



# Arizona Language Preparatory

## Student /Parent Handbook

### 2021-2022

## 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 2021-2022 school year.

## WELCOME

We are thrilled that you have chosen Arizona Language Preparatory as the trilingual educational environment for your child for the 2021-2022 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 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 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 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...

**Positive**

**Respect**

**Integrity**

**Determination**

**Excellence**

## SCHOOL ORGANIZATION - PICK UP AND DROP OFF

### Morning Drop Off Procedure:

- Students can be dropped off between 7:45 – 7:55 am.
- Parents/Guardians are to ENTER the parking lot through the middle entrance of the Temple Chai campus and turn left into the DROP OFF LANES.
- We ask that adults always remain in their cars during drop-off.
- Parents/Guardians will pull up to the double gate leading to the playground to drop students off. These students will remain in the car until they are greeted by a staff member.
- Our staff screener will ask the adult dropping off to verify their name and relationship to the student.
- Parents/Guardians then EXIT through the east exit.
- If a student is dropped off late, after 8:00 am, please park and walk your student to the front gate.

### Dismissal Procedure:

- We will begin dismissal at 3:00 p.m.
- Parents/Guardians picking up students must have their “student sign” in their window while in the pick-up line. Parents/Guardians will pull up to the double gate leading the playground to pick students up. As you are pulling up, the student’s name will be called, and another staff member will send the student to your car.

## 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, as there is not a refrigerator nor microwave available for student use. 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 particularly 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 their own garbage appropriately. 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 and for after school programming. 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 never permitted in the hallways. Soda is not permitted on campus at any time.



## TECHNOLOGY RESOURCES IN THE CLASSROOM

Movies, videos, and electronic materials with ratings other than for general audience of all ages are not to be shown in classrooms except when all the following have occurred:

- The movie, video, or electronic material has been previewed by the teacher.
- The movie, video, or electronic material has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
- The school administrator has approved the use of the movie, video, or electronic material prior to its showing.
- The teacher has provided advance notification to each student's parent(s) the title of the movie, video, or electronic material and the date on which it will be shown.

When a movie, video, or electronic material has a rating, the above advance notification will include the rating and the source providing the rating.

A student whose parent(s)/guardian(s) has provide notice of their disapproval will not be permitted to view the movie, video, or electronic material. Parents/Guardians have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.

## GRADING POLICIES, PROCEDURES & ASSESSMENTS

STANDARD	% EQUIVALENT
<b>EXCEEDS STANDARDS</b>	<b>90-100%</b>
<b>MEETS STANDARDS</b>	<b>70 – 89%</b>
<b>APPROACHES STANDARDS</b>	<b>60 – 69%</b>
<b>FALLS FAR BELOW STANDARDS</b>	<b>0 – 59%</b>

## HOMEWORK

Homework is an important part of your child's tri-lingual education. Our teachers assign homework to all students at all grade levels K-6. We do the best job educating your child when they have you, the parents/guardians as partners. It takes all of us! Given the rigorous curriculum, additional practice outside the classroom is important. Homework provides a significant opportunity for students to get the additional practice they need and for parents/guardians to show interest and support. Homework enhances a student's ability to reach a level of expected proficiency for knowledge and skill acquisition.

Teachers may consider the following factors when grading homework:

- Understanding the assignments before leaving school
- Completing the assignments accurately, completely, and/or with integrity
- Turning in all assignments by the due date
- Asking teachers for assistance if unable to accurately complete the homework

The amount of homework daily varies from 20 minutes/day (kindergarten) to 60 minutes/day. Parents/Guardians can expect the minimum of:

Kindergarten: 20-30 minutes/day

Grades 1-2: 20-40 minutes/day

Grades 3-4: 30-45 minutes/day

Grades 5-6: 45-60 minutes/day

## 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 to help the student develop efficient study skills and the discipline necessary to ensure homework is completed on time.

