

La Paloma Academy

Student/Parent Handbook 2011-2012

Mission Statement

La Paloma Academy is committed to providing the highest quality education where children can achieve their full academic potential. This is accomplished by individualized instruction in core curriculum and a qualified teaching staff. Our goal is to provide a safe, structured environment, which encourages the development of strong family values, where a child becomes not only a well-rounded scholastic student but also a life long responsible citizen.

School Phone Numbers:

Central Site	721-4205	Fax 721-4263
Lakeside Site	733-7373	Fax 733-7392
Douglas Saddleback Site		

Website:

<http://www.lpatucson.org>

Site Administrators:

Superintendent:	Raena Janes
Chief Academic Officer:	Jackie Trujillo-Watins
Central Site:	Billy Rubasch, Principal Sean Watins, Vice Principal
Lakeside Site:	Steve Leininger, Principal Justin Dye, Vice Principal
Douglas Saddleback Site:	Craig Janes, Principal

School Hours:

Kindergarten – 6 th grade	8:30 a.m. – 3:15 p.m.
7 th – 8 th grade	8:30 a.m. – 3:30 p.m.
All grade levels	8:30 a.m. – 11:30 a.m. every Wednesday

At La Paloma Academy we:

ACT

Are respectful and trustworthy

Care about each other

Take responsibility

Character Counts/Family Values

At La Paloma Academy, teaching family values and training students with moral upbringing is at the heart of our school. The vision we have is to not only provide a school that teaches students academically, but molds the students into a caring and respectful community. Character education is at the root of everything we provide. Our discipline is structured around the 6 pillars and has students actively engaged in community service projects. The six pillars are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

All activities integrated into our school involve the recognition and identification of character-related behavior including the use of literature, visual media presentations, or discussion of character value as they relate to a specific story. Stories may be from our nation's leader, where character qualities are demonstrated. Lessons presented in the classroom will include the implementation of character qualities and values. (ARS 1-154.01)

Parental Involvement

It is imperative to have the support of the parents to meet the academic and social needs of the students. At La Paloma Academy, we believe that in order for your child to meet the challenges that he or she will face in our society, the development of self-discipline and individual responsibility is essential. Parents are invited and encouraged to play an active role in their child's education. We welcome friendly parent volunteers in classrooms, monitoring lunches, etc.

The following procedures are in place for any parent/volunteer:

- If parents/volunteers are used to transport children on field trips, the school must verify that the limits on their auto insurance is no less than \$100/300,000; keep on hand a copy of their insurance that shows the limits of liability; run MVR's on the drivers at www.servicearizona.com; and do a check from the National Sex Offender Registry at <http://www.familywatchdog.us/>.
- The same registry check with the National Sex Offender Registry should be used for any volunteer/parent that has contact with student or is on your campus, regardless of whether they are transporting students or not.

- If any volunteers have unsupervised contact with the students, a fingerprint clearance card will be required.

Parental involvement is key. Parents who find themselves unable to volunteer can help our school in other ways. As a fundraiser, the PTO sponsors a “Buy Your Parental Volunteer Hours” to help support the 8th grade trip fund.

Parents may be asked to attend values classes, offered throughout the year, if their child excessively exhausts the discipline system. Character and values classes are offered throughout the school year for all parents, staff, and anyone wanting to learn more about our philosophy and goals at La Paloma Academy.

School Hours

Kindergarten through 6th grade students begin school at 8:30 a.m. each day and the school day ends at 3:15 p.m., **except for Wednesday. Wednesday is the designated half day and school ends promptly at 11:30 a.m. for all grades.** Junior High student’s grades 7th and 8th begin school each day at 8:30 a.m. and end at 3:30 p.m., except for the designated half day. The school office is open each day from 7:30 a.m. to 4:00 p.m. On the designated half day, school ends promptly at 11:30 a.m. for all grades. Please feel free to call or come by the office if you have any questions or concerns. All students need to be picked up within 15 minutes after the bell rings or your student will be sent to the office and we will begin contacting all numbers on the student’s information card.

Unless students are involved in any before school programs, they should not arrive at school before 10 minutes prior to school starting. There is no supervision for the campus prior to school starting. Students are expected to go home promptly when they are dismissed in the afternoon, as there is no playground supervision after school, unless your child is enrolled in the afterschool program.

Procedure For Abandoned Students

All students remaining at school after 3:30 (or 3:45 for Junior High) who are not enrolled in the afterschool program will be sent to the office. **If there is a half day with no after school, all students must be picked up by 11:30.** The office will begin attempts at contacting the parents. If the parents are unable to be reached or unable to pick up their child, all contact numbers and emergency numbers will be called. If all numbers have been exhausted, the police or CPS **will** be contacted.

