

# Learning Foundation and Performing Arts



*A balance between academics  
and the performing arts*

## 2016-2017

# Student/Parent Handbook

## Welcome to Learning Foundation and Performing Arts School

### VISION STATEMENT

Learning Foundation and Performing Arts school is devoted to becoming a leader in education by embracing the entire student through a balance of education and performing arts.

### MISSION STATEMENT

The mission of LFPA is to provide a well-rounded, rigorous academic and performing arts environment with high standards that prepares students to become lifelong learners.

LFPA Values . . .

- *learning as a lifelong journey*
- *all students as unique individuals who have the capacity to learn and succeed*
- *a faculty and staff as integral elements to student success*
- *a diverse community and a respect for differences in culture, intellect, gender, age, and physical ability*
- *accountability among students and staff*
- *performing arts and extracurricular activities as experiences that prepare students for real life applications*
- *an honest and respectful approach to education that develops students' positive self-image and integrity*
- *a small, safe, and nurturing environment for the LFPA community*

### Compliance Policy

Learning Foundation and Performing Arts Schools comply with all applicable federal, state and local laws relating to educational programs and personnel management.

### Statement of Non-Discrimination

Learning Foundation and Performing Arts Schools are committed to a policy of equal opportunity and non-discrimination in relation to color, religion, gender, age, national origin disability and results of genetic testing. This policy encompasses all matters concerning staff, students, the general public, instructional programs and services.

## TABLE OF CONTENTS

District & School Contact Information.....	4
Important Information, Registration.....	5
Dress Code.....	6
Attendance, Absences, Tardies.....	7-9
School Bus Policies.....	9
Cafeteria Rules.....	10
Campus Policies (Loitering, Drop-off/pick-up, Visitors).....	10
Cell Phones and Electronic Devices.....	11
Game Cards, Toys, Gum.....	11
Bicycles, Skateboards, Scooters, Skates.....	11
Field Trips, Fees.....	12
Academic Expectations.....	12
Grades, Progress Reporting Tutoring Homework, Planners.....	12-13
Testing and Assessments.....	13
Parents Rights (Student Records, FERPA, Teacher Qualifications).....	14
Special Services.....	14
Health Services, Medication, Prescription Drugs.....	15
Safety, Unauthorized Visitors.....	15
Child Abuse, Student Interviews, Student Conduct.....	16
Public Display of Affection.....	16
Teacher Responsibility.....	16
Student's Rights, Questioning, Search/Seizure.....	17
Disruptive Behavior, Searches, Physical Restraining.....	17
Due Process, Hazing, Bullying.....	18
Sexual Harassment, Violation of Local, State and Federal Laws.....	19
Drugs, Alcohol, Tobacco, Weapons.....	20
Disciplinary Referral Procedures, Consequences, Guidelines.....	20-22
Homeless Students.....	23
Parent Teacher Organization, Parent Involvement.....	23
Computer Use Policy.....	24-26
Signature Page (Tear Out).....	28
Six Traits Writing (Description and Rubrics).....	30

Learning Foundation and Performing Arts Schools

Contact Information

Web: [www.lfapa.org](http://www.lfapa.org)

LFPA - District Office

4055 East Warner Road, Gilbert, AZ 85296

Phone: 480-635-1900 Fax: 480-635-1906

District email: [learningfoundation@msn.com](mailto:learningfoundation@msn.com)

LFPA - Gilbert - 7-12

Principal: *Robert Villa*

Accredited by North Central Association/AdvancEd

4055 E. Warner Road, Gilbert, AZ 85296

Phone: 480-635-9400 Fax: 480-635-1907

email: [rvilla@lfapa.org](mailto:rvilla@lfapa.org)

LFPA - Warner - K-6 "A Leader In Me" School

Principal: *Chris Paulson*

3939 E. Warner Road, Gilbert, AZ 85296

Phone: 480-248-8025 Fax: 480-248-9429

email: [cpaulson@lfapa.org](mailto:cpaulson@lfapa.org)

LFPA - Alta Mesa - K-8 "A Character Counts" School

Site Director: *Nikki Triggs*

Accredited by North Central Association/AdvancEd

5761 E. Brown Rd., Mesa, AZ 85205

Phone: 480-807-1100 Fax: 480-807-1190

email: [ntriggs@lfapa.org](mailto:ntriggs@lfapa.org)

Learning Foundation "Back to Basics" K-6

Site Director: *Missy Aitken*

851 N. Stapley Dr., Mesa, AZ 85203

Phone: 480-834-6202 Fax: 480-834-3991

email: [maitken@lfapa.org](mailto:maitken@lfapa.org)

Information in this book is not all inclusive of District Policy

## IMPORTANT INFORMATION

"LFPA or LFAPA" are acronyms for Learning Foundation and Performing Arts school.

**PARENT:** Throughout this handbook the term "parent" refers to a parent or other legal guardian.

**VOLUNTEERS:** We encourage parents to visit the school or become a volunteer and be actively involved in their child's education. All volunteers must have an AZ fingerprint clearance card and complete a LFPA volunteer packet.

Parents who **do not have an Arizona fingerprint card** on file may view a classroom in progress for a limited, allotted time with administrative authorization and teacher approval to ensure the least disruption to the educational process.

All classroom visitors are subject to volunteer policy.

**SCHOOL VISITS:** For safety reasons all visitors must report to the school office, sign in, and receive a visitor badge before entering any school buildings. Students who visit the school must be accompanied by a parent.

