



FLAGSTAFF ARTS & LEADERSHIP ACADEMY

# Student Handbook

## 2017- 2018

Office Hours: Mon. – Fri. 8:00 am – 4:00 pm

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Hello parents/guardians and students:

Welcome to another school year here at the Flagstaff Arts and Leadership Academy. All of us here at FALA—the teachers, administrators, counselors and support staff—are eager to begin another year and see where it will take all of us with teaching, learning, creating and growing.

We've created this Student Handbook to outline our expectations, habits, values, policies and procedures for keeping our students safe and engaged, our campus clean and our systems running smoothly.

Included in this handbook are the particulars parents/guardians and students will need to know about academic expectations and support, the rules of our campus and our procedures for discipline and attendance, among other things. Our website, [flagarts.com](http://flagarts.com), and the weekly FALA BUZZ Newsletter also relay vital information, important updates and more details you will need for navigating FALA smoothly and successfully.

We are honored to work with all of you and wish everyone an outstanding 2017-18 school year. Please don't hesitate to contact us should you need to. On behalf of all of us here at FALA we say: Welcome!

Warmly,

Administration, Faculty, and Staff

## Flagstaff Arts and Leadership Academy

### **Mission Statement**

Our mission is to provide a transformative educational experience by cultivating academic excellence in the arts, sciences, and humanities and developing leadership. We support the individual growth of each student through our nurturing educational community.

### **Our Principles & Purpose**

**Fine and Performing Arts:** Learning about artistic forms, history, techniques, art critique, and artists in a variety of artistic disciplines supports self-expression and creativity. The breadth and depth of art courses at FALA guide students to follow their own artistic passions. FALA graduates value and practice art for the rest of their lives and are prepared to pursue advanced studies in artistic disciplines.

**College Preparatory:** Participating in sequences of rigorous and thought-provoking courses cultivates vital skill development. All FALA courses incorporate written, oral, and artistic forms of communication and critical inquiry, along with building increased knowledge and understanding. The liberal arts focused education at FALA supports the success of our graduates in college and university settings.

**Leadership:** Translating understanding into action in one's daily life and in the community is how FALA defines leadership. Community may include friends, family, peers, and local and global groups of people and organizations. The experiences at FALA, including an emphasis on service learning, build confidence, understanding, empathy and communication, and empower students to be leaders in their lives and the world.

### **Habits of Heart and Mind**

The FALA Habits of Heart and Mind are five values, or ways of being, that guide students throughout their time at FALA and beyond. In the classroom, during performances, by doing service, during personal interactions, or through creative projects, students at FALA embrace and embody these Habits and faculty and staff at FALA use these habits to guide their educational decisions and practices.

**Common Good:** Building a functional community by evaluating the impact of individual actions on the rest of the group and making decisions accordingly.

**Connection and Collaboration:** Working with diverse concepts, techniques, objects and people to further meaningful intellectual and artistic understandings.

**Investment:** Demonstrating a commitment to education and learning by taking responsibility for personal success and making significant contributions to FALA.

**Creativity:** Pushing the boundaries of accepted understandings and ideas by making innovative interpretations, connections, creations, and productions.

**Critical Inquiry:** Seeking out, analyzing, and synthesizing different perspectives and allowing these perspectives to change individual understandings, thought processes, and actions.

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**2017-2018 Student and Parent Contract with FALA**

- I. Teachers, administrators, and counselors agree to:**
  - A. Present a program to all students, reviewing the FALA principles of respect-including appreciation of diversity and the promotion of positive interactions (language and non-verbal communication) with individuals or groups of students.
  - B. Promote the above ideas throughout the school, including between passing periods, lunch period and after school.
  - C. Provide all services required for learning to be accessible to all students.
- II. Student agrees to:**
  - A. Attend all classes/school events unless they have permission (from teacher or administrator as well as a parent) to leave.
  - B. Follow teacher directions in class, e.g. work on tasks as assigned.
  - C. Abide by all school policies as stated in the student handbook.
  - D. Respect the FALA physical environment as well as the school’s efforts to create academic and artistic success for all students.
- III. Parents agree to:**
  - A. Contact teachers and administrators regarding all pertinent information regarding their student.
  - B. Monitor scholastic progress at home.
  - C. Allow my student to use FALA technology, understanding that it is impossible for FALA to restrict access to all controversial, obscene, pornographic, or other inappropriate materials.
- IV. Consequences if student fails to keep this agreement shall generally be in accordance with the Student Handbook, and may include but not be limited to:**
  - A. Warning/Detention
  - B. Parent conference/Suspension
  - C. Recommendation for withdrawal or expulsion from FALA.

It is understood by all parties and agreed to by the student that continued/multiple infractions may result in any of the above consequences depending on the circumstances and degree of misconduct.

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**Student** **Date**

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**Parent(s)** **Date**

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**Dean of Academy** **Date**

By signing this contract you acknowledge that you have read and understand the FALA student handbook (<http://www.flagarts.com/arts-academics/Policies-and-Procedures.htm>) and its policies. If you need a paper copy of the student handbook please ask in the front office.

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### Flagstaff Arts & Leadership Academy Program Fees\*

Our fees begin with a \$200 general supply fee for all students. Additional fees for classes include:

#### Art Course Fees

Studio B	\$75
Art Basics	\$75
3D	\$75
Advanced 3D	\$75
Intro to Art	\$50
Art & DesArt Class Fees:	
Draw-Paint-Print	\$75
Photo & Design	\$75
Mixed Media	\$75
Art Studio	\$100
Adv. Draw-Paint-Print	\$75
Adv. Photo & Design	\$75
Adv. Mixed Media	\$100
Art and Design	\$50

#### Film

Intro to Film	\$30
Film Production I, II, III	\$40

<b>Dance</b>	\$50
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<b>Advanced Placement Test</b>	\$100
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<b>Engineering</b>	\$50
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<b>Outdoor Exploration</b>	\$50
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<b>Music</b>	\$50
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**\*Please note: Student fees must be paid in full or a payment plan must be arranged at the discretion of the administration before students may attend any field trip or special event which requires a fee.\***

#### Arizona Educational Tax Credit Donation

Arizona allows for a tax credit to individuals who contribute to a school district. This allowance is up to \$200 if filing single and \$400 if filing jointly. These are the maximum amounts allowed by law, but any amount you contribute will be appreciated. Your contribution, as a tax credit, will result in an increased state tax refund or a reduction on your tax liability (dollar for dollar). In other words, the amount you contribute is added to the amount you will receive back from the state.

At FALA, we utilize tax credit money to provide enhanced extracurricular opportunities for our students, such as field trips, visual arts, dance, drama, character education, Creative Writing, NJHS, NHS, Science activities,

and other extracurricular activities. Scholarships may be available for students who qualify.

The Arizona Educational Tax Credit Donation form is available in the student handbook and at the front office. Additional copies to distribute to friends, neighbors, or colleagues will be made available to you upon request.

**Contributions must be received or postmarked on or before December 31<sup>st</sup> to be eligible for a tax credit for 2017 on Arizona state taxes. Contributions made or postmarked after December 31<sup>st</sup> will be credited in 2017.**

## School Directory

### FALA Administration

Larry E. Wallen, Executive Director  
 Deidre Crawley, Dean of Academy  
 Stephanie Birdwell, Special Education, Director  
 Tanya Buckley, Business Manager, Human Resource  
 Gessica Neilson, Academic Coach  
 Janine Brochard, Counselor  
 Sara Kauppila, Administrative Coordinator/Registrar

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### FALA Educators

Leslie Baker, Dance  
 William Beckett, Science MS  
 Sarah Buss, Visual Art  
 Alex Casady, English  
 Robert Corbin, Dance  
 Eugene Brosseau, Film, Yearbook  
 Andrea Garns, English - MS  
 Allison Gruber, HS English, HS/MS Creative Writing  
 Betsy Hamill, African Drum & Dance, World Music, FAB  
 Janeece Henes, Visual Art  
 Rich Krueger, HS Science, HS/MS Engineering, HS Outdoor Explorations.  
 Dustin Kuluris, HS Social Studies  
 Michael Levin, Theatre, HS Creative Writing  
 Douglas Lyerly, MS Social Studies, MS Theatre  
 Alana Miller, HS Social Studies  
 John Mistler, MS Math  
 Kayla Richards, HS Math  
 Kelsy Neihardt, HS Math  
 Nadege Neta, HS /MS French, MS Outdoor Explorations & Liberal Studies..  
 Craig Yarbrough, Music  
 Carol Hixson, Special Education

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 Chase Coleman, Music.....  
 Eric Walden, Musical Theatre.....