Attendance/Absence Policy

Regular attendance for each child is necessary for maximum academic growth.

La Paloma Academy is committed to:

- Working with students and their families to ensure that all students attend school regularly.
- Understanding there is a variety of factors that may influence school attendance.
- Providing strength-based and culturally appropriate interventions and services including parent education and referrals to school/ community based resources.

Absences

Please notify the school prior to 9:00am if your child is going to be absent and the reason for the absence. The school administration is required to know the reason for absences for the State Department of Education.

In the interest of sound academic work, a student shall not be absent without an adequate reason.

Excused absences include: personal illness, illness or death in the family, doctor/dental appointment, religious observance, quarantine, required court appearances, attendance at health clinics,

Unexcused absences include: family vacation, hunting, babysitting, hair cut, music or dance lesson, club meeting, or oversleeping.

It is the goal of La Paloma Academy to address excessive absenteeism as quickly as possible, to communicate the issue to parents/guardians and to partner with parents/guardians and students to develop strategies to address the absenteeism and produce a change in behavior.

Arizona State Law defines an absence as excessive when the number of days is more than 10% of the number of days required in the school year.

Therefore, any student absent a combined total of **18 days** (consecutive or nonconsecutive, excuse or unexcused) is deemed truant and excessive. **A student having 3 tardies also equal one absence.**

Absentee letters will be mailed to parents/guardians when their student reaches 6 days, 10 days, and 15 days of absences.

Excessive absenteeism and truancy are serious issues and a violation of state and local laws. The Arizona Compulsory Attendance Law makes it the legal responsibility of parents/guardians to have their children in school on a regular basis. La Paloma Academy is committed to supporting students and families to minimize excessive absences. To that end, **when a student has reached 15 absences, La Paloma Academy will require the student and parent/guardian to meet with the Truancy Committee.**

At the Truancy Committee meeting, the student, parent/guardian, and the school will discuss strategies to prevent possible expulsion, and/or referral to Juvenile Court, and/or referral to Child Protective Services. (Due process followed as per ARS 15-803). The student and/or parent may also be required to sign an **Attendance Contract**. Once on an attendance contract, a student's subsequent absences will **only** be excused with either proper medical or court documentation. (Students with extenuating circumstances should consult with the principal).

If a student is unable to attend school due to a prolonged illness or injury (three or more days), a note from a doctor must be submitted to the attendance clerk.

Truancy

Unexcused absences may be deemed as truant. Truancy is a violation of state and local attendance laws and is considered a serious offense. Continue truancy may result in legal action against the parents or guardians. The Arizona Compulsory Attendance Law makes it the legal responsibility of parents to have their children in school on a regular basis.

Tardy Policy

Late arrival means lost learning and disruption of class! La Paloma Academy believes helping students instill the value of promptness will make them more successful in almost every aspect of their lives!!

When students are tardy, they **must** report to the office for a late pass. This will ensure the student's name will be removed from the daily absentee report. **Only a student with a late pass will be admitted to class late.**

A student is **tardy at 8:35 a.m.** for all grades.

Student who have been **tardy 2 times in 1 week**, will be required to attend lunch detention, after-school detention, and/or will do community service. Once a student reaches **4 tardies in a week**, that student will be required to spend one day in in-school suspension for each tardy thereafter.

The school needs to know by 8:30am if your child will be late. There is an important reason this should be done as soon as possible. The home and school need to know quickly if any child left home for school, but did not arrive at school.

Early Departures

Early release equals lost learning!! Teachers often use the last few minutes of a class to review and communicate assignments.

Three early releases also equal one absence.

Chronic early releases will be handled in the same fashion as tardies.

Regular attendance for each child is necessary for maximum academic growth. Please notify the school prior to 9:00 a.m. if your child is to be absent and the purpose of the absence. The school needs to know by 8:30 a.m. if your child will be late. There are two reasons this should be done as soon as possible:

- The home and school need to know quickly if any child left home for school, but did not arrive at school.
- The school administration is required to know the reason for absences for the State Department of Education.

Missing Assignments

Upon returning to school, students will be responsible for compiling and completing missing assignments. Make-up work should not exceed one week from the time a student returns to school following an absence.

Homework Requests

A request for homework can be made when the absence is called in. Requested work may be picked up the following day. Work may also be sent home with another student the following day. Requests can be made to the teacher or the school office.

