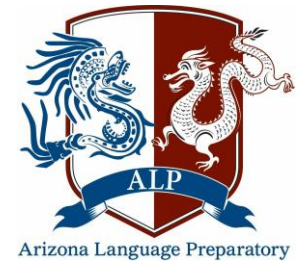


Arizona Language Preparatory  
Student /Parent Handbook  
2019-2020

## HOW TO USE THIS HANDBOOK

The purpose of this Handbook is to inform parents and students of the policies, procedures, and operations of Arizona Language Preparatory. The Corporate and Governing School Board of ALP oversee the content of this book.

This Handbook presents information highlighting school policies and guidelines necessary for the academic achievement, safety, and well-being of our students. For the purposes of this Handbook, the term parent is used to indicate the student's caregiver(s) as identified in the student's registration documents as the person or people with whom the student resides. The parent is required to review the contents of this handbook and share appropriate information with his/her child. Signing the handbook contract is a necessary condition for the student to be enrolled in ALP and indicates that both the student and parent understand and agree to abide by all school policies and rules.



The Arizona Language Preparatory Parent/Student Handbook contains important information for ALP parents and is also available online at [www.azlanguageprep.org](http://www.azlanguageprep.org). Please use this Handbook as a tool and resource for the 2019-2020 school year.

# 2019-2020 STUDENT/PARENT HANDBOOK CONTRACT

This Handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during a school year.

Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and sign this page as evidence that you are aware of our policies and procedures. This form is part of the student registration process at Arizona Language Preparatory and must be returned as a condition of enrollment each year.

Signing below is evidence that parents and students have read and understand the contents of this handbook.

Student Name Printed:

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Grade:

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Student Signature:

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Date:

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Parent/Guardian Signature:

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Date:

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# WELCOME

We are thrilled that you have chosen a ALP charter school as the trilingual educational environment for your child for the 2019-2020 school year. ALP was founded in 2010 by a group of dedicated parents from Bei Bei Amigos Preschool in Phoenix, Arizona. Each year we grow more and more as we pioneer the path for trilingual charter education. Even as we grow, we retain the commitment to excellence and the feeling of family that helped create the strong foundation for our mission and philosophy.

In most countries, the ability to speak more than one language is considered a critical part of a solid education. Studies show that speaking two or more languages increases cognitive ability and improves executive function throughout a lifetime. In the decades ahead, 80% of global economic growth will take place outside the United States. English, Mandarin, and Spanish are now emerging as the three most-spoken languages in the world and those who can speak, read, and write them fluently will be at a great advantage.

Our school allows students to make connections across the curriculum in order to unify and deepen their learning experience and understanding. Children will see the relevance of what they are learning as it applies to their world and be challenged to become empathetic, kind, compassionate and globally-aware citizens.

With smaller class sizes, our children are appreciated and respected for who they are as individuals. Their unique talents, personalities and distinct educational requirements

are addressed with personal assessments, comprehensive student reports and a strong use of differentiated learning. Utilizing the team approach, students are reviewed as a whole in a multitude of areas.

### **MISSION**

Arizona Language Preparatory will achieve academic excellence and intercultural competence through an authentic, globally relevant curriculum and trilingual immersion in English, Spanish, and Mandarin.

**VISION** Arizona Language Preparatory is committed to develop the knowledge and skills in students necessary to be productive citizens in a culturally diverse and global society and to prepare all students to be academically successful in secondary and postsecondary education.

### **VALUES**

We always show our ALP Pride...

**P**ositive

**R**espect

**I**ntegrity

**D**etermination

**E**xcellence

# SCHOOL ORGANIZATION

## PICK UP AND DROP OFF

7:45 - 7:55 am Drop Off K-6

7:55 am Line Up Whistle Blows K-6

### Morning Drop Off Procedure:

- Parents are to ENTER the parking lot through the middle entrance of the Temple Chai campus and turn left into the DROP OFF LANE.
- NO PARKING IN FRONT OF THE BUILDING BETWEEN 7:30 and 7:55 am
- During drop off parents will pull up to the sidewalk, drop students off in the drop off line where they will be greeted by a staff member, and EXIT through the east exit.
- If you want to walk your child to the gate, please park on the west side of the building.
- All ALP traffic must slowly enter and exit the parking lot with caution.

3:00 pm Dismissal

3:10 pm Homework Club Whistle Blows

### Dismissal Procedure:

- All students who do not attend HWC will be seated under the shade structure with staff members. Parent picking up students must have their “student sign” in their window while in the pick-up line. As you are pulling up, the student’s name will be called and the another staff member will send the student to your car.
- HWC students will be dismissed to the playground.

## LUNCH & SNACKS

Students need to bring a lunch with them daily. Students are encouraged to pack healthy

lunches from home that do not require refrigeration or heating. Students are also required to bring water bottles each day. If your child has a food allergy, please contact the front office. Extra lunches are not kept at the school and it is extremely important that your child bring a lunch with them at the start of the day.

It is very important that students eat their lunch and get the nutrients needed to continue their day. Lunch will usually be eaten in the classroom on hotter days and eaten outside under the shade structure on cooler days. It is the responsibility of each student to clean up after themselves. It is also important that lunch boxes are taken home daily and not left at school.

Students are encouraged to bring a snack for morning recess. Snacks must remain in backpacks until it is break time. Then food is permitted only in designated areas (i.e. outdoor picnic tables). Food is not permitted in the hallways. Soda is not permitted inside at any time.

#### **AFTER SCHOOL CARE**

- Aftercare pick up begins immediately after the dismissal time for each session.
- Due to our growing numbers and need to plan for accurate staffing, children will not be released before this time. If your child needs to stay longer than Session 1, you will be billed for both sessions for that month.
- Students must be picked up by 6:00 pm.
- Late fees will be charged \$15 for the first five minutes and \$1 per minute after 6:05 pm. Please respect our staff's time and commitment to your child.

