "A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor."

Safety Exercises

Mesa Arts Academy has procedures in place to handle emergency and crisis situations. Mesa Arts Academy holds regular exercises to practice secure-in-place and evacuation procedures. In the event of a civil emergency, Mesa Arts Academy will work closely with city, state, and federal emergency officials. The Academy has a response team to assist staff, students, and parents in preparing for, responding to, or recovering from a crisis. During a crisis affecting the

school, you can access updated information by calling the Boys & Girls Clubs of the East Valley administrative office at (480) 820-3688.

Student Records

Access to educational records is governed by federal law, Family Educational Rights and Privacy Act. See *Appendices C-E*. Parents and students 18 years of age or older, have the following rights in connection with records:

1. To inspect and review the student's educational records.
2. To request amendment of student's educational records to ensure the records are not inaccurate, misleading, or in violation of student rights including the right to a hearing, if necessary.
3. To consent to disclosure of personally identifiable information contained in the student's educational record, except that information deemed "directory information" may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent.
4. Disclosure may also be made without consent in certain circumstances allowed by FERPA.
5. To file a complaint with the US Department of Education go to the website, <https://studentprivacy.ed.gov/file-a-complaint>, and follow the instructions.

Divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. If there is a custody concern, it is your responsibility to provide legal documentation.

If you would like to request a copy of your child's records, please notify the school office in writing at least 24 hours in advance.

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

Student Retention

Local school boards are required to set standards consistent with state guidelines for promotion from grade to grade. If your child's homeroom teacher believes your child will benefit by staying in his or her current grade, he/she will contact school administration. You will be involved in meeting with the teacher, the principal, and other staff members involved in your child's education. However, state law

provides that final promotion-retention decisions are made by the classroom teacher. If you choose not to accept the teacher's decision, you may request in writing that the principal review the decision. The Academy's retention policy is available in the school office.

U

Universal Precautions

Because of the risk in the general population of communicable diseases, Mesa Arts Academy has instituted "universal precautions" which are recommended by the Center for Disease Control. To safeguard students and staff, employees are instructed to regard all body fluids as potentially infectious, to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly and to report injuries. Students are instructed not to touch blood or body fluids and to seek adults for assistance.

V

Visitors

Visiting parents and guardians are welcome on campus. Visitors need to check in at the office and wear a visitor's badge. Visitors are not permitted in the classroom during testing. We will not assume supervision or liability of students not enrolled at the Academy.

Volunteering

We strongly believe that parent involvement is critical to creating a strong, positive school climate. We therefore encourage each family spend as many hours as they can by volunteering in school activities. There are many ways to earn volunteer hours. See *Appendix H* for important information.

Technology and Internet Use

The academy provides computers/Chromebooks and Internet access to support the educational mission of its schools 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 reasonable precautions will be taken to supervise student use of the Internet, Mesa Arts Academy cannot prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school. The school also is not responsible for the accuracy or quality of information that students obtain through the Internet. ***Parents may opt to not allow their child to use computers or the Internet while at school. Parents who wish to exercise this right should notify the Academy Administrator 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 Administrator 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 or other supervising staff members when accessing the school's computers, networks and Internet services.

C. Prohibited Use

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

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 or activity that violates other Governing Board policies, procedures and/or school rules.
3. Violating Copyrights: Copying or downloading copyrighted materials without the express authorization of the student's teacher or principal.
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, publisher and Web site must be identified.
5. Installing software: All software must be preapproved by the IT department.
6. Copying Software: Copying or downloading software without the express authorization of the student's teacher or principal.
7. Non-school Related Uses: Using the school's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes.
8. Misuse of Passwords/Unauthorized Access: Sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts.

9. 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.
10. Unauthorized Access to Chat Rooms/News Groups: Accessing chat rooms or news groups without specific authorization from the supervising teacher.
11. 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 or Boys and Girls Club of the East Valley.

D. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and Internet services owned 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.

E. 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 these policies relating to computer use, including investigation of violations.

F. 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.

G. Student Security

A student will not reveal his/her full name, address or telephone number on the Internet without prior permission 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.

H. System Security

The security of the school's computers, networks and Internet service is a high priority. Any user who identifies a security problem must notify a supervising teacher. The user will not demonstrate the problem to others. 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.

Guidelines for Student Behavior

To protect the rights of all children, it is important that parents and students understand the consequences of misbehavior. The Mesa Arts Academy guidelines promote consistency in discipline and provide a safe and pleasant environment for all students. **Please understand that Arizona law allows the school to hold students accountable for their behavior on school property at any time, at school-sponsored activities, on the way to and from school, and in other locations off school grounds if their behavior has a negative impact on other students, teachers or school activities.**

First, in all student discipline matters, the school administrator speaks with students to gather information about what happened and whether the Guidelines for Student Behavior were violated.

This discussion may occur without parent participation or consent. The parent is notified if the school takes any disciplinary action other than an informal talk or conference with the student.

When an eligible student with disabilities engages in misconduct that could result in suspension or expulsion, the school follows state and federal laws governing suspension and expulsion of such students.

DISCIPLINARY ACTIONS

Students involved in inappropriate behavior are subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials. Misconduct may also result in suspension or loss of the privilege of participation in extracurricular activities.