Leaving The Campus During School Hours

Students are not to leave the campus from the moment they arrive until after school is dismissed for the day. If a student must leave before school is dismissed, the following procedure is to be followed:

- Students must present a note from parents to their homeroom teacher, in advance, stating the date, time, and reason for the departure along with the time the student will return to school.
- At departure time, the parents/guardians come to the school office to request that their child be called out of class, and complete the sign-out log.
- If the child returns to school on the same day, the student must come to the front desk where the parent needs to sign in the child, and the child will receive a pass back to class.

Only a parent/ legal guardian may check his/her child out of school unless a parent specifically notifies the school office that another authorized person may remove the child from school premises.

Gum Chewing/Food And Drinks

Gum is not allowed at La Paloma Academy. Food and drinks are not allowed in the classrooms, unless approved by the teachers. The only drinks allowed in classrooms are spill-proof water bottles.

Dress Code

The school uniformed dress code attempts to develop student standards of dress that reduce the appearance of materialism/class status and that encourage a disciplined learning environment. It is important that students adhere to the standards, that parents enforce them at home, and that faculty enforces them at school. The dress code applies to all students at all times during the school day, including after school, except when an administrator waives it for a specific activity.

- 1st transgression – School staff will notify parents of concerns. Students will be expected to change into appropriate clothing provided by the parent. Students will be welcomed back to class when they meet guidelines. Entry in the discipline database.
- 2nd transgression – School staff will notify parents of concerns. Students will be expected to change into appropriate clothing provided by the parent. Students will be welcomed back to class when they meet guidelines. Entry in the discipline database.
- 3rd transgression – Parent will pick up child from school. Entry in discipline database.

School Colors

Polo Shirts-solid color: Red (not maroon), White, and Navy Blue

Slacks, Shorts, Jumpers, Capri's, Skirts: Navy and Khaki only

Belts are required for grades 4th through 8th.

- Pants are to be cotton twill in a traditional “Dockers” style and an appropriate size (not excessively baggy or too tight).
- Belts cannot hang down from students’ waists.
- Jumpers, shorts and skirts are to be no shorter than 4”above mid-knee.
- Polo shirts are to be buttoned at all times.
- All shirts are to be tucked in at the waist.
- Undershirts are to be the same color as the polo and cannot be larger than the polo shirt.
- Sweaters, sweatshirts, and jackets are to be of a solid color – navy, red, or white – and over a uniform collared shirt. There cannot be any emblems or writings on the clothing. Sweatshirts are only allowed during cold weather season and administration will inform parents when jackets and sweatshirts are no longer allowed. All jackets, sweatshirts, and sweaters must be appropriately sized for the student.
- Headwear: No hats, bandanas, or scarves are allowed. Hoods on sweatshirts must be down at all times.

- Shoes: No open toed or open backed shoes allowed. Heelies are not allowed on campus and will be taken away from the student.
- Hair color needs to be a natural color and not disruptive to the classroom environment.
- Piercings and/or tattoos: if viewed as distracting, students will be asked to remove or cover them.
- Jewelry/Accessories: any type of jewelry that is deemed distracting will be removed including arm bands.

Serving Our Community

In a constant effort to build values in citizenship, caring and responsibility, La Paloma Academy dedicates each grade to a community focus. Students will become actively involved in serving others as well as working on campaigns to educate other students in different grades of their cause. .

Discipline - A Joint Effort Between Home And School

At La Paloma Academy, our primary objective is to educate children. We believe that in order for your child to meet the challenges that he or she will face in our society, the development of self-discipline and individual responsibility is essential. It is important that parents, school staff, and students work together to maintain a positive educational atmosphere. The rules and discipline procedures at La Paloma Academy have been established for the protection of our students. As parents, we believe you are the most important people in your child's life; the staff needs your support in promoting acceptable behavior. Our goal at La Paloma Academy is for each student to learn to be responsible for his or her own actions.

La Paloma Academy-Code Of Conduct

La Paloma Academy staff model and encourage the A.C.T. approach to the behavior standards.