#### **HOMEWORK CLUB**

Homework Club is an after-school program where students can receive homework help and tutoring in all three languages. Homework Club allows students more time to interact with each of the languages with a variety of activities. Our goal is to use time to give our students the chance to practice all areas of the language (reading, writing, listening, and speaking).





Spanish Language Arts:      Grades 3-6 Better Immersion  
   Grades K-2 Calico Spanish & Estrellita  
   Grades 3-6 Calico Spanish & Spanish is Fun

**Math:** Using Eureka Math, our mathematics curriculum is taught in Spanish in grades K-2 and in English/Mandarin in grades 3-6. Every math topic is covered at the concrete, pictorial, and abstract levels in both languages to make sure students fully understand each math concept before moving on. This systematic way of teaching math gives students a deep number sense, giving them the ability to do mental math.

**Science/Social Studies:** At ALP, students participate in science and social studies topics that are integrated into English, Spanish and Mandarin instruction.

**P.E.:** The physical education program at ALP is an essential part of our curriculum and provides students with a dynamic and well-rounded experience in both individual and competitive sports skills. P.E. classes take place up to three times a week and target important motor skills using a variety of different sports activities and games, including assessments of necessary physical education skills. Our school's mission is woven in through the emphasis on teamwork, sportsmanship, self-discipline and leadership.

**Art:** The art program at ALP is an integral part of our study program. Art class takes place up to twice a week and targets cultural exploration as part of the curriculum.

# GRADING POLICIES, PROCEDURES & ASSESSMENTS

## GRADING SCALE

LETTER GRADE	% EQUIVALENT
<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>60-69</b>
<b>F</b>	<b>0-59</b>

## ASSESSMENTS

Benchmark Assessments: Benchmark assessments designed, audited, and approved by ALP Governing Board in cooperation with ALP administration and teachers. In most cases the comprehensive exams are designed as a blend of teacher-specific content and related Arizona State College and Career Ready Standards. The purpose of the benchmark assessment is to provide teachers, parents, and students with invaluable information about the student's progress and academic standing. This data will guide future instruction and give teachers important feedback.

## GRADE REPORTING

Arizona Language Preparatory strives to provide clear learning targets and benchmarks for the school year. We operate on a quarter schedule. The reporting periods are as follows:

#### REPORTING PERIODS

**Quarter 1: 08/05/19 - 10/04/19**

**Quarter 2: 10/14/19 - 12/20/19**

**Quarter 3: 01/06/20 - 03/06/20**

**Quarter 4: 03/16/20 - 05/22/20**

#### ACADEMIC RECOGNITION

The School recognizes high academic performance at the end of each Semester (Q2 and Q4). The academic achievement of the students is recognized in the following ways:

Principal's List: Students with 4.0 at the semester end of Q1/Q2 and/or Q3/Q4.

Honor Roll: Students with 3.0 grade point average.

#### ASSIGNMENTS AND POLICIES

Homework is an organic and integral part of the learning process. It is the best way for the student to verify that he/she understands what was learned in the class and is able to use this knowledge independently. Homework assists students in developing self-discipline, self-direction, and effective study skills.

- Student Responsibilities:
  - Listen carefully to teachers' instructions, write down all homework assignments in the student agenda, including due dates, and ask questions when something is unclear.
  - Take home all assignment instructions and all necessary materials.
  - Schedule a time to complete homework or attend Homework Club.

- Complete homework independently or ask a Homework Club Teacher for assistance.
- Communicate any difficulties with an assignment to the teacher the following day.
- Communicate any difficulties with material on which students will be tested as soon as a test is announced.
- Return assignments and related materials on or before the due date.
- Teacher Responsibilities:
  - Communicate homework and testing policies and procedures to students at the beginning of the school year.
  - Give clear homework instructions.
  - Notify students at least five school days in advance of any test (quizzes excluded).
  - Coordinate testing days with other teachers to ensure students do not have more than two tests in one day (one test per day for courses in grades K–2).
  - Monitor and evaluate homework.
  - Return homework to students in a timely manner.
- Parent Responsibilities:
  - Schedule a time for homework/studying and provide an environment that is well-lit and free from distractions or sign your student up for Homework Club.
  - Allow your student to complete work on his/her own.
  - Communicate with teachers using the student agenda, email, telephone, or a personal conference when specific academic difficulties arise.
  - Help the student to prioritize assignments and support the improvement of organizational skills over the course of the school year.
  - Promote development of the student's sense of personal responsibility for his/ her education by gradually withdrawing from any participation in the student's organization of his/her homework and study time.

### **LATE OR INCOMPLETE HOMEWORK**

When students fail to complete homework assignments, for any reason other than an excused absence, it may result in a low or failing grade on upcoming assessments. When a student displays systemic deficiencies in fulfilling his/her homework responsibilities, it is the responsibility of the Parent and the School to help the student develop efficient study skills and the discipline necessary to ensure homework is completed on time.

### **INDEPENDENT WORK MATERIAL**

To support the work that students are expected to do at home, teachers may distribute worksheets, reading material, and other valuable information in the form of handouts. This material is crucial to support students when studying independently at home, during study time imbedded into the regular school day, during Homework Club, or the Aftercare Program. It is the responsibility of the student to organize this material as instructed by the teacher (e.g., “insert this handout into your three-ring binder under the Independent Study tab”) and be able to produce it when requested to do so. Learning how to organize school supplies and independent work material is an important skill that the students are taught at the School.

## **STUDENT SERVICES**

### **EXCEPTIONAL STUDENT SERVICES**

As any public charter school, the School provides a Free and Appropriate Education (FAPE) to students with disabilities, who are currently eligible or are determined eligible to receive special education services and related services under IDEA and/or Section 504 of the Rehabilitation Act. To learn specifics about Exceptional Student Services and the child find process, please speak to the school Principal.