ACTIONS USUALLY INVOLVING THE TEACHER

Informal Talk

A teacher or school administrator talks with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

Coaching

Students will complete a reflection sheet. School staff trained in the coaching model will review the sheet and talk with the student. The goal of these sessions is not to provide consequences, but to help the student find within him or herself alternative behaviors for the ones chosen. The parent may be notified.

Cool Down Pass

A child who has trouble controlling his/her temper may be issued a cool down pass. This pass gives the child the opportunity to remove him/herself before an outburst should occur. A child who is feeling uneasy may use the pass to leave the room. The pass must be presented to the teacher, and the student must go to the pre-determined area to "cool off." The child is responsible for any work missed. The pass may not be used if a child has broken a school or classroom rule.

Discipline Conference with Student

A conference is conducted with the student, the school administrator and/or the teacher to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent may be notified.

Conference with Parent

The parent is asked to attend a conference with the student, school administrator and other school officials to develop a plan for changing the student's inappropriate behavior. The parent and student receive a written copy of the plan.

Timeout

Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. In timeout, the student is assigned by the teacher to a location isolated from his or her classmates. This is usually another classroom.

Restriction of Privileges

Inappropriate behavior may result in the restriction of a student's privilege to participate in playground, cafeteria or specific special activities. The parent is notified.

Detention

A student may be detained after school to make up work or for disciplinary reasons. The parent is notified about a student's detention, and arrangements for travel from school to home are discussed with the parent before a student is placed in detention.

Removal from Classroom

State law allows a classroom teacher to remove a disruptive student from the classroom and request that a staff committee determine whether the student should return or be reassigned to

another classroom. The placement of a disabled student is not affected by this procedure

ACTIONS USUALLY INVOLVING SCHOOL ADMINISTRATOR

Community Service

Community Service may be assigned for inappropriate behaviors or as a consequence for destroying or defacing property. A child may be required to clean school property, repair damages they have done, assist with lunch clean-up, pick-up trash or other duties. Inappropriate behavior negatively impacts our school climate. Community service provides the opportunity for students to have a positive impact on the school environment

Restitution (Liability)

Under Arizona law, parents may be liable for damage to school property done by their children.

Remainder-of-Day Release to Parent

The student is released to the custody of the parent for the duration of the school day.

Short Suspension

School administrators may suspend a student for 10 school days or less. The student is informed of the alleged violation of school rules and is given an opportunity to respond. There is no right to appeal a short suspension to any person other than the school administrator.

When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. **During any off-campus suspension, a student is not permitted on school property or at school or Club functions.**

Long Suspension

In addition to a short suspension, the school administrator may impose a long suspension. Suspensions exceeding 10 school days are considered a long suspension.

The student and parent are informed of the school's due process procedures. **During any off-campus suspension, a student is not permitted on school property or at school or Club functions.**

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending the school, unless the School Board reinstates that privilege. Only the School Board can expel a student.

The student's parent is notified in writing that expulsion is recommended. Notification includes instructions regarding due process procedures. Expulsion does not become effective until due process procedures have been completed. **If expelled, a student is not permitted on school property or Club functions.**

Search and Seizure

Students possess the right to privacy of person, as well as the right to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

School officials may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

A student's person, backpack, cellphone or other belongings may be searched if there is reasonable suspicion that the search will produce evidence that the student has violated a law, school board policy or school rule. A desk is school property and may be inspected at any time as part of a student search.

Items searched will be promptly returned to the student, unless the school must take temporary custody of an item, such as a cellphone, to obtain evidence from it or a law enforcement officer requires possession of the item as part of a criminal investigation

Student Due Process Rights

Relative to student discipline, due process means that students are entitled to certain notice and hearing procedures before they can be suspended or expelled. In some situations, there are also procedures that students may follow if they do not agree with the school's actions.

If a student faces possible suspension or expulsion, the appropriate due process procedure is implemented. The following summary provides an overview to acquaint students and parents with the existing procedures.

Short Suspension

A short suspension is 10 school days or less. The notice and hearing required for a short suspension are more informal and abbreviated than for a long suspension or expulsion. There is no legal right to appeal a short suspension.

The school administrator has the authority to suspend a student for 10 school days or less. When a short suspension is the anticipated disciplinary action, the school administrator provides the student the opportunity to participate in an informal hearing between the school administrator and student, which may include other people associated with the incident.

The school administrator verbally informs the student of the alleged behavior that is considered a violation of the rules. The student is given an opportunity to respond and present his or her version of the situation. If, after these procedures are completed, the school administrator decides that a short suspension is appropriate, the suspension begins, and the parent is notified.

The school administrator may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for a short suspension are initiated.

Long Suspension

A long suspension is 11 school days or more. The school administrator may recommend that a long suspension be imposed. At that time, a Student Disciplinary Committee will be formed to review the recommendation of the administrator. The Student Disciplinary Committee has the authority to impose a long suspension following appropriate due process.

Written notice is given to the student and parent that the school administrator is recommending that the student be suspended for 11 school days or more. The student and parent shall be given notice of applicable due process procedures. Upon receiving a recommendation for long suspension, the school administrator will contact the parent and schedule a meeting to discuss the situation in an informal setting. The parent and student shall be given written notice of the date, time and place for the meeting at least five working days prior to the meeting.