Are Respectful and Trustworthy
Care about Others
Take Responsibility

School Standards

- Respect others with language and actions
- Listen and follow directions
- Work and play safely
- Work quietly
- Be prepared to learn

Non-Compliance to Standards

- Redirection—(warning)
- Think time—(time out)
- Loss of privileges
- Note/phone call to parents
- Referral to administration

Severe Violations: May Be Referred To Administration

In the case of:

- Destruction
- Verbal abuse
- Defiance
- Loss of self-control
- Profanity
- Vandalism of any kind

The following minimum disciplinary actions will be taken:

- Warning or reprimand
- Parents notified
- Community service/Campus clean-up (i.e. picking up trash, cleaning bathrooms - Gloves will be available to students involved with campus clean-up)
- Suspension may be given

In the case of:

- Aggressive, intimidating, harassing and threatening behavior (written or verbal)
- Physical violence (fighting and throwing punches)
- Hazing
- Possession of drugs, tobacco, alcohol, or synthetic substances
- Possession of weapons, explosives or other dangerous objects (real or simulated)

The following minimum disciplinary actions will be taken:

- Parents notified by administration
- Suspension (parent conference is required before student returns to school)
- Tucson Police Department may be notified
- Expulsion

In the case the student is sent to the administration, the following may occur:

- Discussion with the student involving the character/value infraction
- Student will be assigned a “values campaign” or report
- Parent may be called and/or will be required to sign off on the campaign or report

Values Campaign

Students are referred to administration for violating or being in non-compliance with La Paloma Academy's values. The "yellow card" or pass will make the administration aware of the character or value the student chose not to follow. Depending on grade/age, the student will be assigned to do a drawing, story, essay, book report, or reaction to a video to share with another classroom about the importance of having and demonstrating good values. Parents may be asked to accompany their student in the discipline process by attending family values courses offered throughout the year.

Alternative Classroom Placements

For students who choose not to behave or are excessively disruptive in the classroom, they may be placed in an alternative classroom for one to three days per administration decision. For example, an 8th grader not complying with the classroom standards may have to do work independently in a 2nd grade classroom.

After School Detention

Students can be assigned to detention after school for two reasons, academic and/or behavioral. First, the teacher can assign a student for detention for missing homework assignments. Second, administration can assign detention as a behavior consequence. Typically, students in detention for behavior reasons will be assigned copying our Mission Statement and the Six Pillars of Character. Detention runs from 3:30 p.m. to 4:00 p.m. on designated days. Students who show up late or do not show up at all can be assigned additional days of detention and be subject to Saturday School, placed on a behavior contract and/or suspension.

Lunch Detention

Lunch detention is assigned to grades 6th – 8th grades during lunch for academic and/or behavioral reasons. Students will complete homework assignments or copy sentences during lunch detention. Students will be released 10 minutes before the end of the lunch period to eat their lunch.

Behavior Modification Contracts

Cases of repetitive, unwanted behavior may warrant the implementation of a behavioral contract. A behavioral contract will specifically outline undesired behaviors. It will also include a plan for positive modification and number of probationary days. If the student is found in violation of this contract, the student will be called to speak with the school board and can be expelled from La Paloma Academy.

Classroom Discipline Procedures

The first week of school, classroom teachers will introduce, define, and discuss individual classroom rules with their students. From one classroom to another, rules may vary somewhat depending on the individual teacher. Every teacher utilizes a progressive consequence for negative behavior, and emphasizes positive reinforcement for desirable behavior demonstrating specific character qualities (ARS 15-154.01). Discipline at all levels within the school integrates and emphasizes family values. Students are expected to respect others by the following: appropriate language and actions, listening and following directions, working and playing safely, work quietly, and being prepared to learn.

No single strategy of discipline solves all behavior, attitude, and schoolwork related problems. A student who is sent to the principal's office may be subject to a parent phone call, after school detention, suspension-short or long term, and/or expulsion, following the state guidelines. (ARS 15-841) For all long term suspensions and expulsions, the student is entitled to due process and can appeal to the School Board. The administration will enforce disciplinary measures as deemed appropriate.

Student Conduct (Gang Activity Or Association)

La Paloma Academy believes that every child has the right to learn in a safe environment. Therefore, groups which initiate, advocate, or promote activities that threaten people or property, or disrupt the school environment will not be permitted. Further, the use of hand signals or graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that indicates or implies membership or affiliation with a gang is also prohibited.

Bullying, Extortion, Fighting And Horseplay

La Paloma Academy strives to be an environment that will be absent of all threat. We create an atmosphere in and out of the classroom where thoughtful people work together and strive to make all students feel honored as important and worthwhile people to know and to be in relationship with. Bullying and intimidating will not be tolerated.

Bullying is not a mutual conflict, disagreement, or altercation between peers. In instances of bullying, there is a clearly defined victim and bully. Bullying includes but is not limited to physical intimidation, physical abuse, threats, name calling, social isolation, gossiping, and spreading rumors.

Threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed on those who attempt this. Students who are victims of such acts are asked and encouraged to report it to teachers or to someone in the office so that definite action can be taken. This is the only way to ensure that such acts may be curtailed.