## ASSESSMENTS

Benchmark Assessments: Benchmark assessments are 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 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 yearlong schedule; however, grades are released at semester (Q1 and Q2 = Semester 1 and Q3 and Q4 = Semester 2) The reporting periods are as follows:

**Semester 1: August 3 – December 17**

**Semester 2: January 4 – May 26**

## ACADEMIC RECOGNITION

ALP may recognize high academic performance at the end of each Semester. The academic achievement of the students is recognized in the following ways:

Dragon's Honor: Students who Exceed Standards in all subjects at the semester end.

## 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 can use this knowledge independently. Homework assists students in developing self-discipline, self-direction, and effective study skills. Students will receive homework in Spanish, Mandarin, English Language Arts, and Math.

- 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.

#### 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.

#### 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.

## 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 is sent out to all families or found on the website. During this time of the COVID-19 pandemic, students are prohibited from sharing materials in class.

## 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.

## ATTENDANCE

Arizona Language Preparatory believes that a student's presence in the classroom is extremely important to success. All students are required by Arizona State Law to attend school. Regular and on-time attendance is essential to success in school. Attending school each day is important for learning. Students are expected to attend at least 90% of the instructional days. Arizona Language Preparatory defines excess absences as absences more than 10% of the days in membership for the school year (eighteen 18 days), excused and unexcused combined.

## 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. If this is not possible, students are required to complete all the assigned make-up work.

Absences shall be excused only for necessary and important reasons that include illness, bereavement, other family emergencies and observance of major religious holidays of the family's faith. State law mandates that the school record the reason for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the ALP office on or before the day of the absence to advise the school as to the reason for the absence. The school may require documentation from a doctor to verify a medical condition when absences total more than 10 percent of the number of required attendance days.

Parents are expected to call the attendance line no later than one (1) hour after the start of the school day on the day of absence. If phone contact has not been made with the school, a note from the parent must be presented to the homeroom teacher or the attendance office on the morning that the student returns to school. The note must contain:

1. the student's name
2. date of absence
3. specific reason for absence
4. Parent/Guardian signature

All absences must be excused within forty-eight (48) hours of the date of absence, or they will remain unexcused. If your child is to leave early during school hours, the person picking up the student must be listed on their student information card and show a valid picture I.D. Students may not participate in after-school or extracurricular activities if they were not in attendance at school on the day of the activity.

#### ATTENDANCE POLICY PROCEDURES

Unauthorized absence from school is considered truancy and will be treated as such. A child with:

- 3 unexcused absences - A staff member confers with student and parent/guardian.
- 5 unexcused absences - Principal sends letter to the address on record warning parent/guardian of possible truancy.
- 9 unexcused absences - A staff member makes a personal contact with parent/guardian. Students may possibly lose fieldtrip privileges.
- 12 unexcused absences - Staff hand-delivers or sends letter to parent/guardian. The parent/guardian and/or student may be issued a citation for violation of Arizona Revised Statute A.R.S. §15-802. A citation would require that the parent/guardian appear in court and consequences may include participation in a Parent Truancy Class and program fees to attend the class. If convicted, it is a Class 3 Misdemeanor punishable by jail time and/or fine.
- 15 unexcused absences - Principal sends letter to the address on record warning parent/guardian of possible court proceedings if student's absences continue. The parent/guardian and/or student may be issued a citation for violation of Arizona Revised Statute A.R.S. §15-802. A citation would require that the parent/guardian appear in court and consequences may include participation in a Parent Truancy Class and program fees to attend the class. If convicted, it is a Class 3 Misdemeanor punishable by jail time and/or fine.
- 18 unexcused absences - Staff hand-delivers or sends letter to parent/guardian. The parent/guardian and/or student may be issued a citation for violation of Arizona Revised Statute A.R.S. §15-802. A citation would require that the parent/guardian appear in

court and consequences may include participation in a Parent Truancy Class and program fees to attend the class. If convicted, it is a Class 3 Misdemeanor punishable by jail time and/or fine.