## CODE OF CONDUCT

The School's academic rigor and high expectations demand an environment that is free from disruption and fosters mutual respect among students and staff members. To accomplish this, the School has developed clear rules concerning student behavior that are strictly enforced without regard to gender, religious belief, ethnic background, nationality, disability, gender identity or expression, or other protected class. Any violation of rules described within this Handbook is considered a violation of School rules. Signing the Handbook Contract as defined in the Handbook Purpose and Handbook Contract section of this Handbook indicates that both the student and Parent have read and understood all policies and rules. The Handbook Contract will be provided to by the School.

School discipline is enforced each school day for all students whenever they are on School premises or participating in School-sponsored activities. This policy is enforced wherever and whenever an organized school event takes place.

The School reserves the right to discipline students for off-campus behavior at School-organized events and for off-campus behavior that disrupts the School environment. The School may also honor the disciplinary consequences imposed by a student's previous school or deny enrollment based on disciplinary status consistent with all applicable state and federal laws.

### CODE OF CONDUCT

- **Promotes respect for fellow students and staff members:** All students are expected and required to behave in a respectful manner toward other students, staff members, and property. In particular, the School adheres to a zero-tolerance policy toward any language or behavior that intimidates, belittles, or causes physical or emotional injury to others.

- **Promotes respect for all individuals:** The School is fortunate to have a very diverse student population from a variety of ethnic, cultural, and religious backgrounds and strives to provide an environment where all students feel comfortable and thrive. For this reason, certain behaviors are strictly prohibited on School premises. These include, but are not limited to, the use of derogatory statements in reference to anyone's race, sexuality, gender expression, ethnicity, culture, or religious background.
- **Promotes individual and community responsibility:** Each student is responsible and will be held accountable for his/her own language and actions. This responsibility extends to any knowledge of misconduct by other students. If a student is aware of misconduct by another student, it is his/her responsibility to inform a staff member. Withholding such information may be considered a Disciplinary Violation. Staff members make every effort to ensure the confidentiality of a student who reports misconduct by a classmate and will invoke appropriate sanctions against any student who responds to another in a retaliatory manner. Staff members will not tolerate bullying or cheating and neither should students. Please note that plagiarism is considered cheating.
- **Provides a safe environment for students:** It is the responsibility of all students to immediately inform a staff member about any possible threat to student or staff member safety, health, or property that they have observed or have knowledge of. Withholding such information may be considered a Disciplinary Violation.
- **Provides a disruption-free, educational environment:** No student may disrupt another student's learning. Classroom disruptions of any kind may be considered a Disciplinary Violation.

#### GENERAL RULES

- Compliance with all federal, state, district, and local laws.
- No possession of weapons, objects that could be used as weapons, or simulated weapons of any kind.

- No possession, use, or attendance under the influence of tobacco products, drugs, unauthorized prescription medication, alcohol, or any other dangerous, illegal, or controlled substance.
- No physical or verbal aggression against or abuse of persons or property, including abuse of communication journal (e.g., no removing CJ entries or pages).
- No sexual advances or derogatory or suggestive comments about one's own or another individual's sexual orientation.
- No display of sexually suggestive objects or pictures.
- No public display of intimate affection.
- No use of profanity or verbal abuse of any persons.
- No harassment or bullying.
- No chewing gum anywhere on School premises.
- No soda anywhere on School premises.
- No possession or unauthorized use of matches, lighters, or explosive materials.
- Compliance with all written rules and procedures provided and/or posted throughout the School premises, including emergency procedures.
- Compliance with verbal directions of staff members.
- Arrive at class or any required school activity on time and appropriately equipped.
- Attendance at all scheduled classes and all required School activities.
- Immediately reporting (to staff members) the actions and/or words of another member of the School community that are believed to violate School rules.
- No sale of any products or goods on School premises or at School-sponsored activities, except when authorized by the school Principal.
- No unauthorized use of the ALP name and/or logo.
- No unauthorized photography on the School campus or during School events without the written permission of the Principal.
- No photos taken at the School, whether authorized or not, may be posted on the internet



or in any other public forum without written permission from the Principal.

- Staff members are authorized to use reasonable physical force in self-defense, defense of others, and defense of property. Staff members are also authorized to use reasonable physical force in cases where, after repeated verbal warnings, a student refuses to obey instructions in accordance with the School's Disciplinary Policy.

### **CLASSROOM RULES**

To enable students to master subject content, the classroom environment must be conducive to learning. Teachers set standards for student behavior and consequences for violating those standards in their classrooms. Specific classroom rules must be compatible with all policies and procedures published in this Handbook and are communicated to students and Parents.

### **PLAYGROUND RULES**

- Play only in the designated recess areas.
- Do not play near muddy areas.
- Practice good sportsmanship at all times.
- Play safe, non-violent games (no tackling, grabbing clothing, tripping, or pushing).
- Use playground equipment as intended.
- Return playground equipment back to its original location after use.
- Obtain permission from a teacher or staff member before leaving the playground; including entering the building.
- Do not touch or handle broken glass or harmful objects and report such items to a teacher or staff member immediately.
- Do not play tag or use sports equipment around the playground area.

### **DRESS CODE & UNIFORM POLICY**

Arizona Language Preparatory's primary objective is to develop a community of learners, dedicated to the highest standards of academics and accountability. As such, a distinctive

uniform is a unifying factor within our school community. It is also a visible signature of our school to the larger community, an indicator of our unity and of our pride of purpose. This is one of the more important functions of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one's responsibility to that group.