At the meeting, the decision of the Discipline Review Committee whether or not a long suspension should be imposed will be reported. A long suspension shall take effect upon the receipt of the Discipline Review Committee's decision, subject to appeal to the School Board.

The parent may appeal the decision of the Discipline Review Committee's decision by requesting in writing a formal hearing before the School Board. A request for a formal hearing must be made to the School Board within five working days after notification that long suspension has been imposed and must be received no less than 24 hours prior to the meeting where the appeal will be heard.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending Mesa Arts Academy unless the School Board reinstates that privilege. Only the School Board can expel a student. Expulsion takes effect only after a formal hearing is conducted and the School Board has made a decision to expel. If the discipline committee believes that expulsion is appropriate, the school gives written notice to the student and parent that expulsion is being recommended and that a hearing on expulsion will take place. The student and parent are given notice of applicable due process procedures.

The parent and any student subject to expulsion are given written notice of the date, time and place for the hearing at least five working days prior to the hearing.

All expulsion hearings are conducted by an independent hearing officer who hears the evidence, prepares a report and brings a recommendation to the board for action. The hearing is closed to protect the privacy of the student unless the parent requests that it be open to the public.

The hearing officer's recommendation may be appealed by sending a written notice of appeal to the board within five working days after receipt of the hearing officer's recommendation.

The notice of appeal must be received no less than 24 hours prior to the board meeting or session where the hearing officer's recommendation and any appeal are considered. The board is the ultimate authority in the school and is not bound to accept the hearing officer's recommendation.

Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers.

If law enforcement officers are notified, parents are contacted unless otherwise directed by a law enforcement officer. Any action taken by law enforcement officers is separate from disciplinary action taken by the school district.

Problem Areas

This list is not all-inclusive. A student committing an act of misconduct not listed is, nevertheless, subject to the discretionary authority of the school administrator or assistant superintendent. Any student who attempts to commit an act of misconduct or who knowingly assists another in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct.

Inappropriate conduct may also involve criminal violations of state or federal law. State law requires schools to report to police: (a) drug violations, (b) firearm possession, (c) sexual abuse and other forms of child abuse, and (d) other serious criminal or physical-threat incidents.

Please review the problem areas and consequences in *Guidelines for Student Behavior* with your children. Remind them to report any safety concerns to a teacher or the school administrator

Academic Misconduct/Cheating

Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement	Short Suspension
MAXIMUM	Long Suspension	Expulsion

Alcohol Violation

Use, possession, sale, purchase or distribution of alcoholic substances. This violation includes drunkenness at a school event. An alcohol violation preceded by a drug violation is treated as a repeated occurrence for disciplinary action.

Arson

Damaging or attempting to damage property by fire or incendiary device.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short Suspension	Long Suspension
MAXIMUM	Expulsion	Expulsion

Assault

A physical attack on a person who does not wish to fight or provoke it. This violation includes a student who encourages another to commit an assault.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short Suspension	Long Suspension
MAXIMUM	Expulsion	Expulsion

Club Van Rule Violation

Violation of Club van rules.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Warning	Denial of van-riding privileges (Field trips)

Use, display or possession of a knife, ice pick, CO₂- or spring-powered pellet or BB gun, brass knuckles, nunchakus, club, fireworks, explosive ammunition or any other instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also

includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short Suspension	Long Suspension
MAXIMUM	Expulsion	Expulsion

Deadly Weapon/Firearm

Use, display or possession of (1) any operable or inoperable, loaded or unloaded weapon that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary or poison gas device, (b) any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant and that has any barrel with a bore of more than one-half inch in diameter, and (c) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled. This violation includes handguns, pistols, rifles, shotguns and flare guns.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Expulsion	Expulsion
MAXIMUM	Expulsion	Expulsion

The Governing Board may, on a case-by-case basis, impose a lesser disciplinary action after consideration of all relevant circumstances.

Defiance of Authority/Disrespect

Failure to comply with reasonable requests of school officials or other disrespectful behavior. Physical resistance to school officials may result in expulsion, regardless if such resistance is a first occurrence.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Conference	Parent Involvement
MAXIMUM	Expulsion	Expulsion

Discrimination

Mistreatment based upon race, ethnicity, gender, religion or disability. This violation includes false accusations of discrimination or harassment.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short Suspension	Long Suspension
MAXIMUM	Expulsion	Expulsion

Disorderly Conduct

Conduct that disrupts the orderly operation, educational environment or mission of the school. This violation may include profanity, obscene gestures and excessive public displays of affection.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal Talk	Parent Involvement
MAXIMUM	Short Suspension	Expulsion

Dress Standard Violation

Failure to comply with school dress standards.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal Talk	Conference
MAXIMUM	Short Suspension	Short Suspension

Drug Violation (*Distribution*)

Distribution (including possession in preparation for distribution), manufacture or sale of illegal drugs, inhalants and other noxious substances. It also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances, including prescription medication. Distribution of a medication or a dietary supplement for recreational use is treated as a drug violation (distribution).