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 CColeman@flagarts.com  
 EWalden@flagarts.com

### Support Staff

Dean Merrell, Special Education Coordinator  
 Jen Brandenburg, Guest Teacher Coordinator  
 Ignacia Vaiza, Special Education Para-Professional

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 jbrandenburg@flagarts.com  
[IVaiza@flagarts.com](mailto:IVaiza@flagarts.com)

## **Responsibility Statement**

The Staff will:

1. Provide educational programs based on state and local curriculum guidelines and on the potential of each student.
2. Provide every student a school environment that is safe, caring and conducive to learning.
3. Provide opportunities for every student to be successful.
4. Provide a climate that allows all the students to participate in decision-making, critical thinking and responsibility for their own choices.

The School will:

1. Provide the means for communications between home and school.
2. Provide parents with information regarding the school's educational program and their child's progress towards meeting academic standards.
3. Provide a school environment that is safe, caring and conducive to learning.

The Student(s) will:

1. Attend school on time every day.
2. Be prepared to learn.
3. Follow school rules as indicated in the Student Handbook.
4. Become involved in various school activities.
5. Achieve at their highest level possible.

The Parent(s) will:

1. Share necessary and appropriate information with the school.
2. Ensure regular and prompt school attendance.
3. Promote high expectations.
4. Promote and support school policies.
5. Provide an environment conducive to homework.
6. Attend parent/teacher/student-led conferences.
7. Check the FALA website, read the FALA Buzz and visit the FALA Facebook page often to stay aware of school happenings.

**BELL SCHEDULES****Monday**

8:45 – 10:10	1A
10:15 – 11:40	2A
11:40 – 12:15	Lunch
12:20 – 1:45	3A
1:50 – 3:15	4A

**Wednesday**

8:45 – 10:10	1A
10:15 – 11:40	2A
11:40 – 12:15	Lunch
12:20 – 1:45	3A
1:50 – 3:15	4A

**Tuesday**

8:45 – 10:10	1B
10:15 – 11:40	2B
11:40 – 12:15	Lunch
12:20 – 1:45	3B
1:50 – 3:15	4B

**Thursday**

8:45 – 10:10	1B
10:15 – 11:40	2B
11:40 – 12:15	Lunch
12:20 – 1:45	3B
1:50 – 3:15	4B

**Friday – Early Release and Alternating Between A and B Days (with Advisory)**

8:45 – 9:50	1A or 1B change
9:55 – 11:00	2A or 2B
11:05 – 11:45	Advisory
11:45 – 12:18	Lunch
12:23 – 1:28	3A or 3B
1:33 – 2:40	4A or 4B

**Friday - Early Release Schedule for Teacher Professional Development Days**

8:45 - 9:25	1st
9:30 - 10:10	2n
10:15 - 11:00	Advisory
11:05 - 11:45	3rd
11:50 - 12:30	4th

\*Before school classes will meet from 7:20-8:35 am Monday through Thursday and from 7:30-8:30 am on Friday. After school classes will meet on Monday-Thursday from 3:20-5:05 pm.

**SNOW DAY NOTIFICATION**

The cancellation or late start of school due to inclement weather will follow FUSD snow day cancellations and late starts. This information will be available by: calling the school and accessing the outgoing message (928-779-7223), visiting the school's website ([www.flagarts.com](http://www.flagarts.com)), FALA Facebook page and/or listening to local radio station KNAU (91.7 FM). The schedule for the year has 6 built-in snow days.

**Snow Day (Late Start) Schedule**

10:00 – 11:05	1 <sup>st</sup> Period
11:10 – 12:15	2 <sup>nd</sup> Period
12:15 – 12:55	Lunch
1:00 – 2:05	3 <sup>rd</sup> Period
2:10 – 3:15	4 <sup>th</sup> Period
1:55 – 2:40	4 <sup>th</sup> Period

**Friday Snow Day (Late Start)**

10:00 – 10:45	1 <sup>st</sup> Period
10:50 – 11:35	2 <sup>nd</sup> Period
11:35 – 12:15	Lunch
12:20 – 1:00	Advisory
1:05 – 1:50	3 <sup>rd</sup> Period

**Tutoring Schedule**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>3:30 – 5:00PM</b>	Math Room 15	Math Room 15	Math Room 14	Math Room 14 Math Room 1
<b>3:30 – 5:00PM</b>	History/Government Room 10	History/Government Room 10	English Room 8	English Room 8

\*\*\* Schedule subject to change \*\*\*

**Tutoring sessions:**

1. Supply extra support for students who need help.
2. Are required for students that are placed on Academic Probation.
3. Provide rehearsal time.

**Behavior expectations:**

1. All campus rules apply.
2. All students must sign in and out and remain in a classroom until their ride has arrived.
3. Students must come prepared to work.
4. Each student must be in an assigned room with direct supervision and must stay in the appropriate classroom for the entire period.
5. If the student chooses not to follow these guidelines, the parent will be contacted and the student will be asked to leave campus.

## Campus Expectations

### **Non-Discrimination Policy**

The Flagstaff arts and Leadership Academy shall not discriminate against students, parents or guardians of students, employees, applicants, contractors or individuals participating in School Board-sponsored activities. Academy is committed to the provision of equal access in all student employment, and business programs, activities, services and operations that are operated or provided by another entity on behalf of the board under contractual or other arrangements. This policy is established to provide an environment free from discrimination and harassment based upon age, race, color, disability, gender identity, gender expression, marital status, origin, religion, sex and sex orientation

### **Closed Campus**

**Closed campus is defined as** staying on school grounds for the entire school schedule, (8:45am - 3:15pm Monday – Thursday and 8:45am – 2:40pm Friday). “Campus” is defined as the classrooms, the quad areas, the decks, the outdoor amphitheater, and the administrative offices. Students are not to use cars as lockers and must request permission from the office to go to a car in the parking lot. Students may NOT leave campus to walk across the street to a car.

**FALA is a closed campus.** Once students arrive for the school day, they are not permitted to leave without being signed out by a parent/guardian. This applies to all students regardless of age, and is in effect even if a student is dropped off early.

**Upon arrival to school, students are not to leave the school grounds.** Walking around or loitering in the surrounding area is not permitted. Students must leave school grounds immediately after dismissal. There is no loitering in the parking lot.

### **Student Messages and Deliveries**

#### **Phone Message Delivery Requests**

Messages to students should be kept to a minimum during the school day. If it is necessary for you to call with messages to be relayed to your child, we will do our best to ensure the message is given. We will email or call the teacher to give the message to your child. We are not able to confirm message delivery. In order to eliminate messages, please go over all pertinent information with your child in the morning before leaving for school.

#### **Classroom Deliveries**

Students should make every effort to bring all necessary items with them in the morning and deliveries should be kept to a minimum. If you have an item to be delivered to your child, such as lunch, homework, school supplies, permission slips, costumes, etc., we will notify the teacher to send the student to the office at a time that does not infringe on their class time. We cannot guarantee delivery by a certain time.

#### **Tobacco/Smoke-Free Campus**

FALA is a tobacco and smoke-free campus. **Tobacco use and/or smoking is not permitted at any time on**

**our campus, at any school function or during any school activities.** This includes vehicles on campus.

### **Campus Cleanliness & Care of School Property**

Students exhibit pride in their school by properly disposing of trash. To this end, they are expected to keep the school facility and grounds free of trash. Garbage cans are placed throughout the building and outside for disposal of trash.

Students are expected to take pride in the appearance of the school property. FALA will take immediate and appropriate action against students who damage school property in any way. Any student responsible for the marking, marring, breaking, or other damage to school property will be reported to the office at once.

### **Student Information**

If your name, address, telephone number or email changes during the school year, please notify the school administration immediately. Changes in information concerning your parent or guardian status also need to be reported. It is very important to keep our records current in case of an emergency.

No student information can be given out except to those adults who are listed in the student file as parents or guardians. Please identify yourself prior to receiving information about your child.

### **Emergencies**

In the event of an emergency, every attempt will be made to contact parents/guardians or emergency contacts if a student requires immediate medical attention. The emergency document on file in the school office lists emergency contacts. School staff will follow the parent's directions as closely as possible on the emergency contact list. PLEASE FILL OUT THE EMERGENCY CONTACT INFORMATION FOUND IN THE ENROLLMENT PACKET COMPLETELY. **PLEASE INFORM THE SCHOOL OF ANY CHANGES AS SOON AS POSSIBLE.**

### **Student Automobile Use, Parking, and Bus Transportation**

Students must register their automobiles when they enroll and follow the designated rules for parking areas. Students are permitted to park on school property *as a matter of privilege*, not of right. The parking permit application must be filled out in a timely manner. Failure to comply with safe driving habits, or failure to abide by school attendance and insurance policies, will result in loss of the parking permit. If riding Mountain Line transit, students are expected to exhibit appropriate behavior while waiting to board the bus and riding the bus. All expectations for school conduct apply on the bus and bus stop area. Failure to act appropriately will result in the loss of the privilege of riding the bus to and from our campus and possible disciplinary action.