Additional citations and/or letters may be sent to parents to address attendance. Good attendance is vital for success in school. It is important that parents and the schoolwork together to ensure good attendance.

Parents/Guardians must contact the school if their child will be absent for an extended period. Unauthorized absence from school is considered truancy and will be treated as such. After 10 days of continued absence, the student will be dropped from classes and/or legal action may be taken.

A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. §8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802 subsection B, paragraph 1. For ALP this is 18 days (excused and unexcused combined).

#### TARDINESS

A student is tardy if they arrive after 8:00 a.m. In regular non-pandemic circumstances, if a student is late for arrival to school, the parent should accompany the student to the office to sign him or her in. However, this procedure is subject to change should the need to implement stricter mitigation strategies were to be recommended by ADE and the AZ Department of Public Health. If the student has continuous tardiness, parents will be notified to determine a course of action as excessive tardiness can lead to academic difficulties for the student.

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

#### LEAVING FOR A PART OF THE DAY AND EARLY DISMISSAL

Students leaving early or leaving for part of a day are asked to be picked up and signed out by a parent/guardian during a transition and not during class time. If the parent/guardian does not know the times of transitions, he/she should call the Front Office at 602-996-1595 for this information. We ask that parents call the front office and meet a staff member at the gate for early pick up.

### MAKE-UP WORK DUE TO EXCUSED ABSENCES

In most cases, the Homeroom teachers will organize students' make-up work for all classes including Chinese and Spanish. 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 and parent/guardian. The time available for completion of assignments depends on the length of absence, but typically it is one day, *plus one*, for each day of an excused absence.
- The teacher may require the student to stay after school 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 after school.
- 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. Teachers are not required to provide missed work for unexcused absences or tardies.

### PROMOTION AND RETENTION OF STUDENTS

Promotion from one grade to the next grades in K-6 is based on the ability to succeed at the next grade level. When formulating the recommendation, all teacher teams will work closely with the campus administrator. Above all, the recommendation must be in the best interest of the student.

Teachers will base their recommendation to promote or retain upon the following criteria:

- Mastery of standards
- Attendance
- Successful completion of class assignments, projects, and assessments
- Achievement on standardized/state tests
- Age, maturity, and effort
- English reading fluency by the end of grade 3 (Move on When Reading)

If data from above indicates that retention is in the best interest of the student’s academic progress, close cooperation must exist between the school and parents/guardians. Retention decisions will be made only after careful consideration of all criteria outlined above. **Please note, the decision to promote or retain is the decision of the classroom teachers – not the parent or administrator.** Per ARS 15-342, only the Governing Board may overturn the decision to retain or promote a student.

### MOVE ON WHEN READING

As required by ARS 15-701, the Arizona Department of Education has implemented the “Move on when Reading” policy. This policy requires districts and charters to retain students in third grade if they score at “Falls far Below” level on the AzMerit Reading Assessment’s Reading Fluency Measures. The policy includes many stipulations about parents’ right to appeal, students who may be exempt from the requirement, and the obligations of the school for students who may be in danger of retention because of this law. There are four exemptions from ARS 15-701. The Governing Board of a charter school can promote a student who earns a score that “falls far below” in the minimally proficient range on the third-grade statewide reading assessment only for the following reasons:

1. A third-grade student is an English Language Learner or Limited English Proficient who has received less than two years of English instruction, or
2. A third-grade student with disabilities has an individualized education plan (IEP), and the IEP-team, which includes the student’s parent/guardian, agrees that promotion is appropriate, or
3. A third-grade students in the process of a special education referral or evaluation for placement in special education and/or students that have been diagnosed as having a significant reading impairment, including dyslexia. (Dyslexia is defined as, a brain-based learning difference that impairs a person’s ability to read and spell that is independent of intelligence and that typically causes a person to read at levels lower than expected.
4. A student who has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the 3<sup>rd</sup> grade reading standards as evidenced through a collection of reading assessments approved by the State Board (SBE) of Arizona, which includes an alternative standardized reading assessment approved by SBE.