The uniform is the basis of a dress code that reflects the nobility and seriousness of our mission. Our students should dress their best, look their best and do their best. All clothing must be clean, neat, and in properly fitting condition. If a child is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing will be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Questions about the appropriateness of apparel may be referred to the Principal, whose judgment will be final. The Principal may make specific exceptions to the dress code, as demanded by particular religious customs; parents should address specific concerns to the school administration before the second week of school.

The uniform requirements are as follows:

#### TOPS:

- Collared solid navy blue, red, or white long or short sleeved uniform shirts.
- Solid navy blue jackets, sweaters or sweater vests may be worn over top of a collared shirt.

#### BOTTOMS:

- Solid navy blue or khaki uniform pants or uniform shorts.
- Solid navy blue, khaki, or plaid uniform skorts or uniform skirts.
- Solid navy blue or white tights/leggings may be worn underneath skirts and dresses.

#### DRESSES:

- Solid navy blue, khaki, or plaid uniform dresses.

## SHOES:

- For student safety, only closed toe shoes may be worn on campus.

For additional uniform information, parents can visit the [French Toast website](#) and use school code QS5QINN

## STUDENT PROPERTY ON CAMPUS

The School strongly discourages students from bringing any valuables to school. This includes, but is not limited to, jewelry, electronic devices (e.g., cell phones, game systems, radios, portable music players, etc.), or similar items. The School disclaims any liability for the loss or theft of any item. Personal computers or tablets in the classroom are allowed only when the teacher gives explicit permission. Use of other electronic devices, including mobile phones and smart watches, during classes, is strictly prohibited. At a minimum, all electronic devices must be switched off and out of sight during classes. Students may be required to turn in their devices to the front office to be locked up until dismissal. For further information on the applicability of this policy to students served by Exceptional Student Services, see the Special Education Policies at the Front Office and contact the Principal.

## DISCIPLINE INFRACTION MATRIX

<u>INFRACTION(S)</u>	<u>CONSEQUENCE(S)</u>
<p><b><u>Level 1 –including but not limited to</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Disrespect toward any student on campus</li> <li><input type="checkbox"/> Safety issues</li> <li><input type="checkbox"/> Uniform/dress code</li> <li><input type="checkbox"/> Physical contact with another student</li> </ul>	<p><b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Loss of privilege</li> <li><input type="checkbox"/> Student conference/parent phone call</li> <li><input type="checkbox"/> Three level 1 infractions in a month can result in-school suspension</li> </ul>
<p><b><u>Level 2 –including but not limited to</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dishonesty                      <input type="checkbox"/> Defiance</li> <li><input type="checkbox"/> Theft</li> <li><input type="checkbox"/> Not following school safety rules</li> <li><input type="checkbox"/> Disrespect toward any adult on campus</li> <li><input type="checkbox"/> Intimidation                      <input type="checkbox"/> Vulgarity</li> </ul>	<p><b><u>Level 2</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Loss of privilege</li> <li><input type="checkbox"/> Detention</li> <li><input type="checkbox"/> In School Suspension</li> <li><input type="checkbox"/> Two level 2 infractions in a month will result in a one day out of school suspension</li> </ul>

**Level 3 –including but not limited to**

- Aggression-verbal provocation
- Physical contact resulting in an injury
- Harassment, threat, or intimidation
- Bullying (repeated, targeted)
- Violating school policies
- Vandalism
- Theft
- Weapons or dangerous items

**Level 3**

- Out-school suspension (NO aftercare services)
- Possible recommendation for long term suspension or expulsion
- Possible removal from all extracurricular programs

**HARASSMENT AND BULLYING**

**Bullying** - Bullying is the repeated act of intentionally inflicting physical harm and/or psychological distress on others (to include, but not limited to, fear, anxiety, psychological and emotional harm). Intimidation is intentional behavior which causes fear of injury or harm.

**Harassment/Illegal Discrimination** - Mistreatment based upon, but not limited to, race, national origin, gender, religion, disability or sexual orientation. This may include, but is not limited to, name calling, imitating, derogatory comments, the use of verbal or physical threats or abuse, "fighting words", racial or ethnic slurs, acts of physical aggression, intimidation, and hazing. This problem area includes knowingly making false accusations of discrimination or harassment.

## DISCIPLINARY CONSEQUENCES

A Disciplinary Violation is defined as non-compliance with any of the sections of this Handbook, especially with the Code of Conduct.

### Contacting Local Law Enforcement Authorities:

If a student is considered an immediate threat to him/herself or others or engages in conduct required by law to be reported to law enforcement authorities, the staff member registering the offense notifies the school's administration. It is the Administration's responsibility to contact the local law enforcement authorities.

Consequences of a Disciplinary Violation may include, but are not limited to, the following disciplinary actions:

- **Disciplinary actions**

- **Temporary Exclusion (time-out)**: the student is temporarily excluded from the classroom, cafeteria, hallway, or other School premises, due to a Disciplinary Violation. The student spends an assigned time in a designated area under the supervision of a staff member. During this time, the student may be required to work on additional academic tasks or School service activities (usually activities related to the upkeep and maintenance of the School). Failure to follow instructions during exclusion may lead to major consequence
- **Office Referral**: the student is required to immediately report (or in the time interval indicated by a staff member) to the Administration for disciplinary action. Prior to disciplinary action, the staff member referring the student to the office completes an incident form describing the event. Administration then informs the student of the policies he/she violated, invites the student to explain his/her understanding of the

event, instructs him/her on disciplinary due process, and decides the remedy or the disciplinary consequences.