Horseplay often results in injury or leads to serious fighting. Therefore, it is not permitted and may be treated as fighting when referred to administration. Fighting at the bus stop, on buses, or anywhere on campus is prohibited. Students engaging in such activity face suspension or other disciplinary action.

Parent Conduct (Safe Campus Policy)

La Paloma Academy believes that all students, parents, and faculty have the right to a safe, violence-free campus. Parents do not have the right to swear, threaten, aggressively confront or touch any child (that is not their own), faculty or other adults on school property. A violation of this policy may result in the violator's child/children being withdrawn from La Paloma Academy.

Drug Warning

Student non-medical use, possession, distribution or sale of chemical substances (alcohol, tobacco, inhalants, or drugs) is prohibited in the buildings of La Paloma Academy and on school grounds. This prohibited use also applies to all at school sanctioned activities and when students are being transported in vehicles. Students found with any such paraphernalia will be directed to the police and a recommendation for expulsion pursuant to the school board will be made.

**La Paloma Academy is a drug free/smoke free campus.
Smoking is strictly prohibited at all times.**

Public Displays Of Affection

Students are reminded that they are to be responsible and appropriate at all times. Kissing and holding hands are not permitted.

Curriculum

The La Paloma Academy has a core curriculum that is aligned to the Arizona Academic State Standards. The curriculum stresses that students actively engage in the learning process with a focus on varied opportunities for functional use of the materials covered. An overview of the curriculum, by grade, is available in the School Office.

La Paloma Academy's teachers stay current with the research on teaching techniques. They are skilled at helping all students reach their potential by finding the teaching strategies that best fit each learner.

Grading And Evaluating

The quarterly report card is designed to provide parents and students with more information than a simple number or letter grade. Three areas of evaluation are communicated in primary, intermediate, and middle school report cards:

The first portion of the report card is an “objective” measure of work performance. All students will participate in and plan for success on the Terra Nova assessments in grade 2 and the AIMS assessment at grades 3 through 8. All teachers will maintain representational reading, writing, and math portfolios of selected teacher generated assessments, performance evaluations, projects, reports, etc. that are utilized for both grading and conference purposes. All skills and abilities taught and assessed at La Paloma Academy are not considered mastered until the student demonstrates a 75% proficiency level.

Assessments

AIMS: Arizona’s Instrument to Measure Standards, also known as AIMS, is a test designed specifically to measure each student’s progress in learning the Arizona Academic Standards. The four content areas tested are mathematics, reading, writing, and science. The Arizona Academic Standards are clear and concise statements of what ALL students are expected to know and be able to do at various stages of K-12 education. Scores are reported in terms of four performance levels: Exceeds the Standard, Meets the Standard, Approaches the Standard, and Falls Far Below the Standard. Any student who Meets the Standard or Exceeds the Standard has fulfilled the requirement.

CBMS & DIBELS: Curriculum Based Measures (CBMS) and Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of procedures designed to regularly monitor the development of early literacy and early reading skills. These assessments measure the academic standards taught in math, reading, writing, and science. Scores reflect whether students master, approach, or fall far below the standards in each area.

Promotion Criteria

Promotion considerations will include the following:

- Grades
- Test scores
- Age
- Current achievement
- Social maturity
- Attendance
- Teacher evaluation and judgment

8th Grade Graduation/Social Promotion

Students graduating from 8th grade must demonstrate mastery of core academic standards. Any student who has not met the academic requirements may be socially promoted, but will not be eligible to participate in the 8th grade graduation ceremony.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Students have the opportunity to pre-pay for their lunches. The price for lunch is \$2.00. You can apply for free or reduced lunch. The applications are in the front office. Please prepay for lunch by bringing the money to the front office or your student's teacher. We accept cash, check, or credit card. If you wish to pay with credit card, please pay in the front office. All students are offered breakfast free of charge each morning at the beginning of class.

Health Services Procedures

In order for your child to be available for learning and to control communicable disease in school, it is very important for you to keep your child at home when he or she displays any of the following:

- A temperature of 99.5 degrees or more. Your child should remain at home in bed for the day and should be fever free for 24 hours (without the aid of Tylenol or Motrin) before returning to school.
- A diagnosed strep infection. Your child should be on antibiotics for 24 hours before returning to school.
- Red swollen eyes that itch and drain pus (woke up with eyes glued shut).
- A diagnosed case of conjunctivitis. Your child should be on antibiotics for 24 hours before returning to school.
- Vomiting during the night or in the morning.
- Persistent diarrhea during the night and into the morning.
- A moist productive cough, chest congestion, or discolored nasal discharge.
- Head lice or nits (eggs). We have a no nit school therefore students will not be allowed in school until all head lice and nits are gone. Students will need to be checked every morning by school staff for 10 days after treatment before being released to class.
- An unexplained rash.