### STUDENT SERVICES

#### SCREENING 45 DAYS

Every child is screened with 45 days of entrance for health, behavior, and academic strengths and weaknesses. This information is then used to identify students in need of special 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

Arizona Language Preparatory'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, ALP 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 parents 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.

Arizona Language Preparatory 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.

## 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.
- 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.

#### DISCIPLINE INFRACTION GLOSSARY

##### *Alcohol, Tobacco, and Other Drugs*

Violation includes the sale, distribution, intent to sell, intent to distribute, use, possession and sharing of such items.

Consequence Range – Suspension to Expulsion

##### *Arson*

Knowingly and unlawfully damaging a structure or personal property by knowingly causing a fire or explosion.

Consequence Range – Suspension with Recommendation to the Governing Board for Expulsion

##### *Assault*

Intentionally, knowingly, or recklessly causing any physical injury to another person. This includes situations in which one person or group of persons physically attaches or “beats up on” another person who does not engage in the conflict

## Consequence Range – Suspension to Expulsion

### *Bullying*

Bullying occurs over an extended period of time, and may include, but is not limited to, verbal, written/printed, or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying; exposure to social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; damage to or theft of personal property.

Consequence Range – Parent Conference and Suspension to Expulsion

### *Cyberbullying*

Any act of bullying committed by use of electronic technology or electric communication devices; telephonic devices, social networking, Internet on school computers, networks, forums and mailing lists, or other school-owned property, and by means of an individual's personal electronic media and equipment.

Consequence Range – Parent Conference and Suspension to Expulsion

### *Cheating*

To deprive of something valuable using deceit or fraud; to influence or lead by deceit, trick, or artifice.

Consequence Range – Teacher Resolution to Suspension

### *Combustible*

Student in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, lighter fluid.

Consequence Range – Suspension – Expulsion

### *Dangerous Item*

A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous item. This includes but is not limited to BB gun, paintball gun, pellet gun, knife less than 2.5 inches, taser or stun gun, letter opener, razor blade, or box item, simulated knife.

Consequence Range – Suspension with Recommendation of Expulsion to the Governing Board

### *Defiance/Disrespect of Authority*

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules. Student engages in refusal to follow directions, talks back, or delivers socially rude interactions

Consequence Range – Teacher Resolution to Suspension

#### *Disruption*

Student engages in behavior causing an interruption in class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing' of sustained out of seat behavior

Consequence Range – Teacher Resolution to Suspension

#### *Fighting*

Fighting includes mutual participation in a fight involving physical violence or harm caused to another person.

Consequence Range – Suspension to Expulsion

#### *Forgery*

Falsely and fraudulently making or altering a document

Consequence Range – Parent Conference and Suspension

#### *Harassment, Nonsexual*

A person who commits harassment with intent to harass or with knowledge that the person is harassing another person. The person anonymously or otherwise communicated or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic, or written means in manner that harasses. Follows another person in or about a public place for no legitimate purpose, repeatedly commits an act or acts that harass another person, on more than one occasion, makes a false report to a law enforcement, credit, or social service agency.

Consequence Range – Parent Conference and Suspension to Expulsion

#### *Inappropriate Language*

Student delivers verbal or written message that includes swearing, name calling, or use of words in an inappropriate way.

Consequence Range – Conference to Expulsion

#### *Indecent Exposure or Public Sexual Indecency*

When a person exposes his/her genitals or anus or exposes the areola or nipple of their breast(s) and another person is present and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. This includes flashing and mooning.

Consequence Range – Suspension to Expulsion

#### *Lying*

To make an untrue statement with intent to deceive; to create a false or misleading impression. Includes “false accusation” with the intent to defame or cause harm

Consequence Range – Teacher Resolution to Suspension

#### *Minor Aggressive Act*

Inappropriate physical contact: hitting, poking, pushing, shoving, tussles, minor confrontation. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out for underneath another person or behavior that demonstrates low level hostile behavior.