- **Major disciplinary consequences**

- **Short-term Suspension (1–10 school days):** the student must remain away from the School premises, classes, and all other School activities. Short-term Suspension does not excuse the student from any academic work required during the suspension. Suspended students must make up missed assignments to receive credit for them. Parents and teachers will work together to ensure that the student has all the material and information necessary to perform independent study at home. This material and information will be available for the Parent to collect 48 hours after the suspension occurs. Upon returning to School, the student is required to deliver all finished assignments he/she received during the suspension and coordinate any make-up tests or quizzes with the teacher of each subject. The student must make up these tests/quizzes on dates specified by each teacher. When short term suspension is imposed, the suspended student's Parent is informed of the suspension by telephone, in writing, or in person. The Parent will be required to remove his/her child from the School immediately. Administration's decision regarding a suspension will occur only after the incident investigation. The School reserves the right to suspend, without prejudice, any student subject to such investigation. Short-term suspensions of 1-10 days are not appealable.
- **Long-term Suspension (more than 10 days):** the student must remain away from School premises, classes, and all other School activities. Long-term Suspension does not excuse the student from academic work assigned during the term of suspension. As in the case of Short-term Suspension, the same procedures are employed to ensure the student has access to adequate resources necessary for independent study. Prior to any Long-term Suspension, the student is placed on Short-term

Suspension and the same rules described in the Short-term Suspension paragraph above are invoked. In the case of a long term suspension, administration will hold a hearing to determine the length of the suspension. The student's Parents will receive written notice of the date and time of the hearing. After the hearing, the Corporate Board will make the final determination on the Long-term Suspension. This conference is required before the student is allowed to return to the School.

- **Expulsion:** The School permanently withdraws the student's privilege of attending the School. Expulsion is initiated at the recommendation of the Principal, who investigates the conduct giving rise to the Disciplinary Violation. A recommendation of expulsion is given to the Corporate Board. The Corporate Board then initiates an expulsion committee consisting of themselves and two additional staff members. The expulsion committee will hold a hearing to take evidence and render a decision. Before the final decision is made the student and the School follow the procedures for a Long-term Suspension. The student's Parent receives written notification of the recommendation for expulsion and is invited to attend the expulsion committee hearing, where the student and Parent(s) can present testimony and evidence and question the school's witnesses. A final determination is made at the conclusion of the hearing.

#### **DISCIPLINARY DUE PROCESS PROCEDURES**

The final decision regarding Short-term Suspension is authorized by the Principal. If the Disciplinary Violation poses a threat to the safety of anyone in the School or is otherwise a possible violation of law, the Principal (or other staff, if circumstances warrant) will contact the relevant law enforcement officials immediately. Final decisions regarding disciplinary consequences are set forth above. The most common type of Disciplinary Violation is disruptive behavior in the classroom. While such misconduct is generally considered relatively minor,



repeat violations may be damaging to the classroom environment and may interfere with the learning process. Therefore, repeated minor infractions may eventually lead to major consequences such as Short-term Suspensions. In all situations, students are asked to provide their account of the incident in writing.

### **ACADEMIC INTEGRITY**

The School takes issues involving academic integrity very seriously. If a student is caught cheating or plagiarizing (or if he/she is strongly suspected of cheating or plagiarizing), he or she will receive a zero on the assignment, test, or quiz in question, no matter the extent of the cheating. This decision is solely at the discretion of the Principal and his/her decision is considered final.

### **STUDENT DISCIPLINARY RECORDS**

Administration will make every reasonable effort to thoroughly investigate, accurately document, and fairly adjudicate all allegations of student misconduct. Disciplinary records related to the current school year are maintained in the student's disciplinary file. The student's disciplinary file is made available for inspection by the Parent upon request. Before a Parent inspects the disciplinary file, the file will be adjusted to comply with the Family Educational Rights and Privacy act (FERPA), which requires 48-hour notification. In compliance with FERPA, all documents with information pertaining to other students involved in disciplinary events are removed from the file prior to such inspection. The student's disciplinary file, including disciplinary information related to the current school year, is available for inspection only if the request is made before the end of the school year in which the Disciplinary Violation occurred. When responding to requests for student disciplinary records and information from law enforcement agencies, court officials, other regulatory bodies, or any external entity, the School follows state requirements regarding records and the procedures mandated by the Family Educational Rights and Privacy Act (FERPA).

## ATTENDANCE

The School believes that a student's presence in the classroom is extremely important to success. All documents regarding absences and tardiness are maintained by the School and filed in the attendance files.

### ABSENCES

To support learning and valuable classroom time, we urge Parents to align family vacations and other events for which students must miss school with the school calendar. The School academic program is very rigorous, so absences of any length are likely to jeopardize academic performance. Students are, therefore, required to attend all classes at all times. If this is not possible, students are required to complete all of the assigned make-up work.

The School complies with applicable state attendance reporting mandates. If a student is absent, a Parent is required to call no less than 30 minutes prior to the start of School to notify the School Office and provide the reason and the anticipated length of the absence. If the Parent does not make contact, the School will make a reasonable attempt to contact the student's Parent. Until the School Office receives notification from the Parent, the absence will be considered unexcused regardless of the reason. Any unexcused absence is considered a violation of school rules.

If a student accumulates excessive absences (absences that jeopardize the student's academic success, according to the teacher), the Parent will be required to meet with the Principal. Chronically absent students do not fulfill the requirements for grade promotion in grades K-6.

## **TARDINESS**

Students who do not arrive to school or class on time are tardy. Under extreme circumstances (e.g., major traffic accidents, adverse weather conditions, sickness, or unexpected family issues), Administration may excuse tardiness. Students arriving after their class has started may be required to wait in a designated area until the start of the next class. This is often necessary to assure the quality of the education process for other students in the class. Tardiness can cause a student to miss valuable instructional time, and often creates disruption and a distraction to the learning environment for other students; therefore, the Principal reserves the right to take disciplinary action against a student anytime he/she is tardy. Possible disciplinary actions may include exclusion from Enrichment Classes or Activities, such as field trips or guest speakers.

Five tardies equate to one absence. Chronic tardiness may lead to suspension. As tardiness approaches the point of becoming chronic, the Administration will inform the Parent in writing that the student's next tardy will qualify as chronic.