### **Student Pick-Up and Area Drop-Off**

Safety is the number one focus when either dropping off or picking up your child. Please follow the guidelines below to help us keep our children safe:

- Please enter and exit into the FALA parking lot by following the appropriate arrows.

- Please remind your child to be ready to exit/enter your car as soon as you drive up in order to keep traffic moving. Take care of lunch money, discussion, etc., prior to driving into the parking lot.
- If your child has items in the trunk, please be courteous to others and park in a parking stall to let your child retrieve their items from the trunk.
- Please remember that after you have let your child out/in and you are leaving the parking lot, other students are still around you. **The speed limit should continue to be no more than 5 mph.**
- **PICK-UPS: It is required that all parents park in a parking space, unless your child is waiting and ready to be picked up.** The driveway needs to be clear to allow traffic to flow.

## **Bicycles, Skateboards, and Rollerblades**

Bicycles, skateboards, and rollerblades are allowed as a mode of transportation for the student. However, obey the following rules while on school grounds:

- Lock bicycles safely. The school is not responsible for personal property loss.
- Do not ride or use while on school grounds.
- Students may store their skateboards and rollerblades in the office, or a teacher's classroom at their own risk. The school is not responsible for personal property loss.

## **Textbooks**

Textbooks are used in the classrooms and some are issued to the students to take home. The student is liable for any damages, or lost books.

## **Lost and Found**

Students are responsible for their possessions. Should they lose any items, a "Lost and Found" area is located in the Main Hall. Due to the overwhelming amount of lost items the school will arrange for a **quarterly** donation of these items to a charity.

## **Meal Guidelines**

FALA does not offer a federal school lunch program. However, there are always vendors on our campus that have quality food that students may purchase.

## **Medication Policy**

FALA does not have a school nurse and there are strict state rules governing medications at school. Every effort should be made to coordinate timing of medication so it is not necessary to take it at school. When absolutely necessary, or if students need over the counter pain or allergy medications, the following procedure is mandatory:

- A Parent or Guardian must bring the medication in and hand it directly to an office staff member. Medication must be in the original, labeled container and will be kept in the office.
- The parent or guardian must fill out the form giving office staff permission to administer the medication.
- The student must remember to come to the office and ask for the medication
- The medication must be taken at the desk, in view of office staff (students should bring a water bottle with them.)

In the case of a medication, such as an inhaler or epi-pen, that a student needs to carry on his or her person, the medication form must still be filled out, and, in addition, parents must submit a note by a physician stating the student is required to carry the medication.

**UNDER NO CIRCUMSTANCES SHALL ANY STUDENT POSSESS, DISTRIBUTE, OR TAKE ANY OTHER PRESCRIPTION OR NON-PRESCRIPTION MEDICATION ON CAMPUS WHICH IS NOT ADMINISTERED BY THE OFFICE STAFF. ALL MEDICATIONS WILL BE TAKEN IN THE OFFICE AND IN THE PRESENCE OF THE SCHOOL SECRETARY OR AN ADMINISTRATOR.**

When short-term illness requires the use of prescription or non-prescription medications, parents should make arrangements for the students to take the medication before and after school. No student shall at any time give prescription or non-prescription medication to any other student. Students caught doing so will be subject to disciplinary action under possession of illegal drugs, narcotics or alcohol.

Students who need to be excused from a physical activity must bring a note from their parents/guardians to the front office at the start of the school day. Students will be excused for medical reasons.

Students restricted from physical activity exceeding three (3) class sessions must be verified by a physician's report or note.

**Students who have accidents or are injured at school must report the accident or injury to the classroom teacher or administrative office. The student and/or witness must file a report in the office. This report will be kept in the student's file.**

## **Dances**

FALA students may invite a guest to school dances. Guest students will be admitted to the dance if the following criterion is met:

- 1. Must be currently enrolled in a middle school or high school or under the age of 18.**
2. Guest student must submit a school ID and/or Driver's License/ID Card to the FALA front office as well as a note from a parent/guardian giving permission for the guest to attend the event.
3. Guest student is approved by FALA administration.
4. The guest student being invited must be accompanied by the FALA student and present a current school/state issued ID and FALA approval form at the door.

## **Parents/Visitors on Campus**

Visitors to FALA are welcome during business hours, which are from 8:45 am until 3:15 pm, Monday through Thursday, and 8:45 am – 2:40 pm Friday's when school is in session. All parents/visitors must enter the campus through the front office and sign in and out. This includes **before** school, **during lunches** and **after** school.

Any parent/visitor who would like to meet with a teacher may do so by contacting the teacher through their

FALA email, or the front office to have a message delivered.

No one is allowed to come on campus and talk with a student except his or her parents or guardian. Visitors should not come to the school to see a student. Anyone found on campus for this reason will be asked to leave. Students may not bring visitors or guests with them to school.

## **Volunteers**

The school staff will make a consistent effort to inform parents and the FALA community about volunteer opportunities on campus and school activities. FALA expects family involvement. Please visit our FALA Web Page and click on the Volunteer button to learn about FALA Volunteer Corps. FALA Families are expected to contribute an ten hours of volunteer service per year. Alternatives for Families who cannot provide volunteer time: Donate funds towards projects - Donate items to classrooms- Donate towards special events. The open door policy contributes to the highest quality of parent/child/staff relationships.

Procedures for volunteer participation require parents to sign in and out as required for other school visits. Parents and volunteers working and participating in supportive activities with children other than their own, for a total of five days or more, are required to undergo the same fingerprinting and background checks that are required of school employees. This administrative procedure is intended to ensure the health and safety of all students enrolled in FALA.

## **Attendance Policy**

Each student is responsible for attending all classes. Research shows that good attendance increases the opportunity for students to achieve academically, participate in extracurricular activities, and improve self-esteem.

### **Attendance Requirement**

**Arizona State Law (A.R.S. 15-803)** requires that children of certain ages must attend school during the hours school is in session. Parents/guardians are responsible for ensuring their children attend school every day.

### **Arizona Truancy Law/CUTS Program**

A student is “habitually truant” if he/she has:

- Five or more unexcused absences **or**
- Is absent more than 18 days (excused and unexcused) of the required number of days per year.

If your child becomes habitually truant, the school will initiate a Truancy Citation to the student with a hearing scheduled at the Juvenile Court Facility. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following:

- Required attendance of the parent and the child at an education class (to be held on Saturdays)
- Community Service may be assigned to the child.
- The parent will be assessed a \$50 diversion fee.

- Failure to complete these consequences may result in suspension of your child's driver's license, or inability to get a driver's license until their 18<sup>th</sup> birthday and/or formal court proceedings.
- Failure of parents/guardians to take the necessary steps to provide the child with an appropriate education may result in a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

## Official School Day

The official school day starts with classes beginning at 8:45 am and ends at 3:15 pm Monday – Thursday and 8:45am – 2:40pm on Fridays. Office hours are from 8:00 am – 4:00 pm Monday thru Friday. Staff and faculty professional development may require early release of students and office closures, not to exceed once a month on Fridays. Friday early closing will be announced on our FALA web and Facebook pages. The FALA calendar will also indicate early release and office closures.

**Academic time is very important. Please try to limit the time your child is away from school. If at all possible, please do not check your child out before 3:15 pm.**

## Sign In and Sign Out Procedure

Students are required to sign in at the front desk any time they arrive at school late. Students must sign out at the front desk any time they leave school during the day. The parent/guardian must come into the school building to sign out their child from school at any time during the school day. Students who fail to sign out will receive an unexcused absence and are subject to disciplinary action.

## Attendance Accounting System

Parents/guardians must call the office (928) 779-7223 on each day the student is absent. In addition, office personnel will attempt to notify parents of student absence via phone on the day of the absence. When a student is absent from school, the parents/guardians:

- Call the school office verifying their absence. This should be done on the day of the absence before **9:00 am**. This is the preferred method for verification. The absence is unexcused pending verbal or written communication from the parent/guardian. Please provide the following information:
  - Student's Name
  - Name of person calling and relationship to the student
  - Date of absence
  - Reason for absence

**High School:** Attendance letters are sent home every 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> absence (excused and unexcused). The 11<sup>th</sup> absence may result in loss of academic credit.