Consequence Range – Teacher Resolution to Suspension

#### *Other Violation of School Policy*

Student does not meet the expectations of the staff member. May be based on class/program’s rules, policies, and procedures.

Consequence Range – Conference to Suspension

#### *Plagiarism*

To steal and pass off the ideas or words of another as one’s own

Consequence Range – No Credit on Assignment and Parent Conference

#### *Pornography*

Sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials

Consequence Range – Suspension to Expulsion

#### *Recklessness*

Unintentional, careless behavior that may pose a safety or health risk to others. “Throwing objects” in an unsafe/dangerous manner. This includes reckless behavior that threatens the safety and well being of others.

Consequence Range – Teacher Resolution to Suspension

*School Threat – ARS 13-2911*

Intentionally, knowingly, or recklessly interferes with or disrupts normal operations of an educational institution by either threatening to cause physical injury or damage. “Interference with or disruption of” includes any act that might reasonably lead to the evacuation or closure of property

Consequence Range – Suspension to Expulsion

*Sexual Harassment with/without Contact*

Unwelcome conduct of a sexual nature that denies or limits a student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical contact of a sexual nature. Conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes, looks, spreading sexual rumors and clothing pulled at, off, or down in a sexual manner. Sexual Harassment with contact includes unwanted physical contact of nonsexual body parts.

Consequence Range – Suspension to Expulsion

*Technology, Network Infraction*

Each user will be required to sign off on an Electronic Information Services (EIS) user agreement. This includes anything attached to, or delivered through ALP’s network (local access, wide area, internet), any computer accessible sources of information (hard drives, tapes, CSs, floppy disks, or other electronic souse, and ALP’s phone system.

Consequence Range – Suspension to Expulsion

*Technology, Improper Use of Electronic Device*

Misuse, abuse of electronic devices to photograph, film, videotape, or digitally record or by any other device images of students and staff and/or distribute or public any of the above without the consent of the person depicted and/or without the person’s knowledge. This includes misuse, abuse, or blatant disregard of ALP’s EIS guidelines and procedures.

While it is becoming increasingly popular for even elementary students to post material on social media, please be aware that if material posted, either at home or at school, is viewed as inappropriate, harassment, or disruptive to the educational environment, students will be subject to disciplinary action.

Consequence Range – Suspension to Expulsion

*Theft*

Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. Controls property of another knowing or having reason to know that the property was stolen.

Consequence Range – Suspension to Expulsion

*Threat or Intimidation – ARS 13-1202 Person*

When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. Reckless disregard to causing serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility. To promote, further or assist in the interest of or to cause, induce, or cause another person to participate in a criminal street gang, a criminal syndicate, or a racketeering enterprise. Retaliation for victim reporting or being involved in an organization established for the purpose of reporting. Ex: threats made over the phone, threats to beat someone up, threats made by text message, email, or social media, at home or at school.

Consequence Range – Parent Conference and Suspension to Expulsion

*Unsafe Behavior*

Acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations.

Consequence Range – Teacher Resolution to Suspension

*Vandalism, Graffiti or Tagging*

The willful or malicious damage, destruction, injury, disfigurement, or defacement of school or personal property without consent.

Consequence Range – Suspension to Expulsion

*Verbal Provocation*

Use of language or gestures that may incite another person or other people to fight.

Consequence Range – Teacher Resolution to Suspension

*Weapons, Firearms including Destructive Devices*

“Firearm” means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, starter gun or other weapon that will expel, is designed to expel or may readily be converted to expel a projective by the action of an explosive. This includes the frame or receiver of such a weapon. “Destructive Device” means a category of firearms that includes an explosive combustible or poisonous gas. This includes grenades, mines, and rockets.

Consequence Range – Suspension with Recommendation of Expulsion to the Governing Board

#### *Weapons, Other*

Any instrument or object possessed or used to inflict harm on another person or to intimidate. This may include but not limited to nunchakus, brass knuckles, Chinese stars, Billy clubs, knives at least 2.5 inches, electrical weapons, or devices.