## **LATE ARRIVAL, LEAVING FOR A PART OF THE DAY, AND EARLY DISMISSAL**

If a student arrives late, it is the Parent's responsibility to accompany his/her tardy student to sign in at the Front Office, provide a written note, or call the Front Office explaining the reason for the student's late arrival. A student who arrives late to the School without a Parent, a written note, or a call explaining the late arrival may be held out of class until his/her Parent can be reached to explain the reason for the late arrival.

Students leaving early or leaving for part of a day must be collected and signed out by a Parent during a transition and not during class time. If the Parent does not know the times of transitions, he/she should call the Front Office for this information.

A student returning to school after his/her class has started may be required to wait in a designated area until the next class. This is often necessary to assure the quality of the education process for the students present in the class.

#### **MAKE-UP WORK DUE TO EXCUSED ABSENCES**

In grades K–2, the English Teacher, will organize students' make-up work for all classes including Chinese and Spanish. For the students in higher grades, each teacher outlines his/her policy for the completion of missed homework assignments, quizzes, and tests in the beginning of the school year. However, the general policy is as follows:

- The student is responsible for asking his/her teacher about all missed homework, quizzes, and tests upon his/her return.
- The teacher is responsible for outlining a time schedule for the completion of missed assignments, quizzes, and tests and clearly communicating this information to the student. The time available for completion of assignments depends on the length of absence.
- The teacher may require the student to attend Teacher-Student hour sessions to set up a schedule for missed work or to take missed quizzes and tests.
- The teacher identifies which tests and quizzes must be taken during his/her Teacher-Student hour.
- The student must complete all homework assignments within the timeline designated by the teacher.

#### **CLASSES MISSED DUE TO TARDINESS OR UNEXCUSED ABSENCES**

Students who miss class due to tardiness or unexcused absences may receive a score of zero for any missed assignments, quizzes, or tests. Remedial assistance and credit for any missed assignments, quizzes, or tests is available only at the discretion of individual teachers.

# HEALTH AND SAFETY

## MEDICATIONS

Students may only take medication during school hours if it is essential to maintaining their good health. Staff members are prohibited from giving medicine to a student unless the following requirements are met:

- All prescription medication must be in the original sealed container, labeled with the student's name, date, name of medication, dosage to be given, and the pharmacy's prescription number. All prescription medication must be accompanied by a doctor's note. All prescription refills must fulfill the same criteria.
- All non-prescription medicine must be in its original container. Over-the-counter medicine must be labeled with the student's name, date, dosage, and time to be given at school.
- Medication must be brought to the School Office by a Parent and an Authorization to Administer Medication form must be completed for each medication to be dispensed.

No more than a one-month supply may be kept at the School for any student who receives medication on a regular basis. Students are strictly prohibited from providing or administering any medication to themselves or any other student. The only exception to this rule applies to students who require anaphylaxis medications (e.g., an epi-pen) or asthma medications; state law allows these items to be carried and administered by the student.

To comply with the rules outlined above, a Parent must come to the Front Office to complete the appropriate paperwork for any student who requires medication during school hours. At the end of the school year, all remaining medication must be picked up by the Parent. Any medication remaining at the School one week after the last day of school will be disposed of.

## **CONTACT MADE IN THE CASE OF HEALTH ISSUES**

If a student experiences injury or illness during the school day, the School will contact the Parent. If no Parent is available, a Contact listed on the Emergency Contact form will be contacted. The order of contact may vary from the Emergency Contact form.

It is essential for Parents to provide reliable emergency contact information. Parents must inform their School's Front Office immediately of any changes in home/work address, home/ mobile phone numbers, or Emergency Contact listings. Anyone listed as an Emergency Contact is responsible for deciding if, when, and how the student leaves the School in the event of an illness when a Parent cannot be reached.

## **SIGNS OF ILL-HEALTH: MANDATORY ACTION**

Students experiencing any of the following symptoms should not attend school. If a student displays any of these symptoms during the school day, the School will call the Parent or Contact to request that the student be collected immediately.

- Fever over 101 degrees. The student must be fever-free for a full 24 hours, without medication, before returning to school
- Persistent cough
- Sore throat with fever and/or white spots on the throat
- Rash with fever indicating signs of chickenpox, measles, etc.
- Nausea, vomiting, or diarrhea. The student must be free from symptoms for 24 hours before returning to school
- Red, itchy, draining eyes
- Swelling or pain at a level that may interfere with learning
- Earache
- Toothache
- Head lice

Students diagnosed with conjunctivitis (pink eye) must be on prescribed medication for 24 hours before returning to school. Students with head lice must remain at home until treated with medical lice shampoo and all traces of lice are gone.

#### **REPORTING ILLNESS DURING THE SCHOOL DAY**

If a student comes to the School Office reporting illness, the office staff will take the student's temperature and notify the Parent or Contact. If the student is not experiencing any signs of ill-health covered by mandatory action, or does not have any serious injury, then it is the Parent or Contact's decision to determine whether to collect the student or have the student return to class.

If the office staff is unable to reach the Parent or Contact and the student is not experiencing any signs of ill health covered by mandatory action, or does not have any serious injury, the student will be asked to return to class.

If the student is experiencing any sign of ill-health covered by mandatory action or has serious injury, the student has not been collected within a reasonable time (depending on the seriousness of the situation) after the Parent or Contact was notified, or no Parent or Contact was reached after attempting every contact on the Emergency Contact Form, the School will follow the Medical Emergencies procedures outlined on the next page.

If the Parent or Contact decides to collect the student, the student waits in a designated area, supervised by office staff. If the student has not been collected within 45 minutes and is not experiencing fever, diarrhea, or vomiting, or does not have any serious injury, he/she is sent back to class. The School has limited options to make sick students comfortable, so Parents or Contacts should collect student(s) as soon as possible after being notified of an illness.