**Students who have excessive absences (5th absence in a semester) will be assigned to mandatory tutoring.**

**Grades 7 – 8:** Attendance letters are sent home every 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> absence (excused and unexcused). The 11<sup>th</sup> absence may result in loss of academic credit. Upon the 15<sup>th</sup> absence a citation meeting will be held. On the

18<sup>th</sup> absence, (excused and unexcused) the citation will be submitted to the juvenile court system.

**Students who have excessive absences (5th absence in a semester) will be assigned to mandatory tutoring .**

## **Types of Absences**

### **FALA Excused Absences**

Pursuant to A.R.S. 15-901 School officials retain the right to determine the status of the absence. FALA Excused absences are clearly defined below. Students with FALA excused absences are granted full make-up privileges.

FALA Excused absences are defined:

- Due to illness (Medical Note is required)
- Medical, dental and other health appointments (note from health appointment is required)
- Bereavement (death of immediate family)
- Family emergencies (as determined by Dean of Academy)
- Religious observations (Pursuant A.R.S.15-806)

### **Excused Absences**

To be excused, all absences or tardies must be called into the School office (**779-7223**) by the parent/guardian on the morning of an absence/tardy. If a student is absent from class without notification then the student's parent/guardian will be contacted. If the office does not receive verbal communication, or a written note the day the student returns from his/her absence, the absence will be identified as unexcused. We ask that the parent/guardian come into the office to sign out a student for an appointment during the school day or that a note is sent with the student if the student is able drive himself/herself to the appointment. If and when a student turns 18 years old they still need parent authorization to arrive to school late and leave school early. If a student does not have a 1<sup>st</sup> period or 4<sup>th</sup> period class they will need to sign in/out in the front office but will not need parent authorization.

### **Unexcused absences**

An unexcused absence will count as a truant day as defined by the law. **Students with unexcused absences are not granted make-up privileges**, unless worked out with the appropriate teacher(s). Absences resulting from the following are unexcused: (This list provides examples, but not all-inclusive)

- Oversleeping
- Skipping school/truancy (Any student who is absent from school without the knowledge and permission of his/her parent/legal guardian or school authorities is truant).
- Unauthorized absence (Any student who is absent from school for an unauthorized reason with knowledge and permission of his/her parent/legal guardian).
- Leaving school without permission or without signing out.
- Staying at home to clean house, baby-sit or go shopping
- Transportation difficulties
- Family trips will be given case-by-case consideration and must be approved by the Dean of Academy. The total number of allowed absences cannot be exceeded due to family trips.

- Out of school suspension exceeding 10% of the instructional days scheduled for the school year.
- “Senior skip days” are not authorized, sponsored, or excused by the school. These will be dealt with as unexcused absences.

### **Excessive absences**

Pursuant to A.R. S. 15-901 (A)(2). Students absent for ten (10) consecutive unexcused school days without prior authorization will result in an ***automatic withdrawal of the student***. The school reserves the right to withdraw a student for excessive absences.

- 10 days unexcused per semester for High School
- 10 days unexcused per school year for middle grades.

Students who suffer from chronic illnesses will need documentation from their attending physician stating medical diagnosis, prognosis, physical limitations, and any anticipated surgeries, treatments, or hospitalizations that may interfere with regular school attendance in order to receive an exemption from excessive absences. This documentation must be signed and dated by the attending physician.

### **Extended Absences**

If a student will be absent for an extended period of time (minimum of three days), homework assignments can be requested by contacting the teachers, then notifying the registrar. Parents should inform the school of the anticipated length of the student’s absence. Assignments will be available for the parent/guardian to pick up within two days.

### **Prearranged Absences**

Students who will be accompanying their parents on a family trip must prearrange this absence in order to ensure assignments. Students should email teachers for assignments at least three days prior to the planned trip.. Teachers may provide students with the required assignments. Teachers can require the work be completed prior to the trip. Non-family trips are generally unexcused but exceptions can be made for trips that have clear educational value. All trips still count toward the maximum number of absences. To request an exception to the policy, parents should contact the Dean of Academy in advance of the trip.

### **Loss of Credit (High School)**

The administration has the discretion to enforce **credit loss** upon high school students who have more than **10 absences** in any given class.

Arizona Revised Statutes (A.R.S.) 15-901(A)(2) sets the minimum number of instructional hours students are required to complete. Grades 9 – 12 are required to complete a minimum of 123 hours of instruction per subject in a school year.

**Therefore, a student must not miss more than 10 days during a semester in order to receive credit. If the students fall below the minimum requirement, the students will not receive credit for the class. The Dean of Academy, in some cases, can assigned mandatory tutoring hours to make up instructional time missed.**

## **Loss of Credit (Middle School)**

The administration has the discretion to enforce credit loss upon middle school students who have more than 10 absences in any given class.

## **School-Sponsored Absences (Field Trips)**

Students going on a field trip must have a **field trip permission form** filled out by their parents, signed by the teachers whose classes they will be missing, and returned to the issuing teacher by a deadline. The student is responsible for making arrangements for make-up work prior to taking the field trip. All school rules and expectations apply for the duration of the trip.

## **Extracurricular Events & Attendance**

**Students are required to be in attendance the full day of an extracurricular event**, or a full day prior to an extracurricular event held on the weekend, to be eligible to participate in the event. Should the student be assigned a detention or tutoring, this obligation must be fulfilled prior to the student participating in any extracurricular activity. An administrator must approve any exceptions to this policy *prior to the absence*.

## **Emergency Leave**

The parent should notify the school secretary in case of an emergency leave. Special arrangements for make-up work can be made depending upon the length of absence and circumstances. Every effort will be made to accommodate the family.

## **Arts Program Attendance Policy**

Students must attend school for the ENTIRE day the day of and the day after major performances (i.e. theatre, dance, music, etc.). Students will not be allowed to perform if they do not attend school and this will impact their grade accordingly. Students who miss school after the day of a major performance will attend 2 days of lunch detention.

The only students who are allowed in the building on performance nights are students who are in the performance (or working backstage) or students who have purchased a ticket to be in the audience.

Students who purchase tickets are expected to remain in the theater for the entire performance, and may not enter and exit as they please to socialize.

Under no circumstances may a student show up at school and hang out on campus if they are not a ticket-holder or performer. This policy is crucial to providing a safe environment for students, since performing students are supervised by faculty, but students who just show up and hang out on campus are not supervised.

Any student found on campus who is not a performer or ticket-holder will be asked to leave campus immediately.

Ticket-holders who constantly enter and exit the theater will also be asked to leave, and will not be refunded their money.

In addition, students not in the performance may not stay on campus after school between the end of the school day and the performance. This includes performers if supervision is not planned and present. Parents **MUST** arrange transportation for their student home after school, and then provide transportation back to the event at their call time or at performance time for an audience member.

Performers and ticket-holding students must arrange transportation immediately after any performance. Students cannot loiter on campus, inside or outside, following a performance.

### **Make-up/Homework Requests**

Make-up/Homework may be requested. Please email the teacher directly. Refer to the staff directory located in the front of the handbook or on the FALA website, ([www.flagarts.com](http://www.flagarts.com)). The office staff **will not** request homework for students.

Students are given the privilege to make up work missed during a *FALA excused* and *unexcused* absence. Students are allowed one day to make up the work for each day of a *FALA excused* or *unexcused* absence. Work missed during an unexcused absence **may not** be permitted to be made up, unless otherwise discussed with the appropriate teacher(s). Teachers have discretion for make-up work policies for unexcused absences.

### **FALA Tardy Policy**

The definition:

Tardy – adjective

1. late; behind time, not on time
2. moving or acting slowly; sluggish
3. delaying through reluctance

The FALA definition:

Tardy – adjective

1. late, **\*\*not** in the assigned seat in the appropriate classroom
2. a choice one makes to be late

**\*\*Being in the hallways, building, restroom, and other areas are not considered being on time.**

The bell will sound at 8:40 am and students should be on campus by then and go directly to classrooms. School begins at 8:45 am. All students must be in their classroom seat at that time.

A student is considered tardy if not in his/her seat at 8:45 am. Snow delay days start at 10:00 am, students are considered tardy on those days in not in their seat by 10:00 am.

The following are the consequences for tardies (cumulative per semester):

- |  |   |
|--|---|
| 1 <sup>st</sup> and 2 <sup>nd</sup> tardy: | Warning   |
| 3 <sup>rd</sup> tardy:                     | Letter sent home                                    |
| 4 <sup>th</sup> tardy:                     | Mandatory After School Tutoring Parent Notification |

- 5th tardy: Mandatory After School Tutoring and Parent Conference
- 6th tardy: Mandatory After School Tutoring
- 7th tardy: Suspension (in-school)

8 or more tardies will be deemed a “Habitual Tardy Problem” and additional disciplinary actions will be taken. This could include not fulfilling Instructional Seat Minutes as determined by the State of Arizona.