If your child has been diagnosed with a communicable illness, contact the Health Clerk/Student Health Services Coordinator. Examples include, but are not limited to chicken pox, impetigo, scabies, hepatitis, and ringworm.

If your child gets sick at school

When it is determined that a student should be sent home as a result of illness or injury, a parent/guardian who has legal custody will be notified by school personnel and asked to come pick up the child from school. If your child is ill at school, they need to be picked up from school in a timely manner. Our office is small, so other children coming in would be exposed to the illness your child has. Please consider how you would want your child treated in such a circumstance.

The student can only be released to someone other than the parent/guardian if that person has been designated on the emergency card by the parent/guardian.

Please inform the Student Health Services Office of any change in phone numbers for home, work, cell or pager and emergency contacts to assist us in being able to reach you in a timely manner. Invalid numbers and emergency contact could result in delayed medical treatment for your child. It is imperative you notify the office immediately of any changes.

Please do not give a phone number that is strictly a message machine, we need to be able to speak with someone who can reach you quickly.

A student emergency card is kept in the office. The card is used to contact parents/guardians or designated contacts if an emergency arises. Please fill this form out completely and sign. If the parents can not be contacted, the emergency numbers will be tried first, and ultimately the police may need to be contacted if the school is unable to reach anyone.

If in an emergency situation, we are unable to reach you or your designated agent, paramedic/ambulance services may be needed. Families will be responsible for the cost of paramedic/ambulance service.

Medication at school

Any prescription medication and over-the-counter medication prescribed by a physician that needs to be taken at school must have written authorization from both the physician and parent/guardian. Parents/guardians must complete the Authorization to Administer Medication form which can be obtained in the Student Health Services Office.

Medication is to be furnished by parent/guardian and is to be labeled in the original prescription bottle with the student's name, name of medication, amount to be taken, time of day to be taken, and name of physician. The pharmacist may be requested to prepare a special container for school use. An over-the-counter medication must be in original packaging, with all directions, dosages, compound contents, and proportions clearly marked. A signed physician's statement indicating the necessity must accompany any request for administration of over-the-counter medication.

The Health Clerk/Student Health Services Coordinator must be notified by the parent/guardian of any changes in medication, dose or time to be taken and new physician orders must be provided. Be sure to bring in a new bottle and a note from the physician, or have the physician FAX the changes to the school.

Students are not permitted to take medication independently in the Student Health Services office or elsewhere on campus with the exception of inhalers and/or Epi-pens with the appropriate paperwork. Please see the Health Clerk for the paperwork required.

Please notify the Student Health Services staff several days in advance of a field trip.

All medication must be brought to school and picked up from school by the parent/guardian or authorized adult. At no time should a student transport medication for their safety and the safety of other students. Medications brought in will be counted and documented.

An employee who has been designated by the parent/guardian and/or the Principal of La Paloma Academy as their agent may administer medication. **UNDER NO CIRCUMSTANCES MAY PERSONNEL ADMINISTER MEDICATION TO A STUDENT IF NURSING JUDGMENT IS REQUIRED FOR PROPER ADMINISTRATION (this includes medication on an as needed basis and over-the-counter medications).**

La Paloma Academy does not have a Registered Nurse in employment, therefore THE HEALTH CLERK/STUDENT HEALTH SERVICES COORDINATOR AND/OR DESIGNATED AGENTS ARE NOT PERFORMING A NURSING FUNCTION AND ARE PERFORMING A MINISTERIAL FUNCTION ONLY.

SCHOOL PERSONNEL MAY GIVE FIRST AID ONLY. THEY CAN NOT DIAGNOSE, GIVE MEDICAL TREATMENT OR PRESCRIBE MEDICATION FOR A CHILD IF A CHILD BECOMES ILL AT SCHOOL.

Chronic Illness

Students that have chronic illness' that may cause them to have excessive tardies or absences must obtain the required chronic illness forms from the health office to be filled out by the student's physician.

Special Procedures

Examples of Special Procedures would include but not be limited to catheterization, gastrostomy tube feeding, tracheotomy care, etc. Procedures needed by the student during school hours are permitted under the following conditions as they are invasive procedures:

- Parent/guardian or other person having legal control over the student file a written, current and unexpired request that the school provide for the specific procedure needed by the student.
- Licensed physician of the student file a written, current and unexpired request for the specific procedure needed by the student be provided for during the hours when school is in session or the hours when the student is under the supervision of school officials.
- A physician or registered nurse provide written, current and unexpired instructions regarding the specific procedure needed by the student which states which staff members are designated to provide the specific procedure and a description of the nature and extent of any supervision that is required.
- A staff member who is authorized to provide the specific procedure must receive training from a physician or registered nurse consistent with the state board of nursing.