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Long Suspension	Long Suspension
MAXIMUM	Expulsion	Expulsion

Drug Violation (*Possession/Use*)

Use, possession or purchase of illegal drugs, inhalants and other noxious substances. This includes off-campus use and then being on school/Club property or at a school/Club function. It also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use is treated as a drug violation (possession). A drug violation preceded by an alcohol violation is treated as a repeated occurrence for disciplinary action.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Long suspension	Long suspension
MAXIMUM	Expulsion	Expulsion

Fighting

Mutual participation in physical violence against a person or persons.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement/ short suspension	Short suspension
MAXIMUM	Short Suspension	Expulsion

Forgery

Using the signature or initials of another person.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal Talk	Short suspension
MAXIMUM	Short suspension	Expulsion

Gambling

Participating in games of chance for money or other items of value.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Parent involvement
MAXIMUM	Short suspension	Long Suspension

Gang Activity/Association

Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the educational environment or mission of the school.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement	Short suspension
MAXIMUM	Expulsion	Expulsion

Harassment/Bullying/Hazing

Harassment is abusive conduct, whether physical, verbal or psychological, that is (1) directed at a student because of his or her real or perceived race, color, national origin, religion, sex (including gender identity or sexual orientation) or disability and (2) sufficiently severe, pervasive or persistent so as to interfere with or limit the student's ability to participate in

or benefit from the services, activities or opportunities offered by the school. Bullying is aggressive, intentional behavior carried out by a student or students repeatedly and over time against a victim who cannot easily defend himself or herself. Hazing is forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short Suspension	Long Suspension
MAXIMUM	Expulsion	Expulsion

Information Systems/Electronic Device Violation

Inappropriate use of electronic devices, such as computers, cellphones, cameras and audio/video recorders, and other information systems devices, such as the internet and email. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement	Short suspension
MAXIMUM	Expulsion	Expulsion

Lying/False Accusation

Knowingly giving false or misleading information, including false accusations against others.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal Talk	Parent Involvement
MAXIMUM	Short Suspension	Long Suspension

**Medication or Dietary Supplement
(Unauthorized Possession)**

Unauthorized possession of a medication or dietary supplement on school grounds or while traveling between school and home.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement	Short suspension
MAXIMUM	Expulsion	Expulsion

Robbery/Extortion

The solicitation of money or property in return for protection or under threat to inflict harm.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension	Long suspension
MAXIMUM	Long Suspension	Expulsion

Student Speech

Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption; lewd, vulgar or plainly offensive speech; “fighting

words;” threats of violence; and racial, ethnic, sexual or religious slurs.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement	Short suspension
MAXIMUM	Expulsion	Expulsion

Tardiness

Late arrival to a scheduled class or appointment.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal Talk	Parent Involvement
MAXIMUM	Short Suspension	In-school discipline

Theft

Taking or concealing property that belongs to others.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement	Parent Involvement
MAXIMUM	Long Suspension	Expulsion

Threats/A.R.S. §13-2911

Threatening the safety of persons or property. This includes violations of A.R.S. §13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff; and (3) disobeying a lawful order to leave district property.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension	Long suspension
MAXIMUM	Expulsion	Expulsion

Tobacco Violation

The use, distribution or possession of a tobacco product or paraphernalia including an electronic cigarette or vaporizer.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement	Parent Involvement
MAXIMUM	Short Suspension	Long Suspension

Trespassing

Unauthorized presence on school/Club property.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal	In-school discipline
MAXIMUM	Short suspension	Long suspension

Truancy/Unexcused Absence

Any absence that is not excused by the student’s parent and approved by the appropriate school official.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement	Parent Involvement
MAXIMUM	Short Suspension	Long Suspension

Vandalism

Destroying or defacing property of the school/Club, staff or students. This violation includes graffiti.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent Involvement	Parent Involvement
MAXIMUM	Long Suspension	Expulsion

MESA ARTS ACADEMY ABSENCE REPORTING POLICY

Pursuant to ARS §15-807; Absence from School, Notification of Parent or Person Having Custody of Pupil:

1. In case of absence from school, the parent/guardian is required to notify the school attendance personnel in advance of or at the time of the absence.
2. At the time of registration, the parent/guardian may be contacted during the school day (see student data form). If there is a change in telephone numbers during the school year, the parent/guardian is to promptly notify the school office.
3. In case a student is absent from school and the parent/guardian has not notified the school, school attendance personnel will make a reasonable effort to notify the parent/guardian within two hours after the first class in which the pupil is absent.

“In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or charter approved family vacation to be counted as excused absences, the school must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student.” (ADE School Finance Procedures Manual)

The Department of Education has delegated the decision of whether or not a family vacation can be considered an excused absence to individual charter holders. Mesa Arts Academy will make a determination on a case-by-case basis as to whether or not a family vacation can be considered excused.

If an absence occurs relating to any term or condition not specifically designated with the Department of Education’s School Finance Procedure Manual, the absence shall be counted as unexcused.

Acceptable Use Policy for Students

Mesa Arts Academy makes available access to the Internet, a worldwide computer network, for all students and their teachers. Through the use of the Internet, students can use hundreds of databases, libraries, images, e-mail and computer services from all over the world. Their teachers can also access current research, lesson plans and classroom materials. The Mesa Arts Academy believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner. While the Mesa Arts Academy provides protection from harmful material through the use of filtering software, the teacher and the student have the ultimate responsibility for how the Internet is used.