School officials retain the right to determine the status of the tardy.

- **FALA Excused:** Absences or tardiness due to illness or medical appointments (medical note required), family emergencies (family emergency is determined at Dean’s discretion), bereavement, observance of religious holidays, adverse weather conditions.
- **Excused:** Absences or tardiness excused by either a note or phone call from a parent/guardian. Tardies for oversleeping, running late or missing a ride will be unexcused even if a parent calls.
- **Unexcused:** Unapproved or unexplained absences or tardiness.

	Short-term consequences (Per Semester)	Long-term consequences
<b>FALA Excused Absences</b>	None	None
<b>Excused Absences</b>	No initial consequences	<b>5 cumulative absences</b> (excused or unexcused) in any given class - Warning Letter & Counselor meeting <b>8 cumulative absences</b> (excused or unexcused) in any given class - Warning Letter & must attend tutoring if grades are affected.
<b>Unexcused Absences</b>	Detention, in-school suspension	<b>10 cumulative absences</b> (excused or unexcused) in any given class – Warning Letter & Parent/Dean Meeting <b>11 cumulative absences</b> (excused or unexcused) in any given class – loss of credit
<b>FALA Excused Tardiness</b>	None	None
<b>Excused Tardiness</b>	1 <sup>st</sup> and 2 <sup>nd</sup> tardy: Warning 3 <sup>rd</sup> tardy: Letter sent home 4 <sup>th</sup> tardy: Mandatory After School Tutoring Parent Notification	Potential loss of credit due to inadequate Instructional seat minutes according to the State of Arizona.
<b>Unexcused Tardiness</b>	5 <sup>th</sup> tardy: Mandatory After School Tutoring and Parent Conference 6 <sup>th</sup> tardy: Mandatory After School Tutoring 7 <sup>th</sup> tardy: Suspension (in-school) 8 <sup>th</sup> tardy: Considered Habitually Tardy. Further disciplinary action.	

## **Discipline Policy**

### **Student conduct**

Students at FALA will be held to the highest standards of conduct in order to maintain a safe and orderly learning environment for everyone. As a school, we are committed to fostering a community of learners and providing students the tools and confidence to construct their own successes. Students will take responsibility for their actions, and anyone who chooses to interfere with the learning of others will be held accountable. Discipline will be administered fairly and thoroughly investigated. The support and involvement of parents/guardians is essential for the success of this program.

The Board of Trustees has provided a list of behaviors and consequences. This list covers the most common infractions and is not exhaustive. All matters that arise that are not addressed herein will be resolved at the discretion of the FALA administration and, if applicable, the Board. FALA has a detailed suspension and expulsion policy that is available upon request. The Dean of Academy and the Executive Director are responsible for investigating all school incidents and taking appropriate disciplinary action. In fairness to all students, consequences will be applied consistently. Students are encouraged to take responsibility for their own actions, including attendance and academic performance. The student conduct code allows all students to make mistakes, within defined limits, without cumulative, punitive action. Effort is expected, rewarded, and there is frequent positive feedback.

### **Philosophy**

The essence of good discipline is respect – respect for authority, respect for others, respect for self, and respect for school rules. The staff at FALA believes in the following basic values:

1. Learning takes precedence over every other activity in the school.
2. Teachers have the right to teach and students have the right to learn without disruption.
3. Everyone's property should be respected.
4. Everyone, including students, parents, and staff, should be treated with courtesy.

Students are representatives of FALA at all times. Expectations of student conduct apply especially:

- While on school property
- While on route between school and home
- During the lunch period
- During or while going to or coming from all school-sponsored events/activities, including field trips, assemblies, and school-related activities.

### **Terms of Suspensions**

1. Students suspended for more than 10 consecutive days will automatically be withdrawn and lose all course credit for the remainder of the current semester.
2. Out of school suspension: students are not allowed on the FALA school grounds during the entire suspension, including all school sponsored events and activities.

Violation of the above mentioned restrictions will result in FALA personnel contacting law enforcement.

### Grounds for Expulsion

The administration may recommend a student's expulsion for any of the following acts:

1. Causing physical injury to another person.
2. Possession of any firearm, knife, explosive, or any other dangerous object of no reasonable use to the pupil at school or at a school activity. A minimum of one-year's expulsion is required for the possession of firearms.
3. Unlawful sale of any kind of mind-altering substance or use of alcohol.
4. Making or participating in the making of an explosive device.

### FALA Major Infraction Matrix

**\*Mandated to report to local law enforcement, also ADE (Pursuant to A.R.S. 13-1204, 13-3415, 13-3415F.1,13-2921,13-1202,13-1602,13-3111,13-3101,13-105.11**

Infraction	1 <sup>st</sup> offense	2 <sup>nd</sup> offense
*Alcohol (Possession)	<ul style="list-style-type: none"> <li>• Suspension (5 – 9 days)</li> <li>• Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
*Alcohol (Under the Influence)	<ul style="list-style-type: none"> <li>• Suspension (5 – 9 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
*Alcohol (Sale or distribution)	<ul style="list-style-type: none"> <li>• Suspension (5 – 9 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>•</li> </ul>
*Drug Paraphernalia	<ul style="list-style-type: none"> <li>• Suspension (5 – 9 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
*Drug Possession	<ul style="list-style-type: none"> <li>• Suspension (5 - 9 days)</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
*Drug Use/Under the Influence	<ul style="list-style-type: none"> <li>• Suspension (5 - 9 days)</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
*Drug Distribution and/or Sales	<ul style="list-style-type: none"> <li>• Suspension (5 - 9 days)</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
*Weapons (Possession, Sale or Distribution)	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	

**FALA Behavior Matrix**

\*Mandated to report to local law enforcement, also ADE (Pursuant to A.R.S. 13-1204, 13-3415, 13-3415F.1,13-2921,13-1202,13-1602,13-3111,13-3101,13-105.11

<b>Infraction</b>	<b>1<sup>st</sup> offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> Offense</b>
Academic (Missing work)	<ul style="list-style-type: none"> <li>Teacher intervention</li> </ul>	<ul style="list-style-type: none"> <li>Parent contact</li> <li>Counselor Intervention</li> </ul>	<ul style="list-style-type: none"> <li>Parent contact</li> <li>Dean Intervention – Potential Academic Probation</li> </ul>
Academic Dishonesty (Cheating, Plagiarism/Forgery)	<ul style="list-style-type: none"> <li>Loss of credit on assignment</li> <li>Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Loss of credit on assignment</li> <li>Parent contact</li> <li>In-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>Loss of credit for class</li> <li>Parent contact</li> <li>Suspension (1 - 5 days)</li> <li>Academic probation</li> </ul>
Assault	<ul style="list-style-type: none"> <li>Suspension (5 – 9 days)</li> <li>Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion</li> </ul>	
Classroom Disruption, Minor	<ul style="list-style-type: none"> <li>Teacher consequence</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consequence</li> <li>Parent contact</li> <li>Classroom behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>Dean of Academy referral</li> <li>Parent contact</li> </ul>
Classroom Disruption, Major	<ul style="list-style-type: none"> <li>Dean of Academy referral</li> <li>Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Dean of Academy referral</li> <li>Parent contact</li> <li>In-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>Dean of Academy referral</li> <li>Behavior contract</li> <li>Suspension (1-5 days)</li> </ul>
Computer Infraction	<ul style="list-style-type: none"> <li>Privileges lost = teacher determined amount of time</li> </ul>	<ul style="list-style-type: none"> <li>Suspension (1-5 days)</li> <li>Privileges lost = Dean determined amount of time</li> </ul>	<ul style="list-style-type: none"> <li>Suspension (5 - 9 days)</li> <li>Complete loss of privileges</li> </ul>
Disorderly Conduct	<ul style="list-style-type: none"> <li>Lunch Detention</li> <li>Suspension (1-5 days)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension(1-5 days)</li> <li>Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>Suspension (5-9 days)</li> <li>Behavior contract</li> </ul>
Disrespect/Defiance/ Insubordination	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Lunch Detention</li> <li>Suspension (1-5 days)</li> </ul>	<ul style="list-style-type: none"> <li>Parent conference</li> <li>Suspension (1- 5 days)</li> <li>Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>Suspension (5-9 days)</li> </ul>
Dress Code	<ul style="list-style-type: none"> <li>Change of clothes</li> <li>Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Change of clothes</li> <li>Parent contact</li> <li>Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>Change of clothes</li> <li>Parent Contact</li> <li>In-school suspension</li> </ul>
Electronic Devices	<ul style="list-style-type: none"> <li>Confiscation</li> <li>Student pick-up of device(s)</li> </ul>	<ul style="list-style-type: none"> <li>Confiscation</li> <li>Parent pick-up of device(s)</li> </ul>	<ul style="list-style-type: none"> <li>Confiscation</li> <li>Parent pick-up of device(s)</li> <li>Device held in office daily</li> </ul>
Fighting	<ul style="list-style-type: none"> <li>Suspension (1-5 days)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension (5 - 9 days)</li> <li>Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion</li> </ul>
Gambling (including	<ul style="list-style-type: none"> <li>Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>Suspension (1-5 days)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension (5- 9 days)</li> </ul>