## MEDICAL EMERGENCIES

In the event of a medical emergency, the following procedures are followed:

- A qualified adult starts first-aid procedures immediately. All full-time teachers and office staff are trained in basic first-aid procedures.
- If further emergency aid is required, a staff member will call 911.
- After steps have been taken to resolve the immediate medical emergency, the office staff notifies the Contact.
- A staff member may accompany the student to the hospital to offer assistance or comfort.
- If a serious injury is not accidental, is self-inflicted, or caused by assault, the police are notified and a report is written.
- If a 911 dispatcher sends an ambulance and the Parent does not want his/her child transported by ambulance, the Parent must cancel the ambulance by calling 911.
- Staff members are prohibited from canceling an ambulance request.

## EMERGENCY PREPAREDNESS

To ensure the safety of our students, staff, and volunteers the School maintains an Emergency Preparedness Plan. Students and staff will conduct regular safety drills throughout the school year to ensure emergency preparedness.

## SCHOOL SUPPLIES AND MATERIALS



## **SCHOOL SUPPLIES**

Students are required to come to School equipped with sufficient school supplies. To help parents and students develop efficient organizational skills and the discipline necessary to comply with the organization of school supplies, the School has adopted a general school supply list that will be send out to all families or found on the website.

## **INSTRUCTIONAL MATERIALS**

The School provides students with instructional material, textbooks, worksheets, etc., which students can take home or use during class, independent study time, Homework Club, or the Aftercare program. Students are responsible for the careful handling of all the materials provided to them. All instructional materials furnished by the School are provided only once. If a replacement is requested by a student or Parent, the Parent is responsible for the School's incurred cost to replace the requested item.

# **CUBBIES AND LOCKERS**

## **CUBBIES**

At the beginning of the school year, all students in grades K–2 are assigned cubbies for storing books and personal items. Cubbies are the property of the School. At no time does the School relinquish its exclusive control of the cubbies, which are provided as a convenience to students. Students must use the cubby assigned to them. The School is not liable for any items missing from a student's cubby. Staff members may conduct periodic, general inspections of cubbies at any time for any reason without notice, student consent, or a search warrant.

## **LOCKERS**

Each student in grades 3–6 is assigned a locker at the beginning of the school year for storing books and personal items. Students are required to keep the locker unlocked at all times. This may be considered a Disciplinary Violation. Lockers are the property of the School. At no time does the School relinquish its exclusive control of the lockers, which are provided as a convenience to students. Nonetheless, students have full responsibility for the locker assigned to them and are responsible for the cleanliness contents. The School is not liable for items missing from a student's locker. Staff members may conduct periodic, general inspections of lockers at any time and for any reason without notice, student consent, or a search warrant. Students may only use the locker assigned to them by the School. Using any locker other than the one assigned to the student by the School without approval from the Principal or classroom teacher may be considered a Disciplinary Violation.

## COMMUNICATION

### THE STUDENT AGENDA

The Student Agenda is the primary method of communication between Parent, teachers, and staff with regard to a student's academic performance or classroom behavior. Student Agendas are used by students in grades K–6. Students must bring the Student Agenda to every class, every day. The Student Agenda is essentially a day planner/folder, but it is also the most important tool for students to manage their assignments and to take responsibility for their own learning. Each student will be given a Student Agenda on the first day of school. Both students and teachers are trained on how to use it consistently and efficiently so that all homework assignments, quizzes, and tests are recorded. Students are responsible for alerting their teachers to notes from their Parent and alerting their Parent to notes from the teachers or the School. If the Student Agenda is lost or missing, it is mandatory that students inform their Parent immediately and purchase a replacement from the School Office. Failure to bring the Student

Agenda to School, destroying the Student Agenda, or removing pages from the Student Agenda may be considered a Disciplinary Violation.

### **ELECTRONIC COMMUNICATION**

All School communication will be filtered through ParentVUE and electronic newsletters home. Parents should not use email in the case of an emergency; rather, they should call the School Office directly. While Parents may use email to communicate any issues of concern, the demands of the School staff may limit their ability to address such communication or concerns immediately. Nevertheless, the staff member will acknowledge the communication within 24 hours and provide information on when the Parent can expect a full response. If a Parent does not receive an email response within 24 hours, he/she should inform the Principal via email of the communication issue. Parents should not request that teachers email assigned homework or due dates for their student. All Gradebook information will be available from ParentVUE. In order to develop the student's sense of personal responsibility, the School policy is to provide this information only to the students or via ParentVUE

### **VISITORS TO THE SCHOOL**

All visitors must check in at the School Office and comply with the School's requirements for entry. If an individual is permitted to enter beyond the general foyer space, as indicated by the School Office, the visitor is required to wear a Visitor's Badge at all times. The School will terminate visiting privileges for any visitor who interferes with academic instruction during the visit or who does not comply with the rules described in this Handbook. In order to support the dress code and set a good example for our students, visitors to the School are expected to wear attire corresponding with the School dress code rules. Visitors must be 18 years or older. Minors (under the age of 18 and not a School student) can only enter the School premises if accompanied by their Parent, invited by the office staff during the student recruiting process,

or participating in enrichment events which are designated 'open to minors' who are not students at the School.

## STUDENT RECORDS

Student records include:

- Historical records: Records received from the student's previous school.
- Attendance records: Daily attendance records for the current school year.
- Academic records: All Final Reports issued by the School in previous years, the last progress report (if the student leaves before the end of the school year), and any official external test score reports.
- Special education records
- School year disciplinary records: Any disciplinary decisions or participation in disciplinary investigations documented during the school year.
- Cumulative discipline records: Absence recovery plans, Short and Long-term Suspension notices, and expulsion notices.
- Health records: Immunization records, medication instructions, etc.
- Parent-Student Assurances: Handbook contract, permission forms etc.
- Personal records: Records received from Parents during the registration or enrollment process, including the Emergency Contact Form.
- Parent information: The student's caregiver(s), as identified in the student's registration documents as the person or people with whom the student resides.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION

FERPA affords Parent and students over 18 years of age the following rights with respect to a student's education records:

- The right to inspect and review the student's education records.