Consequence Range – Suspension with Recommendation of Expulsion to the Governing Board

#### *Weapon, Simulated*

Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finder concealed under clothing and is being portrayed as a firearm.

Consequence Range – Suspension to Expulsion

### CONSEQUENCE GLOSSARY

*Temporary Exclusion (time-out):* the student is temporarily excluded from the classroom, 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/Principal 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.

*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 pick up 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 with the Governing Board 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 Board will make the final determination on the long-term suspension. This conference is required before the student can 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 Governing Board. The 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.

#### 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.

#### 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).

#### 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.

- 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.

#### NOT APPROPRIATE FOR SCHOOL

Students are not to bring toys, games, radios, etc. to school without administrative permission. The following materials are deemed not appropriate for elementary students and are not allowed at any time: knives, weapons of any kind (real or simulated), cigarettes, tobacco products, drugs, water guns, baseballs/softballs, roller blades/skates, skateboards. These items and anything else that may cause disruption to the learning environment will be taken from the student and held for parent pickup.

#### 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 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.
- Leggings, shorts, and other bottoms with patterns are not permitted.

#### DRESSES:

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

#### SHOES:

- For student safety, only closed toe shoes may be worn on campus.
- No heels, heeled shoes, sandals, or flip flops.

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.

### HEALTH AND SAFETY

#### MEDICATION DISTRIBUTION POLICY

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:

1. Prescription medication must be in the **original** container with a non-expired prescription label that matches the written physician's order.

2. Over-the-counter medications must be in the **original** container with original package directions.
3. Age appropriate dosage as stated on the label will only be dispensed.
4. For ALP to administer medications to a student, a Medication Permission Consent Form must be signed by the parent/guardian and physician. Dosage, time, routines, and dates to be given, and the name of the medication must be clearly stated.
5. All medication must be dropped off and picked up at school by an **adult** only.
6. All inhalers, self-carry or not, must have a pharmacy placed label on it or have the inhaler inside of the box with the pharmacy label. Inhalers not properly labeled are not allowed per district policy. Parents must complete the Consent to Carry Inhaler form and return it to the ALP office prior to the student carrying an inhaler on campus.
7. Medications prescribed to be given three times per day, **will not** be given at school unless the prescribing physician states in writing that the medication, such as ADHD medication must be administered during school hours. Please plan to give medications before or after school.
8. Narcotic pain medication will not be given at school, even with a physician's order.
9. Essential oils will not be applied or used at school. Essential oil diffusion is not permitted in the classrooms.
10. Supplements and vitamins will not be given at school unless we are provided with a physician's order.
11. No forms of cannabis will be administered to students for medicinal purposes, even with a physician's order.
12. Medications brought to school and not meeting the necessary requirements will not be dispensed. The medication will be locked in the office until a parent/guardian verifies the medication, signs the proper forms, or takes it home.
13. Please contact the ALP office regarding further information on inhaler and epi-pen order for any student.

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

Under normal circumstances, 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 emergency contact to request that the student be collected immediately.

- Fever - 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.

Please note that during the COVID-19 pandemic, there are updated policy and guidelines for mandatory health action. Students must not come to school if they exhibit any of the following symptoms:

- fever of 100.4 degrees or higher, or chills
- shortness of breath or difficulty breathing
- muscle aches
- sore throat
- headache
- fatigue
- congestion or runny nose
- cough
- vomiting
- diarrhea
- or new loss of taste or smell

Parents/Guardians should screen students for the above symptoms each morning, should self-report symptoms, and must keep students at home if any symptoms are present. Please note that students will have the opportunity to make up work missed due to symptoms of COVID-19.