End of year medications

All medication must be picked up by the last day of school by the parent/guardian. Any medication left at school after that the last day of school will be discarded.

MEDICAL DISCLAIMER

I, THE PARENT OR GUARDIAN OF THE ENROLLED STUDENT, AGREE AND AUTHORIZE LA PALOMA ACADEMY, ITS EMPLOYEES, ADMINISTRATORS AND OTHER PERSONNEL, TO ADMINISTER, OR CAUSE TO BE ADMINISTERED, ANY FIRST AID, EMERGENCY MEDICAL CARE, OR OTHER TREATMENT PERCEIVED AS NECESSARY UNDER THE CIRCUMSTANCES, INCLUDING TREATMENT BY A DOCTOR, PARAMEDIC, CARE FACILITY, OR HOSPITAL OF LA PALOMA ACADEMY'S CHOICE; THAT MY CHILD'S INJURY OR CONDITION MAY BE COMPOUNDED, MULTIPLIED, OR ENLARGED BY NEGLIGENT RESCUE OPERATIONS OR EMERGENCY PROCEDURES; AND THAT I AGREE TO TAKE FULL RESPONSIBILITY, AND EXPRESSLY WAIVE AND RELEASE ANY CLAIMS MY CHILD OR I MAY HAVE, FOR SUCH MEDICAL CARE OR TREATMENT, SPECIFICALLY INCLUDING, WITHOUT LIMITATION, ANY NEGLIGENT RESCUE OPERATION, TREATMENT OR SELECTION OF MEDICAL PERSONNEL OR FACILITIES.

Personal Property/Lost And Found

The "Lost and Found" is located in the school office. If students find something that does not belong to them, they are to bring it to the "Lost and Found". If the students lose something, they may look in Lost and Found on their own time, i.e., break, lunch, before or after school. The security of personal items and the care of textbooks and other school property assigned to the student is the responsibility of the student. La Paloma Academy and its staff are not responsible for lost or stolen items. Therefore, we highly recommend that students do not wear or bring valuable items to school. All lost and found items are donated on a regular basis.

Electronic Devices/ Games/ Toys

Use of cell phones or electronic devices (MP3 players, PSP's, iPods, etc) is not permitted on campus. Any student who brings a cell phone or electronic device to school must keep it turned off and in his/her backpack. Consequences for violation of this policy are:

- 1st offense – cell phone or electronic device is taken and turned in to the office – parent is notified and student may pick it up at the end of the school day.
- 2nd offense – cell phone or electronic device is taken away and turned in to the office – student receives a written referral – parent is notified and parent may pick up cell phone or electronic device from front office.
- 3rd offense – cell phone or electronic device is taken away and turned in to the office. Student receives a written referral – parent is notified and **cell phone or electronic device is returned to parent or student on the last day of the semester.**

Please keep in mind that additional consequences will occur for a student who not only violates our policy, but also uses a cell phone or electronic device in such a way that breaks other school rules.

Phone Calls

Please know that students are permitted to use the office or classroom telephone only with permission or a pass from a teacher. Please keep telephone calls short. No student will be called from class to receive telephone calls.

Teachers will not be available by phone during school hours.

School Lunch Program

La Paloma Academy is part of the National Free and Reduced Lunch Program. Hot lunches can be purchased, for students who don't qualify for the program, at a cost of \$2.00 per day. Students that qualify for reduced lunches will be charged .40 cents per day.

Emergency Plan

Emergencies of many types can and do take place in the school setting. La Paloma Academy has an emergency preparedness plan. This plan can be viewed at the front office, and a copy is kept in every classroom. In the case of a school-wide emergency, all students would be gathered in the gymnasium for parents to immediately pick up. Information updates for our school, in cases of emergency, can be heard on the following radio stations: 93.7, 99.5, and 94.9.

Book Replacement Policy

At La Paloma Academy, we feel that students should be responsible for belongings and take pride in their environment. School textbooks, library books, and all school materials and property are expected to be returned at the end of the school year in the condition they were given. If the textbook is grossly damaged, the student will be asked to pay the cost to replace the textbook and/or extracurricular activities could be withheld (ARS 15-727). Books and materials not returned will result in the student's report card and/or transcripts being held.