INSTRUCTIONAL ASSURANCES

- When the Internet is being used, the following assurances will be made:
- Supervision will be provided at all times.
- All activities using the Internet will have a curriculum focus and well defined purpose.
- Internet safety and etiquette rules will be introduced before beginning an Internet project.
- All searching activities will be structured using age-appropriate search engines.
- “Free surfing” will not be allowed on the Internet in the classroom or computer lab.
- Chat rooms, email and other types of direct electronic communication will be filtered by the Mesa Arts Academy and the use will be determined by the site and closely monitored by the teacher.
- Any information published or submitted through the Internet is not private; therefore, no student’s photos with addresses or student last names will be published on Mesa Arts Academy Internet web pages.

THE USER MUST:

- Use the electronic information system for educational purposes only.
- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang-related, threatening, racially offensive or illegal.
- Not attempt to harm, modify system files or data belonging to other users.
- Not attempt to gain unauthorized access to Mesa Arts Academy systems or data, destroy software, or interfere with system operation or security.
- Keep his/her password private.
- Notify a system administrator if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system.
- Not use the network in a way that would disrupt the use of the network by others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Understand that e-mail should not be considered absolutely secure or private.
- Understand that computer activities, including e-mail, may be monitored and tracked.
- Not reveal student personal information.
- Not use the system to make any unauthorized purchases or to conduct any non-approved business. ***Mesa Art Academy is not responsible for any illegal activity conducted by its members through the use of our network.***
- Abide by all copyright, trademarks, and license restrictions.
- Follow all Mesa Arts Academy Policies and Student Handbooks as written.

Student use of information systems is acknowledged to be a privilege, not a right. Students must adhere to strict Mesa Arts Academy guidelines. Administrator(s) will deem what is appropriate and inappropriate use of information systems. Any action by a student determined to constitute an inappropriate use subjects the student to disciplinary action. Depending on the seriousness of the user’s offense, consequences will be administered as stipulated in the Student Handbook and/or Mesa Arts Academy Policy. Students will also be subject to all applicable state and federal laws.

Students and parents/guardians of students must understand that their student may have access to the Internet. Through the use of filtering software and supervision, Mesa Arts Academy limits access to inappropriate materials on the Internet. Students and parents should be aware that no filtering system is completely effective in preventing access to all inappropriate materials, and it is the student’s responsibility to follow these regulations and the directions of staff. Our filtering software is CIPA compliant.

I understand and will abide by the above terms and conditions of this acceptable use policy, and will use computer and electronic resources for curricular purposes only. I further understand that any violation of this agreement is unethical and may constitute a criminal offense and may result in civil liability to me and my parents or guardians. Should I commit any violation, I am subject to consequences of the school and Mesa Arts Academy disciplinary code and of state and federal law.

Parent or guardian may deny access

Parents may opt to not allow their child to use computers and the Internet while at school. Parents who wish to exercise this right should notify their school’s principal in writing. The school uses a number of computer-based learning products, denying computer access can have an adverse effect on your child’s participation in educational activities. Products that filter Internet access will be tested on an ongoing basis and may be substituted in the future. MAA/BGCEV makes no warranties of any kind, whether expressed or implied, for the Electronic Information Services it provides.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Mesa Arts Academy ("School") receives a request for access.

Parents or eligible students should submit to the director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Mesa Arts Academy to amend a record should write the school director clearly identify the part of the record they want changed, and specify why it should be changed. 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 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.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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 by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Mesa Arts Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Annual Notification to Parents Regarding Student Education Records

The Governing board established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students. These policies and procedures also require that parents/guardians are informed annually of these rights in a reasonable manner. These policies and procedures are in compliance with:

- A. The Family Education Rights and Privacy Act; Title 20, United States Code Sections 1232g and 1232h; and the Federal regulations (45 CFR, Part (99) issued pursuant to such Act;
- B. The Education of All Handicapped Children Act; Title 20, United States code, Sections 1412 (2) (D) and 1417 (c); and the Federal regulations (45 CFR 121 a.560-575) issued pursuant to such Act; and
- C. Arizona Revised Statutes, Title 15, Section 151 as amended, 1978

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the district may include but are not necessarily limited to identifying data; reports of psychological testing; health data; teacher or counselor observations; and verified reports of psychological testing; health data; teacher or counselor observations; and verified reports of serious or recurrent behavior patterns.

These records are maintained in the school office under the supervision of the School Administrator and are available only to the teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the School Administrator for an appointment. Upon request, school personnel will be available to parents when it is not practicable for you to inspect and review the records at the office. Charges of the copies of records will be actual cost of copying.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If any time an agreement between the school and parent cannot be reached, you may contact the School Administrator and request a due process hearing. Copies of the Mesa Arts Academy Student Education Records Confidentiality Policies and Procedures may be reviewed in the Administrator's office. Federal law also permits a parent to file a complaint with the United State Office of Education in Washington, D.C.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. 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 exam or screening permitted or required under State law; and
 3. 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 –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Mesa Arts Academy has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Mesa Arts Academy will directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes. **Mesa Arts Academy** will also directly notify parents and eligible students, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child of participation of the specific activity or survey. Mesa Arts Academy will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Parents Have the Right to Know

As a parent of a student in the Mesa Arts Academy Charter School, you have a right to know the professional qualifications of the teachers and staff members who instruct your child. You have the right to ask for the following information about each of your child's classroom teachers:

- ❖ Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- ❖ Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- ❖ The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ❖ Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact Miranda Koperno (480) 844-3965. A Teacher Bio Book is located on the office shelf that includes the appropriately certified status of the staff members who are teaching your children.