#### 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 help 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.

## COMMUNICATION

### ELECTRONIC COMMUNICATION

All school communication will be filtered through email and electronic newsletters home. Parents/Guardians should not use email in the case of an emergency; rather, they should call the school office directly. While parents/guardians may use email to communicate any issues of concern, the demands and schedule of the school staff may limit their ability to address such communication or concerns immediately. The staff member will acknowledge the communication within 24 hours and provide information on when

the parent/guardian can expect a full response. If a parent/guardian does not receive an email response within 24 hours, he/she should inform the school administrator via email of the communication issue. Parents/Guardians should not request that teachers email assigned homework or due dates for their student. All Gradebook information will be available from ParentVUE and/or Google Classroom.

#### PHONE CALLS

To facilitate good communication and ensure security, teachers will use phones ALP school phones for school communication. If a parent/guardian would like to talk to a teacher, the parent/guardian should call the school office. Teachers will not be interrupted during class to speak on the phone. Teachers will make every effort to return messages within in a 24-hour period or business day if the communication falls on a Friday.

#### PARENT CONCERNS

A parent who has concerns about any matter involving a student is asked to initially speak to the staff member involved. If unable to come to a resolution with the staff member, then the parent should contact the school administrator. If necessary, a meeting will be held. If no resolution can be reached, the parent may then contact the Governing Board. We do ask that all situations be communicated with an attempt to solve at the school level.

#### VISITORS TO THE SCHOOL

All school visitors are required to check in at the school office and comply with the school's requirements for entry. During the heightened time of the COVID-19 pandemic, visitors were not allowed on campus during the school day. Now that we have reopened, visitors are permitted to enter beyond the general foyer space, however, the visitor is always required to wear a visitor's badge and face mask. 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. Visitors must be 18 years or older.

#### PLAYGROUNDS AND SIBLINGS AT SCHOOL

While we greatly appreciate parent volunteers, preschoolers and/or siblings may not accompany volunteers during school hours. Additionally, preschoolers and/or siblings are not permitted to use any ALP playground equipment during school hours or school events.

## TECHNOLOGY

### APPROPRIATE USE OF TECHNOLOGY

Technological resources provided by ALP are intended to be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. ALP views the use of electronic resources as important to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences.

Students are authorized to use ALP equipment to access the internet or other online services in accordance to ALP policy and procedures as outlined below:

- Students shall use the school's system safely and for educational purposes only.
- Students shall not use the school's electronic information services to encourage or facilitate the use of drugs, alcohol, or tobacco, or other inappropriate or unethical activities.
- Students are prohibited from accessing, posting, submitting, publishing or displaying harmful or inappropriate material that is threatening, obscene, disruptive, or sexually explicit, or that could be defined as harassment based on race/ethnicity, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
- Students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of electronic communication, unless instructed to do so by school personnel.
- Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
- All materials utilized for research projects should be appropriately cited as with other printed sources of information.
- Vandalism will result in the cancellation of user privileges or more severe consequences.
- Student shall not read other users' email or files without permission nor shall they attempt to read, delete, modify, or use another's identity electronically.
- Students shall report any security problem or misuse of the network to school personnel.

Computer files and electronic communication, including email, are not private and may be accessed by school administration at any time. When a student violates any part of the policy, school administration or designee may cancel or limit the student's user privileges or increase supervision of the students use of technological resources as appropriate. Inappropriate use may result in disciplinary action.

## ACCEPTABLE USE AGREEMENT FOR THE INTERNET

ALP students have access to school electronic mail and internet. Access to electronic mail and the internet offers an abundance of resources such as thousands of libraries, databases, and bulletin boards to both students and teachers. ALP's goal in providing this service is to promote excellence by facilitating resource sharing, innovation, and communication.

ALP has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials on a global network and industrious user may discover such materials. We believe that the benefits to students to further educational goals and objectives via access to the internet far exceed any disadvantages. Ultimately, parents are guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

All network activities, including internet and email, will be supervised by school personnel. Below are activities in which your child may be a participant.