selling or trading without parent permission)			<ul style="list-style-type: none"> <li>• Behavior contract</li> </ul>
Harassment/ Misconduct (physical, verbal, sexual)	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavioral contract</li> <li>• Suspension (1-5 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 – 9 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
Leaving Campus without Authorization (ditching)	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• In-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (1-5 days)</li> <li>• Truancy intervention</li> </ul>
Physical/Verbal Aggression or Abuse	<ul style="list-style-type: none"> <li>• Suspension (1-5 days)</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5-9 days)</li> <li>• Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (10-45 days)</li> </ul>
Profanity	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• In-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Suspension (1-5 days)</li> </ul>
Public Display of Affection	<ul style="list-style-type: none"> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Lunch detentions</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• In-School or Out-of-School Suspension (1-5 days)</li> </ul>
Robbery/Theft	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Parent contact</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (9 days)</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
Threatening/ Intimidation/Bullying <b>Serious Threat</b>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension (1-5 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 - 9 days)</li> <li>• Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
Tobacco/Tobacco Paraphernalia (Possession and/or Use)	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Suspension (1-5 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (1 - 5 days)</li> <li>• Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 - 9 days)</li> </ul>
Vandalism	<ul style="list-style-type: none"> <li>• Suspension (1-5 days)</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5- 9 days)</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Restitution</li> </ul>

(Matrix provides only a portion of infractions and outcomes. It is not limited to these infractions and outcomes.)

### Public Display of Affection (PDA)

PDA is prohibited at all times while on campus. Examples of PDA include, but are not limited to: kissing, long embraces, and lap-sitting. Students who display PDA are subject to administrative disciplinary action. Those who continue PDA after being counseled to refrain are subject to detention and/or out-of-school suspension.

### Vandalism

The parents/guardians are responsible for the full extent of any and all damages at school caused by their student. This responsibility includes the cost of labor, as well as materials or repairs. The school will appraise the cost of repair and bill the parents/guardians of the student.

## **Phone Use**

There are no valid reasons for students to use the phone other than emergency situations. We recognize the convenience of students having access to cell phones to contact parents for transportation. However, students may not use a cell phone during class time unless directed by teacher for course work. Cell phones are to be turned off during all school/class hours unless directed by the teacher. If an emergency arises the student may come to the front office and use the office phone. Please refer to the behavior matrix regarding the consequences for the use of cell phones.

## **Dress Code**

As students, we aim for professionalism within all aspects of our school. We value creative self-expression and the Habits of Heart & Mind while contributing intellectually and artistically to the Flagstaff community. It is expected that our fellow classmates uphold the expectations of the FALA student handbook.

The responsibility for determining if dress is inappropriate rests with all school staff and personnel. Final determination of dress code violation(s) rests with school administration.

### **I. General guidelines for appropriate dress**

- Appropriate dress will be required at all school-sponsored events including school dances, competitions, community events and activities.
- Students may not wear items that advertise alcohol, drugs, tobacco products, weapons, sex, nudity, or which allude to topics inappropriate for school or considered to be offensive to others.
- No dress indicating gang affiliation will be tolerated.
- Any personal item including clothing, hair, jewelry or accessories that are deemed as a safety hazard or a hindrance to the educational process, to the school or the classroom will not be permitted.
- Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not disruptive to students or staff.
- The school dress code applies to all students, faculty, staff and visitors.

### **II. Footwear**

- Appropriate footwear must be worn at all times

### **III. Pants/Skirts/Shorts**

- Are to be worn at the waistline. No sagging will be permitted.
- Shorts, skirts, cut-offs, or slits that go above the mid-thigh range are inappropriate at school.
- Undergarments that are visible are inappropriate.

### **IV. Shirts:**

- Must have an appropriate neckline.
- Must have an appropriate length, no bare midriff of any kind is acceptable
- When standing, tops must completely cover the midriff to the skirt, shorts, or pants.
- Undergarments that are visible are inappropriate.

### **V. Head Coverage:**

- Any type of head covering is permitted on campus, but may be prohibited in certain classes by teachers as

a safety precaution, or by classroom rules.

FALA Administration reserves the right to modify, or amend dress code as needed.

## Appropriate Use for Technology

(Policy Adapted from the Flagstaff Unified School District Student User Agreement)

Computers, networks (Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CD's), floppy disks, flash drives, or other electronic sources are available at FALA *for educational purposes only*. Student computer use is restricted to research, assignments, and program utilization with teacher direction and supervision. Non-educational purposes will not result in disciplinary action.

Student users must:

- Use FALA technology for educational purposes.
- Agree not to submit, publish, display or knowingly retrieve any defamatory, slanderous, obscene, profane, sexually offensive, racially offensive, abusive, threatening, or illegal material.
- Abide by all copyright regulations and licensing agreements and not use technology at FALA for commercial gain.
- Not reveal their home address or personal phone numbers of themselves or others.
- Not use the network in any way that would disrupt the use of the network by others.
- Understand that many services and products are available for a fee and acknowledge the user's personal responsibility for any expenses incurred without FALA authorization.
- Not attempt to harm, modify, or destroy software or interfere with system security and FALA servers.
- Agree to not engage in cyberbullying. You can prevent cyber-bullying by:
  - Guarding your personal information. Never give out personal information online, whether in instant message profiles, chat rooms, blogs, or personal web sites.
  - Never giving out your passwords to anyone except your parents. That includes friends.
  - If someone sends a mean or threatening message, don't respond. For a bully, a reaction constitutes victory. Instead, save the message or print it out and show it to an adult.
  - Never opening e-mails from someone you don't know or from someone you know is a bully.
  - Don't put anything online that you wouldn't want your classmates to see, even in e-mail.
  - Don't send messages when you're angry. Before clicking "Send," ask yourself how you would feel if you received the message.
  - Help kids who are bullied online by not joining in and showing bullying messages to an adult.
- Student Parent/Guardian will pay costs associated with damages that occur to technology, or misuse of technology that is at the students fault.

Students will be asked to change appropriate attire. This may require parents to bring appropriate attire to school. Repeated offences will result in disciplinary action.

## Sexual Harassment

FALA is committed to maintaining a school environment where students are protected from all forms of harassment and violence. It is a violation of FALA policy for any student or employee to sexually harass any

student in attendance at our school.

Sexual harassment is defined as unwanted, unwelcome sexual advances or overtones, either verbal or nonverbal, which create an environment that is hostile or abusive in the school. Students should report any sexual harassment to a teacher or administrator. They are encouraged to discuss incidents with parents, teachers or administrators, or other school personnel if they are uncomfortable reporting the offender.

The following guidelines are established to assist students and staff in dealing with sexual harassment issues. Students who believe they may have been harassed should:

STEP 1: Determine if the behavior or words were unwelcome or offensive and sexual in nature

STEP 2: Specifically, identify the behavior word or deed that is in question. Identify the people involved, including witnesses. Report the incident to a faculty member or the administration.

*School administrators will investigate incidents reported to them and take action appropriate to the situation.*

## Student Academic Conduct

FALA recognizes that all students can succeed in a rigorous academic and artistic setting. FALA faculty is dedicated to ensuring that success.

### High School Academic Requirements for Graduation

Content Areas	Graduation Requirements
Math	4 credits
English	4 credits
Science	3 credits
Social Studies	4 credits
Foreign Language	2 credits
Fine/Performing Arts	4 credits*
Electives	5 credits
Other courses (from any content area)	1 credit
<b>Total</b>	<b>27 Credits</b>

Note: 1 credit = 2 semesters of coursework

\*CARE (Core Arts Requirement Emphasis) applies to all FALA students and requires a minimum of one course within each artistic discipline (Theatre and Creative Writing, Dance, Art, and Music). This requirement applies to all students.

### High School Academic Requirements for Each Semester

Students must be enrolled in a minimum of 3 courses each day (for a total of 6 courses each semester). Study Hall and Office Aide and Teacher Aide positions are not included in these totals.

### High School Advanced Placement (AP) Courses

All students enrolled in AP courses are required to be enrolled in the class for the entire year and to take the AP exam in May and pay the required testing fees. Any student who does not take the AP test will have the AP course designation removed from their transcript for Semester 1 and Semester 2. Exceptions may be made with advance approval from the Dean of Academy. Fee reductions are available based on family income. Arrangements must be made ahead of time with the school testing coordinator.