Physical Education Classes at Mesa Arts Academy K-8

My primary goal is to teach all students how and why they should keep themselves healthy and fit for life. Our P.E. program provides developmentally appropriate learning experiences to increase physical competence, self-esteem, and joy through lifelong physical activity.

- 1) Our physical education curriculum includes a balance of skills, concepts, game activities, rhythms and dance experiences to enhance the cognitive, motor, affective, and physical fitness development.
- 2) We provide experiences that encourage children to question, integrate, analyze, communicate, apply cognitive concepts and gain a wide multicultural view of the world. We teach cooperative activities that enhance their emerging social skills.
- 3) On-going fitness assessment is used to improve and/or maintain their physical health and well-being. Assessment grades are based on individual assessment of each student and include: behavior, attendance, participation, the activity of the day, and wearing the proper clothes for P.E.

P.E. Attire: **6th – 8th grade** students are permitted to change clothes for P.E. classes. Proper attire for P.E. class includes clothes that permit full movement and shoes designed for sports:

- Tops: loose t-shirts that allow full movement and cover to the waist when arms are raised.
- Bottoms: athletic sweat shorts, “swishy” type sweat pants with an elastic waistband are also appropriate. Jean or cargo material may not be worn during P.E. class.
- Foot attire: Athletic Tennis shoes with laces that are tied and do not leave a mark on the wood floor. Shoes must enclose the entire foot (no open-toe or sandals).

6th - 8th grade students who do not follow the P.E. dress code may not participate and will receive a zero for the day.

Students will also receive a zero for the day if they are held out of class for their behavior.

Students who earn a zero for three classes in a quarter will receive a failing grade.

If a student is absent when a test or quiz is given, time will be provided to make up the work when they return to P.E. class. If a student is absent during class work or when homework is assigned, they will receive the make-up work when they return to school. These assignments must be turned into the P.E. teacher before the start of the next week’s P.E. class.

The State of Arizona requires that your children participate in P.E. classes. These classes are an important part of our Comprehensive Health Program. To be excused from class, students must submit a written note to the school office, signed by a parent or guardian, prior to the start of class, or submit a doctor’s note. Students will be responsible for make-up work.

I look forward to helping your children on their journey to a healthy life style.

Christopher Bevis
Physical Education Teacher

Parent Volunteer Involvement

Mesa Arts Academy recognizes that parents are their children's primary educators. The success of your children depends on your active participation in their educational process. Parents are encouraged to take an active role in all aspects of the school program we encourage parents to do hours of volunteer time at the school or Club. All parents are asked to support at least one fundraising event each year. For the safety of volunteers, staff and students we adhere to strict procedures.

Background Check Requirements

Because we care about the safety of your children, we have mandatory background check and fingerprint requirements.

An annual background check must be carried out if volunteering 20 hours or less and not chaperoning field trips.

A state level fingerprint clearance and background check must be carried out if volunteering 21 hours or more and chaperoning day trip field trips.

Any parent or volunteer who will have contact with students or regularly volunteer with the school/club must follow these guidelines.

Guidelines and Responsibilities

Prior to volunteer starting:

Step 1. Volunteer application must be filled out.

Step 2. Background check must be submitted and results must be in.

Step 3. Staff will determine what area the volunteer will assist in and what hours the volunteer will work. Volunteers should not be on campus before or after shift without prior approval. This requirement is for the safety of the students.

Once approved

Every volunteer must sign in and out of the Volunteer Book in the MAA office upon arrival. The name of the volunteer and the date and time of service should be recorded.

A visitor sticker **MUST** be picked up and worn during service.

Volunteers must dress appropriately. (Refer to staff dress code.)

At the end of the volunteer's designated time the volunteer should report to the office and sign out.

Volunteers should be willing to perform a wide range of assigned tasks. This includes activities such as copying, cutting, sorting, collating, laminating, putting up or taking down bulletin boards, and working directly with students.

Each of these activities contributes to the success of the school. All are valuable to the teachers, staff, and students.

Each faculty and administration will determine how to most effectively use volunteers. In some cases, a decision may be made to use volunteers in classrooms other than that of a volunteer's child.

Teachers will provide written and/or oral directions for activities they want volunteers to execute. If a volunteer doesn't understand the activity assigned, he/she should ask for a demonstration and/or clarification at an appropriate break.

Students need to stay focused and on task in class. Therefore, we appreciate it if distractions are kept at a minimum and cell phones are turned off or placed on vibrate.

Guidelines and Responsibilities

Volunteers play a key role in the classroom and other school-related activities. Teachers plan volunteer activities, but they do understand when occasions arrive when a volunteer has to cancel. Please provide the teacher with as much advanced notice as possible if you cannot volunteer for a scheduled time.

Teachers and other staff will do the same, should their volunteer requirements change.

Volunteers shall exercise mature judgment when working with children and shall in all instances respect each student's rights and privacy. It is essential that confidentiality is maintained at all times.

Volunteers should ONLY discuss any concerns directly and exclusively with the supervising teacher/staff.

Volunteers are responsible for understanding and using the specific approach demonstrated by the teacher/staff so that the children are dealt with consistently and fundamental concepts are followed.