Money At School Policy

Bringing money, other than the amount needed for lunch, is strongly discouraged. However, there may be occasions when the teacher may ask your child to bring money for a special project, field trip and/or bake sale. The buying and selling of items by individuals other than an approved group is prohibited.

Parent Teacher Organization (PTO)

Members of the PTO are actively involved in our school. They help organize school-wide projects and raise funds for additional items needed by the school.

They bring in activities to supplement our regular curriculum, and offer programs of interest to parents. They are a most welcome and appreciated part of our community! PTO members are teacher recommended. If you are interested in becoming a member of PTO, please speak with your child's homeroom teacher.

Some of the projects undertaken by the La Paloma Academy PTO include: Book Fairs, Staff Appreciation, Holiday Shop, 8th Grade Trip, 8th Grade Graduation, and Harvest Festival.

Parents are considered for membership through nomination by a current PTO member or a faculty member and approved for membership by the School Board.

La Paloma Link

The La Paloma Link is our weekly newsletter. It provides students and parents with information about upcoming events and important dates. It is sent home on Monday with the students.

Visitors

La Paloma Academy encourages visitation by parents. In all cases, visitors should contact the teachers to make advance arrangements for classroom visitations. All visitors must sign in and obtain a visitor's badge in the office before visiting the campus.

Students from other schools are not allowed as visitors during our school day.

Statement of Non-Discrimination

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

Abuse and Neglect

The Arizona State Law requires all staff of La Paloma Academy to report suspicion of any form of child abuse within 24 hours. This includes sexual abuse, physical abuse, emotional abuse, or neglect. La Paloma Academy does not condone, hide, or tolerate any type of abuse and will report any suspicions according to the proper officials. (ARS 13-3620).

Child/Sexual Abuse Policy

The legal obligation of La Paloma Academy school employees is to report situations of suspected child abuse and neglect. If a La Paloma Academy

employee suspects child abuse, the employee will first speak with the school counselor, nurse, and/or principal. If the designated school officials feel the situation needs to be reported, CPS will be called by the employee who has first-hand information of the situation. The La Paloma Academy employees will maintain confidentiality and speak with no individual beyond the designated school officials (i.e. nurse, counselor, principal).

If any student or employee feels they are the victim of sexual abuse of any kind, they may directly contact Raena Janes (Superintendent; rj@arizonachartershools.org) or Jackie Trujillo-Watins (Chief Academic Officer; jtprincipal@hotmail.com).

Enrollment Procedures

La Paloma Academy serves all children grades K-8th. Students enrolling from another school must supply the school with the withdrawal from the previous school. So that we may reap the benefits of a varied student body, we will promote La Paloma Academy throughout the Tucson community and will enroll students through an “open enrollment” process. Once a student is enrolled, their siblings will be given priority for enrollment. Parents/guardians are required to provide proof of immunization for each child enrolling, proof that the child meets the minimum age requirement of 5 years old by October 31st, and one or more current emergency phone numbers at the time of registration. (ARS 15-184)

If you do not have documents submitted by the published due date, your student’s file will be placed “Inactive”. On the next following business day, all “Inactive” files will receive a follow-up reminder call and given 72 hours to comply with the due date. If after 72 hours the file is still “Inactive”, the student will be dropped from our enrollment roster and another child will be chosen from the waiting pool.

When a child is enrolled, all parents/guardians and students become responsible for reading and understanding the contents of this handbook and for meeting its requirements. Parents/guardians must sign a document stating that they have read the material, understand its contents, and have explained it to their child/children. They must state that they agree and will comply with all of the handbook requirements.

Withdrawal Procedures

A parent/guardian wishing to withdraw their child/children must obtain a withdrawal form from the School Office. Students will be required to submit it to their teacher(s) for check-off when they return school materials, i.e. books, rulers, etc. Once this form is completed, returned to the Registrar, and all fees/fines are cleared, the student’s grades may be released.

Sports and School Activities

Opportunities will be provided for 5th – 8th grade students to participate in team athletics on a try-out basis.

Girls Sports: Soccer, Volleyball, Basketball

Boys Sports: Soccer, Basketball, Flag Football

- Students who are suspended from school may not participate or attend a game or practice.
- Students who are absent from school may not participate or attend a game or practice on the day of absence.
- Students who are declared ineligible three times during a given season are dismissed from the team.

Non-School Sponsored Events And Activities Disclaimer

La Paloma Academy will not assume any responsibility in regard to injury, damage, negligence, etc. for any activity between students, faculty or parents that is not directly sponsored by the school. This includes, but not limited to carpooling, sleepovers, birthday parties, childcare, etc.

FERPA-Family Educational Rights And Privacy Act

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

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