### Requirements to Graduate with Honors:

FALA has a rigorous course of artistic and academic study, complemented by the CARE (Core Arts Requirement Emphasis). The Honors program is for students who are truly invested in their educational endeavors at FALA. Honors students challenge themselves by pursuing Advanced Placement and other advanced academic courses while also taking the most advanced courses in at least one artistic discipline. Students graduating with Honors will be recognized at the Honors Ceremony and earn a special cord for graduation.

#### Specific Requirements:

- Students must earn a cumulative unweighted GPA of 3.5 or higher (measured on May 1 of their senior year).
- Students must take (or be enrolled in) at least 4 Advanced Placement courses.
- Students must take at least 3 years of the same foreign language (i.e. 3 years of French or 3 years of Spanish)
- Students must earn 4 credits in math, science, social studies, and English.
- Students must take at least two of the most advanced courses in at least one artistic discipline (while still fulfilling the CARE requirement).
  - **Visual Art:** Adv. Draw, Paint and Print, Art Studio, AP Studio Art, Advanced Art Lab, Advanced Photography, Adv. 3-Dimensional Art, Adv. Mixed Media
  - **Dance:** Honors Choreography (can count for each year taken), Jazz 2/3 (can count for each year taken), Modern 2/3 (can count for each year taken), Honors Ballet 2/3 (can count for each year taken), and Tap (years 2, 3, or 4)
  - **Music:** Choir (years 2, 3, or 4), Jazz Band (years 2, 3, or 4), Adv. Keyboard, Adv. Guitar, World Music Ensemble (years 2, 3, or 4)
  - **Theatre:** Advanced Acting (can count for each year taken), Musical Theatre (years 2, 3, or 4)
  - **Film and Creative Writing:** Adv. Creative Writing (can count for each year taken), Film Production (years 2, 3, or 4), Yearbook (years 2, 3, or 4)
- **Students must earn 28 credits to graduate with Honors.**

### Honors High School Course and Credit Requirements

Content Areas	Graduation with Honors	Graduation Requirements
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	<b>Requirements</b>	
Math	4 credits	4 credits
English	4 credits	4 credits
Science	4 credits	3 credits
Social Studies	4 credits	4 credits
Foreign Language	3 credits	2 credits
Fine/Performing Arts	4 credits*	4 credits*
Electives	3 credits	5 credits
Advanced Art Courses (from the same discipline)	2 credits	
Other courses (from any content area)		1 credit
<b>Total</b>	<b>28 Credits</b>	<b>27 Credits</b>

Note: 1 credit = 2 semesters of coursework

\*CARE (Core Arts Requirement Emphasis) applies to all FALA students and requires a minimum of one course within each artistic discipline (Theatre and Creative Writing, Dance, Art, and Music). This requirement applies to all students graduating on or after 2013.

### **8<sup>th</sup> Grade Academic Requirements for Promotion**

<b>Content Areas</b>	<b>FALA Requirements</b>
Math	2 credits
English	2 credits
Science	2 credits
Social Studies	2 credits
Liberal Studies	2 credits
Electives	4 credits
<b>Total</b>	<b>14 Credits</b>

Note: 1 credit = 2 semesters of coursework

### **Middle School Academic Requirements**

Middle school students must be enrolled in 4 courses each day (for a total of 8 courses each semester). Students must earn a “C” or better in each required academic class (Math, English, Science, and Social Studies) to advance to the next level.

Students who fall below a “C” will become eligible for academic improvement measures.

1. Initial contact for all families is already in place. Teachers frequently update grades in FamilyLink. It is students' and parent/guardians' responsibility to regularly check FamilyLink.
2. Academic Advisors will meet with the student to develop an improvement plan.
3. Parent notification via email and/or phone call.
4. Lunch detention and/or mandatory after school tutoring/homework club.
5. Loss of elective and entry into Manifesting Success academic support class.

**Student with failing grades in two or more academic core classes will be fast-tracked into Manifesting Success.**

Students must earn at least a “D” or better in at least 2 electives each year. Students attending FALA for high school may take advanced elective classes if they earn a “B” or better in the middle school elective (in the same area) and have the recommendation of their teacher.

**Honor Roll, High Honor Roll, and Valedictorian Awards**

Students with a GPA from 3.5-3.74 (by semester) will be placed on Honor Roll. Students with a GPA of 3.75 and above (by semester) will be placed on High Honor Roll.

The senior valedictorian will be chosen based on cumulative, unweighted GPA as of May 1.

**Academic Consequences**

- Any high school student who does not have a minimum grade point average (GPA) of a 2.0 at the time of any Semester grade or progress report, or has failing grades will be placed on Academic Probation and attend After School Tutoring from 3:30 – 5:00 (three days a week), until grade is raised to at or above a 2.0 and/or has no failing (F) grades. Student Study Teams may be formed to address student success. These measures may be used separately or concurrently as needed and as determined by the Dean of Academy.
- Any middle school student who has below a “C” in any of their required academic classes will become eligible for academic improvement measures. These may include, attend the After School Tutoring program from 3:30 – 5:00 (3 days a week), withdrawn from their Elective Course and put into Manifesting Success. Student Study Teams may be formed to address student success. These measures may be used separately or concurrently as needed and as determined by the Dean of Academy.

**Early Graduation**

Students desiring to graduate early should meet with their appropriate site administrator to determine eligibility. Once it is determined that the student can meet graduation requirements earlier than the scheduled semester of graduation, the student, with parent approval, must complete an Intent to Graduate Early form.

**Academic Counseling**

- Academic counseling is available to all students.
- For academic counseling or class scheduling needs make an appointment before or after school, during lunch, or passing periods.

### **Adding a Course**

Students may add a course within the **first Seven days** of the semester if space is available in the course. Students must consult with the teacher regarding make-up requirements for any missed content.

### **Dropping a Course**

Students may withdraw from a course the **first Seven days** of the semester. **Please note that in a full-year course students will only have the first Seven days of the second semester to drop.** Students who drop a class after this time will receive a grade of “Withdraw Fail (WF)” and have a failing grade included in their grade point average.

### **Academic Dishonesty: What is plagiarism?**

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own with giving credit to the proper source and submitting it for any purpose. Examples, of plagiarism can include, but are not limited to:

- Submitting work that is not yours, such as published sources in part or whole, as your own without giving credit to the source.
- Turning in purchased papers or papers from the Internet written by someone else.
- Representing another person's artistic or scholarly works such as musical compositions.
- Computer programs, photographs, drawings, or paintings as your own.
- Helping others plagiarize by giving them your work.

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their child in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

### **Academic Probation Program**

Students that do not meet the academic success expectations will be placed in an academic probation program (APP). Students placed on APP will be assisted to improve their grades by being placed on an academic contract. This contract will guide the student's needs to create goals to improve academic success. This contract will help students take responsibility for their past choices and learn better self-management skills for future success.

APP will be automatically assigned for those incoming students, who have behavioral or academic issues from

their previous schools. **Students will be placed on APP should they receive a GPA of 2.0 or below and/or a failing (F) grade in one or more core subject area on consecutive progress reports.**

## **Advisory Program**

The Advisory program is in place to make sure that all of our students are known well and supported to succeed. FALA students are assigned to an Advisor (FALA Faculty, Staff & Administrators) as 7<sup>th</sup> graders or freshmen and they loop with this Advisor while at FALA. Advisory will meet for 40 minutes every Friday for the 2017-2018 school year. Advisory supports students to grow as healthy, self-sufficient, and empowered young adults.

## **Special Education**

The federal Individuals with Disabilities Education Act (IDEA) makes it clear that schools have a duty to educate children with disabilities in their least restrictive environment. Special education teachers, related service providers, and paraprofessionals work with special education students in achieving their individualized education plan (IEP) goals within the general education classroom and/or academic support classes throughout the regular school day. FALA provides the most appropriate placement for each student based on his or her individual needs.

## **Child Find Requirements**

Child find is a component of the Individuals with Disabilities Education Act (IDEA '04) that requires schools and districts to locate, identify, and evaluate all children with disabilities, aged birth through 21, located within their geographical boundaries who are in need of early intervention or special education services. Child find applies to children who are:

- Suspected of having a disability even though they are advancing from grade to grade
- Highly mobile, such as migrant and homeless
- Wards of the state
- Private school students
- Homeschooled students

Note: Charter schools identify, locate, and evaluate all children with disabilities within their population served who are in need of special education and related services.