- The right to request amendment of the student's education records.
- The right to consent to the disclosure of personally identifiable information contained in the student's education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with requirements of FERPA. Notification of Rights under FERPA, with a summarized explanation of these rights, is posted near the School Office; Parents may request a copy from the office staff.

#### **PUBLIC NOTICE REGARDING DIRECTORY INFORMATION**

In accordance with FERPA, the School may not release to the public, or provide access to, educational records or personally identifiable information contained therein, other than "directory" information. The directory information includes, but is not limited to, the student's name, email address, grade level, participation in officially recognized activities and sports, awards or placement in School-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition).

#### **NAME REGISTRATION PROCEDURE**

When a student has a surname different from that of the Parent with whom he/she resides, the official registration must carry the names as recorded on the birth certificate, unless adoption or another legal name change is supported by documentary evidence.

#### **CHANGES IN PERSONAL AND HEALTH RECORDS**

It is the responsibility of the Parent to inform the School promptly of any changes that include, but are not limited to: home address, Parent telephone numbers and email address, marital status, guardianship, health status, immunizations, and medication needs. The Parent can bring the new documents to the School Office (in a sealed envelope if appropriate) or mail it to the School (addressed to the School Registrar). The Parent must supply a copy of the document

(notarized, if original document is required); the School is not required to copy documents and does not have a notary available.

## COMMUNITY

### ARIZONA TAX CREDIT

Under Arizona law, Arizona taxpayers can claim a non-refundable individual tax credit for fees and cash contributions paid to public schools (including charters) in Arizona **for the support of extracurricular activities or character education programs**. The credit is equal to the amount of fees paid or amount contributed, dollar-for-dollar, **up to \$200 for single** or head of household taxpayers and **up to \$400 for married** taxpayers that file a joint return. (ARS § 43-1089.01) Please see the School Office for more information.

### ALP BOOSTER CLUB DONATIONS

Parents, relatives, and friends are encouraged to contribute in a variety of ways. Since the School is a part of a 501(c)(3) organization, all donations to ALP charter school are tax-deductible to the full extent of the law.

### ALP PARENT TEACHER ORGANIZATION (PTO)

ALP draws from many neighborhoods to build its student body. Because of this wide distribution, the School relies on its ALP Parent Teacher Organization (PTO). ALP PTO is not-for-profit, Parent volunteer organizations that act as the “social glue” between the School families. By planning and coordinating social events and having a presence at many School-sponsored events, the PTO provide students with opportunities to meet and socialize outside of the school day and

help integrate Parents into the School culture. In addition to fostering the School community spirit, the PTO also provide practical help. The PTO has bought and donated classroom supplies and teaching equipment through their own fundraising events and projects. The PTO Vice President of Activities meets with the School Principal to discuss relevant issues. Parents who wish to join or otherwise contribute to the School via the PTO should visit the ALP Parents Facebook Page or the PTO tab on the School website, which contains information about membership, events, and general news.

## MISCELLANEOUS

### STANDARD DUE PROCESS

A Parent may request, in writing, that the Principal review a staff member's decision related to his/her student. The Parent will receive a written response to his/her request within 10 school days. If the concern is related to the School Administration, the Parent should send the request to the Corporate School Board. The Parent will receive a written response to his/her request within 20 school days. If the Parent believes that the School violated any charter or other applicable laws or regulations, he/she may bring it to the School's attention and/or directly contact the appropriate charter authorizing entity.

### PARENTS' FINANCIAL OBLIGATIONS

As a method of recording payments from Parents for allowable fees and deposits, the School utilizes QuickBooks, a third-party accounting system. The School employs this service to provide clarity in billing, as well as to provide flexibility and convenience for families to deliver payment.

The School may impose the following sanctions against students for non-payment of fees and charges:

- Denying participation in Winter and Spring performances.

- Denying participation in fieldtrips.
- Denying the privilege of obtaining a yearbook.
- Denying participation in other enrichment and optional activities.
- Taking legal action against the Parent.

### **NON-ACCIDENTAL INJURY/PHYSICAL NEGLECT OF A MINOR**

The School is required to report non-accidental injuries and physical neglect of minors to the state child and family services agency. The law requires personnel who suspect or observe evidence of injury, sexual molestation, death, abuse, or physical neglect, which appears to be non-accidental, to immediately report (or cause reports to be made) to the proper agency or agencies. For more information, refer to this [Link](#). Failure to report such suspicions or observations may carry a criminal penalty depending on the jurisdiction. Reports are made confidentially to the applicable agency for follow-through pursuant to their protocol. School personnel are not allowed to disclose the nature of these reports to the Parents.

### **NOTICE OF NON-DISCRIMINATION**

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and applicable state law, ALP does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, gender identity or expression, or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX.

### **DISCLAIMER**



The School has made every reasonable effort to ensure the policies in this Handbook comply with all applicable state, district, and federal laws and regulations. If this Handbook contains a policy that does not comply with applicable law, that law takes precedence over the Handbook policy. If any part of the Handbook is for any reason held to be unenforceable, such provision is severable and the rest of the Handbook remains fully enforceable.

#### **EQUAL EDUCATIONAL OPPORTUNITY AND PROHIBITION AGAINST RETALIATION**

The School will not tolerate retaliation against any student who files a good-faith complaint of discrimination or harassment, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated. Likewise, the School will not tolerate retaliation against any individual who participates in the investigation of a harassment or discrimination complaint against anyone else.