- E-mail pen pals
- Research major news sources
- File Transfers
- Research databases, card catalogs, image files, weather maps
- Conversation or Video Conferencing

## INTERNET AND EMAIL RULES & EXPECTATIONS

- Individual users of internet and email are responsible for their behavior and communications over the network. The use of each user account must be in support of education and research and consistent with the educational objectives.
- Access is privilege – not a right. Inappropriate use will result in a cancellation of privileges. The network administrators will deem what is appropriate use and their decision is final. An account may be closed at any time if inappropriate use is determined.
- Students are expected to be polite, using appropriate language and pictures in messages to others. Downloading inappropriate material is prohibited.
- Students must respect and maintain user privacy.
- Assume that all communication and information accessible through the network are private property. Copyright infringement is prohibited.
- Use of the network appropriately in such a way that would not disrupt the use of the network by others.
- Damaging computers, computer systems or computer networks is prohibited and will not be tolerate.

- Students are to report any misuse to parents, teachers, or the school administrator as soon as possible. Violations of the above network etiquette may result in a loss of access as well as other disciplinary action

## CELL PHONES

If you, as a parent/guardian, have decided that it is necessary for your child to carry a cell phone, we ask that you please be aware of the following and discuss with your child:

- ALP does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone anywhere on campus or at a school event and it is damaged or stolen, we will not use administrative time to investigate the incident, nor will ALP take any financial responsibility for the cell phone or cell phone charges.
- ALP does not have a BYOD (Bring your Own Device) policy. Therefore, the school does discourage students bringing cell phones to school.
- Students may not have students on or out during class time or recess. Cell phones may be confiscated by an ALP staff member and returned at the end of the day.

## 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

The Family Educational Rights and Privacy Act, a Federal law, requires that all schools, including charters, with certain exception, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from your child's educational records. However, ALP may disclose appropriately designated "directory information" without written consent unless you have advised ALP to the contrary. The primary purpose of directory information is to allow ALP to include this type of information from your child's education records in certain school publications. Examples include:

- Performance pamphlets (end of year, playbills, etc.);
- The annual yearbook;
- Recognition lists;
- Promotion programs; and
- Activity sheets

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. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. The school must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in PTA bulletin, student handbook) is left to the discretion of the school.

If you do not want ALP to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing within the first two weeks of the start of school. ALP has designated the following as directory information:

- Student's name
- Parent/Legal guardian's name
- SAIS/School ID number
- Address
- Telephone listing
- Parent/Legal guardian's email address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade Level
- Participation in school programs
- Honors and awards received
- The most recent educational agency attended

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school administrator. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students should submit a written request to the school administrator clearly identifying the part of the record they want changes and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement); a person serving on the School Board; a person or company with whom the school has contract to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Arizona Language Preparatory 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 20202-5901

#### **PUBLICITY AND MEDIA RELEASE**

Arizona Language Preparatory may use the image of students in the following ways: display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to,

printed materials such as brochures and newsletters, and digital images and materials such as videos, the Arizona Language Preparatory website, the Arizona Language Preparatory Facebook page, and press releases distributed on a local and national level.

**If a parent/guardian denies permission to use his/her child's image, the parent/guardian must submit a written request to the school administrator indicating what types of publications his/her child may not be included in.**

#### 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.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

#### DONATING TO ARIZONA LANGUAGE PREPARATORY

##### 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.

#### CHILD CUSTODY AND COURT ORDERS

In most cases, when parents are divorced, both parents continue to have equal rights concerning their children. We ask that you please ensure that disagreements about custodial issues are resolved outside of the school.

In cases where custody or visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. Restraining orders, court orders and injunctions can only be modified or rescinded by a court.

#### REPORTING CHILD ABUSE

By state law (A.R.S. 13-3620) school employees must report suspected cases of child abuse to the Arizona Department of Child Safety (DCS). Individuals required to report suspected abuse are protected by state law from civil or criminal liability.

#### 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.

The lack of English language skills will not be a barrier to admission and participation in any program at our school.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to Renita Myers at [azlanguageprep.org](http://azlanguageprep.org).

#### 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.