Volunteers should make outside arrangements for child care of non-school age children instead of bringing them to school during volunteer time.

A staff member's desk and closet are private.

Volunteers are allowed only in the area they have been approved to volunteer in. Once their shift is completed they are to leave the campus unless other arrangements have been approved by Principal.

Disciplinary action is the legal responsibility of administrators and school staff. Volunteers should not be put in a position of having to enforce discipline. If you are having a problem, immediately inform the teacher or appropriate staff member.

Volunteers are not allowed to transport students other than their own

Volunteers are never to be left alone with students

Volunteers are not allowed to communicate with students (other than their own children) via phone, text, social media etc.

The Principal has the authority to determine areas and responsibilities volunteers are allowed to assist in.

Volunteers are not allowed to view/fill student records, staff records or confidential information.

The Principal has a right to limit the amount of time a volunteer is on campus for any reason.

Volunteer Tips

To insure the most productive and positive experience for classroom volunteers:

1. Set up a preliminary conference with your teacher or coordinator to discuss scheduling and duties. Staff plans around your help so please adhere to the schedule. Call the office in advance, if you need to cancel your volunteer time on a particular day or email the teacher directly.
2. Develop a set routine for receiving assignments, written or verbal. This allows you to begin tasks with a minimum of class disruption.
3. Treat your child as you would every other child in the class. Too much interaction can be disruptive to your child as well as his or her classmates.
4. Volunteers should never discuss any child's classroom performance or behavior with anyone other than the classroom teacher or aide.
5. Save all questions regarding your child's performance or behavior in school for a conference.
6. Make appointments to confer with your child's teacher before or after school, not during your volunteer time.
7. Teachers, not volunteers, are responsible for communication to parents. If you have an issue, please discuss it with the teacher or administration.

Parent Commitment:

I want to take an active role in my child's education; therefore, I am willing to donate hours of my time each year to the Mesa Arts Academy and my child's education. I understand that I can fulfill these hours in a variety of ways.

- | | |
|---|---|
| <input type="checkbox"/> Assist in the Classroom ** | <input type="checkbox"/> Attend School Programs |
| <input type="checkbox"/> Bilingual phone calls | <input type="checkbox"/> Serve on School Committees |
| <input type="checkbox"/> Prepare Classroom Materials | <input type="checkbox"/> Attend School Board Meetings |
| <input type="checkbox"/> Help in After-School Program | <input type="checkbox"/> Attend MAAPO Meetings |
| <input type="checkbox"/> Translate forms/Newsletters | <input type="checkbox"/> Attend School Clean-up Days |
| <input type="checkbox"/> Serve Breakfast/Lunch* | <input type="checkbox"/> Secretarial Office Support** |
| <input type="checkbox"/> Make Phone Calls from Home | <input type="checkbox"/> Solicit Donations from Businesses |
| <input type="checkbox"/> Attend Field Trips** | <input type="checkbox"/> Plan a Fundraising Event |
| <input type="checkbox"/> Trim & count box tops and labels | <input type="checkbox"/> Help with Family Events |
| <input type="checkbox"/> Make a Presentation to a Class | <input type="checkbox"/> Monitor students on the playground** |
| <input type="checkbox"/> Picture Day Assistant | <input type="checkbox"/> Participate in Fundraising Events |
| <input type="checkbox"/> Help during testing week | <input type="checkbox"/> Attend REACH Assemblies |
| <input type="checkbox"/> Help during School Events (ex. selling flowers...) | |
| <input type="checkbox"/> Make props for after school musical/performance | |
| <input type="checkbox"/> Plan/Attend Community Service Activities | |
| <input type="checkbox"/> Help with afterschool dinner program** | |

* Food Handler's card is required

** Fingerprint and background check are required

I have read the above information and I will adhere to the volunteer guidelines and responsibilities.

Child's Name: _____ Teacher's Name: _____

Volunteer's Name: _____

Volunteer's approved assignment: _____

Volunteer's approved shift: _____

Parent Volunteer Hours Web Address:

<https://bit.ly/39U26eF>

or <http://www.bgcaz.org>

Clubs & Locations- East - Mesa Arts Academy- Visit Our Official MAA Website-Volunteer

Parent Volunteer Hours

Rights of Homeless Students

Mesa Arts Academy shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building

According to the McKinney-Vento Homeless Act, eligible students have rights to:

Immediate enrollment: *Documentation and immunization records cannot serve as a barrier to the enrollment in school.*

School Selection: *McKinney Vento eligible students have a right to select from the following schools:*

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

Remain enrolled *in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.*

Participate in programs *for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.*

Transportation Services: *A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.*

Dispute Resolution: *If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it within seven business days. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms.*

For more information, refer to <http://www.ade.az.gov/asd/homeless/> or contact:

Arcelia Tovar
Homeless Liaison
Mesa Arts Academy
221 W. 6th Ave
Mesa, AZ 85210
(480) 844-3965
Arcelia.tovar@bgcaz.org

Silvia Chavez
State Homeless Coordinator
Arizona Department of Education
1535 W. Jefferson Street Bin #14
Phoenix, AZ 85007
(602) 542-4963 1(855)711-3231
Silvia.Chavez@azed.gov

Child Find Procedures

Dear Parents;

In order to ensure that the needs of every child are being met, Mesa Arts Academy will utilize the following procedures for new students:

- 1) Screening activities will be implemented for all newly enrolled students at the Academy. This will include, but is not limited to, procuring and reviewing all student files from students who were previously enrolled in another school and the completing of a screening form by the homeroom teacher for all newly enrolled students. Students transferring without sufficient records will also be screened.
- 2) The screening of students will be completed within 45 days of enrollment.
- 3) The screening will include consideration of academic or cognitive issues, vision, hearing, communication, emotional and psychomotor domains.
- 4) The Mesa Arts Academy will maintain documentation and annually report the number of children within each disability category that have been identified, located and evaluated. The collection and use of data to meet these requirements are subject to the Academy's confidentiality of student education records policies.
- 5) The Mesa Arts Academy will refer children suspected of having a disability aged birth through 2.9 years to the Arizona Early Intervention Program for evaluation and, if appropriate, services. The Academy will refer children suspected of having a disability aged three through five years to the public school district of the parent's residents.
- 6) If you would like to review the Academy's specific policies and procedures, please contact the school office.

CUTS Direct-Cite Program Letter

Dear Parent/Guardian,

School attendance is not only a good habit; state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Mesa Arts Academy has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **“habitually truant”** if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held on the school campus with representatives from Mesa Arts Academy and the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (may be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday and/or formal court proceedings. It is the parent’s/ guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Mesa Arts Academy is working with the community to ensure a quality education for all students. Please note that the school also reserves the right to have a CUTS Officer speak at Orientations and Assemblies, as well as to individual groups of students regarding the importance of school. If you have any questions or concerns, please feel free to contact Mesa Arts Academy at 844-3965.

Miranda Koperno
Principal

Better School Food Healthy Snack List

Appendix L



For recipes and more information please visit www.betterschoolfood.org

Fruits

apples – slices
bananas
blueberries
cantaloupe
cherries
clementines
grapes-
kiwis - sliced
orange wedges
pomegranate seeds
strawberries
raspberries
watermelon cubes

Vegetables/Dips

baby carrots
cucumber slices/sticks
grape tomatoes
bell peppers – sliced
sugar snap peas
Edamame-soy bean
guacamole
hummus
white bean dip
salsa

Grains

whole grain crackers
tortillas
corn chips
homemade popcorn
cereal bars
spelt pretzels
honey wheat pretzels
snap-pea crisps
fruit/nut mix bars
granola bars
rice cakes
crisp flat breads

Dried Fruits/Nuts

apples
apricots
raisins
mangos
almonds/ butter
cashews/butter
peanut butter
pecans
trail mix
sunflower seeds
walnuts

Beverages

water
sparkling water
milk
herbal iced teas
(add fresh lemon, orange or mint)
100% fruit juice

Power Combos

yogurt with fruit
tortilla roll ups
(fill with either
eggs/cheese/turkey)
banana with peanut butter
cucumber with almond
butter
homemade smoothies
salsa & corn chips
carrots & hummus
peppers & white bean dip
baba ganoush &
cucumber
whole grain bread with
sliced avocado

For recipes and more information please visit www.betterschoolfood.org

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Mesa Arts Academy Meal Charge Policy

I. Purpose

The goal of Mesa Arts Academy is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Mesa Arts Academy provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

Parents will be notified of The Meal Charge Policy by letter, student hand book and on the school web site,

II. Policy

Full Pay Students - Elementary and Middle School Students will pay for meals at the school's published standard rate each day: **Breakfast 1.63 and Lunch 2.49**. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero.

Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day.

Reduced Meal Benefit - Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be allowed additional meals; however, he/she will be offered a designated menu alternate. Sample: cheese sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child's meal account at the reduced rate.

III. Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

The school cafeteria possesses a computerized point of sale system. The system maintains records of all monies deposited and spent for each student.

IV. Students/Parents/Guardians should pay for Mesa Arts Academy Food Service. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

V. Withdrawn or graduating students may request a refund for funds still remaining in their account. A written request must be submitted to receive a refund. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request. Unclaimed Funds must be requested by June 30. Unclaimed funds will then become the property of the Mesa Arts Academy Food Service Program.

VI. Balances Owed

The student's household will be notified when a student's meal account falls below \$15.00 OR the equivalent of 4 (number of lunches/meals charged).








- a. Mesa Arts Academy will notify households of low or negative balances by letters sent home with student or telephone calls.
- b. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
- c. The consequences of non-payment will be determined on a case-by-case basis.

Households will receive a Notification/Notice of Adverse Action stating collection procedures have begun when attempts to collect funds fail.

The person responsible for managing unpaid meal charges is Miranda Koperno, Principal of Mesa Arts Academy

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

I NEED TO STAY HOME IF.....

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.0 or higher.	Within the past 24 hours.	Within the past 24 hours.	Body rash with itching or fever	Itchy head, active head lice.	Redness itching and or "crusty" drainage from eye.	Hospital stay and or ER visit.

I AM READY TO GO BACK TO SCHOOL WHEN I AM ...

Fever free for 24 hours without the use of fever reducing medication i.e Tylenol, Motrin	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching, or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home. And proof is provided.	Evaluated by my doctor and have a note to return to school.	Released by my medical provider to return to school.
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“Reading, Writing and Arithmetic are the backbone of education.
The Arts are its soul.”