**FALA requires all school-based staff members to review the written procedures related to child identification and referral on an annual basis, and maintain documentation of the staff review. [A.A.C. R7-2-401.D]. Identification screening for possible disabilities shall be completed within forty-five (45) calendar days following admission for any student enrolling without appropriate records or screening, evaluation, and progress in school; or parent notification of developmental or educational concerns.**

## **Field Trips**

Field trips are integral parts of many courses and provide students with valuable real-world experiences. To attend field trips, a student must maintain a GPA of 2.0, have no failing grades, have student fees paid or be on an approved payment plan and be in good standing with attendance. For major trips that require large initial outlays of money (such as going to Europe, etc.) a student must have all passing grades at the time money is due

before the scheduled trip. In addition, the Dean of Academy and the teacher leading the field trip have final authority over student attendance decisions. Students are responsible for making up all missing work. Teachers may require that work be submitted before students go on a field trip. Students are responsible for setting up appropriate due dates with each teacher individually for any work that they miss while attending a field trip.

**Students are only allowed to attend one field trip one week or more in length per school year.**

### **Correspondence Courses, Summer School, and Online Coursework**

Credits earned through correspondence courses, Flagstaff Unified School District summer school (or other district summer school programs), or online courses to meet requirements shall be taken from a regionally accredited institution. Students may take as many correspondence courses as necessary to make up for failing grades in any course or grades that do not grant FALA credit. Students may also gain credits through correspondence courses, summer school, or online courses for elective courses that are not offered at FALA or for foreign language courses that are not offered at FALA. In addition, if a student has extreme schedule challenges the Dean of Academy may approve correspondence courses, summer school, or online courses for credit that are offered at FALA and necessary for graduation. All correspondence courses, summer school, or online courses must be completed by April 15 to allow for adequate time to process the grades and credit.

### **High School Concurrent Enrollment**

It is the responsibility of the student and parent/guardian to properly concurrently enroll for a course not offered at FALA, at NAU (Northern Arizona University), CCC (Coconino Community College) or any other accredited institution. If the student is planning to obtain FALA credit for the course, it is the student's and parent/guardian's responsibility that the **School Concurrent Enrollment Form** is completed and signed by the Dean of Academy prior to the student obtaining final credit and a grade for the course. It is also the responsibility of the parent/guardian and student to submit an official transcript from that institution to FALA immediately upon completion of the concurrent enrollment.

### **High School Study Abroad Policy**

Students are encouraged to seek experiences abroad when appropriate; however, it takes careful planning. Exchanges should take place junior year and should, typically, only be one semester. **Students are expected to earn the graduation credits they'll miss during the exchange prior to the exchange.** At a minimum, this means they'll need to take U.S. History and American Literature (one semester of each if exchange is one semester) before leaving. There may be additional classes needed. Students are required to meet with the counselor and/or dean to create an approved schedule. Note that, in many cases, instruction will not be English resulting in significantly lower marks. We do not need to include these marks on the FALA transcript if graduation requirements are met elsewhere, but **colleges will ask to see the transcripts from your exchange.**

### **High School Community Service and Service Learning Program**

The Service-Learning program at FALA encourages students to become active members in their local, national and global communities through service experiences related to classroom curriculum. Options include:

- Volunteering in activities at non-profit and community organizations.
- Assisting with the varied needs of community members
- Participating in student/faculty initiated projects

Students have the opportunity to participate in at least 5 service-learning hours per year connected with FALA courses and will be responsible for completing an additional 25 hours per year either through additional FALA service learning activities or doing community service, volunteer work, or service learning on their own. All students must complete a total of 30 hours per year (120 hours upon graduation, pro-rated per year of attendance). Any student who does not complete the service learning requirement by the date of graduation will be allowed to participate in the ceremony, however, he/she will not receive a diploma until verification of completion of hours is submitted to the service-learning coordinator.

Families who volunteer with their students at FALA Sponsored Events will meet their expected hours and half those hours will go towards the students' service hour requirement. For example. FALA Earth Day Beautification Project was a three hour project. The FALA Family would get three hours towards their 10 hour volunteer time and the student would earn three hours plus 1.5 hours for a total of 4.5 hours towards their volunteer requirement. Common Good one of FALA's Habits of Heart and Mind is important value when giving service to our community.

The school website is updated regularly with service learning, volunteering, and community service opportunities.

### **Arizona Education & Career Action Plan (ECAP)**

An ECAP (Education and Career Action Plan) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals. Mandated by the state of Arizona R7-2-302.05.

ECAP shall at a minimum allow students to enter, track and update the following information using AZCIS:

- Academic Goals that include identifying and planning the coursework necessary to achieve the high school graduation requirements and pursue postsecondary education and career options; analyzing assessment results to determine progress and identify needs for intervention and advisement; and documenting academic achievement.
- Career Goals that include identifying career plans, options, interests and skills; exploring entry level opportunities; and evaluating educational requirements.
- Postsecondary Education Goals that include identifying progress toward meeting admission requirements, completing application forms and creating financial assistance plans.
- Extracurricular Activity Goals that include documenting participation in clubs, organizations, athletics, fine arts, community service, recreational activities, volunteer activities, work-related activities, leadership opportunities, and other activities.

### **FALA Grading Policy**

#### **Philosophy:**

Grades at FALA are primarily based on student mastery of course content, skills and standards. Students will

be able to demonstrate mastery in a variety of ways including assessments, class activities, homework, quizzes, essays, labs, projects and performances. Grades will also include student growth over the course of the year as measured by their portfolio. Parents and students can use grades to understand individual student achievement, including areas of strength and areas that need improvement.

**Practice:**

Teachers will apply the overall FALA grading policy to their courses in a consistent manner but will also have the flexibility to make specific decisions for each course. Teachers will inform students and parents about their grading system at the beginning of the school year through their course syllabus. Teachers will post this syllabus on the web page for each course.

In order to promote student learning and mastery throughout each semester teachers will allow students to retake all major assessments except the final exams or final projects at the end of Semester 1 and Semester 2. The retake policy for each course will be at the discretion of the teacher and clearly explained in the course syllabus. Teachers will determine the deadline for retakes (by unit, quarter, semester, etc.).

Teachers will structure their grading system so that a minimum of 60% of a student’s grade will be based on formal assessments and a maximum of 40% of a student’s grade will be based on informal assessments. Growth portfolios may be included with formal assessments or informal assessments.

**Examples of Formal and Informal Assessments**

<b>Formal Assessment – 60% or more</b>	<b>Informal Assessments – 40% or less</b>
Final exams and midterms	Small projects (formative)
Standards-based tests and quizzes	Practice tests/quizzes
Culminating projects	Checking for understanding activities
Essays (all types)	Homework
Lab reports	Drafts
Presentations	Practice work
Performances	Classwork
Other demonstrations of proficiency	Student involvement/participation
	Class activities
	Journals
	Warm-ups

\*Semester grades will be weighted evenly (50/50). Final exam and/or benchmarks will be included in the formal assessments category.

**Grading Periods for 2017 – 2018**

\*Parents and students can use Family Link to access real-time grades and are encouraged to do so.

\*Teachers will update Gradebooks/FamilyLink on a weekly basis.

<b>Grading Period</b>	
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<b>Progress 1</b> (1 <sup>st</sup> semester)	September 12
<b>Progress 2</b> (1 <sup>st</sup> semester)	October 10
<b>Progress 3</b> (1 <sup>st</sup> semester)	November 14
<b>1<sup>st</sup> Semester</b>	December 15
<b>Progress 4</b> (2 <sup>nd</sup> semester)	February 13
<b>Progress 5</b> (2 <sup>nd</sup> semester)	March 13
<b>Progress 6</b> (2 <sup>nd</sup> semester)	April 24
<b>2<sup>nd</sup> Semester</b>	May 31

### 2017-18 Testing Dates

<b>2017-18 Testing Dates</b>		
<i>PSAT</i>		
PSAT NMSQT	10	October 11
<i>State Testing</i>		
AIMS Science	9th	February 15 – March 31
AIMS Science	8th	February 15 – March 31
AZ Merit	7 <sup>th</sup> – 11th	March-May 2018
<i>AP Testing</i>		
AP Biology	11, 12	May 14 (8:00)
AP Calculus	11, 12	May 15 (8:00)
AP United States History	11, 12	May 11 (8:00)
AP Government and Politics	10-12	May 10 (8:00)
AP English Literature and Composition	11, 12	May 9 (8:00)
AP World History	11, 12	May 17 (8:00)

### Annual Notification for Parents: FERPA

#### Annual Notification to Parents Regarding Confidentiality of Student Education Records

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest
    - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher or support staff member (including health staff, law enforcement personnel, attorney, auditor or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
    - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - Other schools in which a student is seeking to enroll;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

**The Individuals with Disabilities Education Act (IDEA)**

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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