- Parents, visitors and chaperones are expected to follow the same standards of behavior and appropriate dress as that of the students.

**STUDENT CHECK-OUT:** Students who leave campus during the school day must have parent permission and must be signed out and back in through the office.

**REGISTRATION:** All students enrolling in Learning Foundation and Performing Arts Schools must present the following information:

- Immunization Record (copy)
- Birth Certificate (copy)
- Proof of Residence (Driver's license, utility bill, etc.)

The following documents must be completed for all students:

- Home Language Survey
- Emergency/ Medical Card
- Lunch Guidelines
- Authorization for Requesting Records
- LFPA Enrollment Forms- signed by the parent/ legal guardian

The above registration documents are mandatory and necessary to secure a place in LFPA. If there is a waiting list, students with completed registration packets will be selected first.

- In custody cases where visitation affects the school, the most recent court order on file with the school will be followed. It is the responsibility of a custodial parent to provide the school with the most recent court order.
- Students at LFPA may be evaluated for appropriate academic placement and, if required, special education related services will be provided in accordance with student's I.E.P. program.

It is the parents responsibility to notify the school immediately with address or phone number changes.

**Dress Code:** Dress code rules are determined by the LFPA Governing Board.

**Resolution to any question or inconsistency regarding dress code rules is up to the discretion of the Principal or Site Director.**

It is the parents' responsibility to send their children to school in dress code, clean and well-groomed daily.

Students having three or more dress code violations may be subject to suspension.

Parents will be notified if a student is out of dress code or is inappropriately dressed and may be required to come to the school to pick up the student or bring an appropriate change of clothing before student may attend class.

### **ACCEPTABLE ATTIRE:**

**Tops:** Students are required to wear a LFPA LOGO SHIRT in colors required by the school.

- **Alta Mesa Campus:** green, white, or grey LFPA logo shirt or green spirit shirt.
- **Warner Campus:** royal blue, white or grey LFPA logo shirt.

### **Bottoms:**

Students are required to wear uniform style slacks, **capri's**, skorts, jumpers, or "fingertip length" walking shorts in **colors of solid black, navy blue, or tan/khaki only.**

- **Alta Mesa Campus:** Students may wear blue denim bottoms.
- **Warner Campus: No blue denim is permitted** at the Warner Campus.
- **NOTE:** all shorts, skorts, jumpers, and skirts must be fingertip length. **Pants must fit appropriately at the waist**
- Jumpers must have sewn on school logo if they cover the school shirt logo.

### **Outerwear:**

- Jackets or sweaters must open in the front (zipper or buttons). They should be solid-color with no pictures or words in colors of black, blue, tan, grey, or white. Hoodies or pullovers that do not open in the front are not permitted.
- Hats or hoods may be worn during recess times, but they may not be worn inside the building. Heads must not be covered in the school building or transportation vehicles.

### **Shoes:**

- Only **closed toe** and **closed heel** shoes may be worn. Sandals of any type are not permitted.

### **Jewelry/Accessories/Hair Styles:**

Jewelry should be modest, school appropriate and non-distracting.

- No more than two earrings in each ear may be worn or two bracelets per arm.
- No extreme hairstyles (examples - Mohawks, spiked hair, unnatural hair color). Hairstyles are considered extreme when they disrupt or distract the classroom learning environment. Final discretion is up to Principal/Site Director.

**The Principal or Site Director resolution regarding dress code is final.**

### **Dress Code**

## **UNACCEPTABLE ATTIRE:**

### **Tops:**

Tops should cover the midriff to below the waist line of the pants, even when students raise their arms. No tube tops, spaghetti strap, or sleeveless tops may be worn.

### **Bottoms:**

No running pants, sports shorts, sweat pants, pajama pants, leggings or jeggings etc. may be worn.

- No overly baggy, sagging pants, or dragging pant legs. Pants must fit appropriately at the waist. Underclothing must never show.
- No torn (including torn look) or cut off clothing may ever be worn. No zippered pockets.
- No sweatshirts, jackets, hoodies or pullovers of any kind that display inappropriate language/ graphics or advertise drugs, alcohol or tobacco related items may be worn on campus.
- **No hats** or hoods may be worn in the building or inside school vehicles.
- No extreme hairstyles may be worn, including Mohawks or spiked hair. No unnatural hair color.
- No body piercing or ear gauging. Tattoos must be covered by acceptable dress code attire.
- No extreme jewelry styles; no ball necklaces, dog collars, drugs or inappropriate symbols. No safety pin jewelry, body chains or chains over ¼" thick.
- No gang paraphernalia (bandanas, jewelry or clothing). No Gothic clothing.
- No clothing shall be worn that contains inappropriate language/graphics or that advertises drugs, alcohol, tobacco related items or weapons of any type.

**All attire worn by a student attending any school event on or off campus including a dress down or dress up day at school is subject to the LFPA dress code.**

### **Attendance**

- Arizona's compulsory attendance law (ARS15-803) states that students must be in school until they reach age 16, or successfully complete grade 10.
- Students are expected to be in school every day except in the case of emergency or illness. Regular attendance and punctual arrival at school are two behaviors that dramatically impact student achievement.
- Absences and tardies disrupt student schedules, disrupt teaching, require readjustment to the class routine and interfere with learning.
- Students must attend at least 90 percent of class sessions in a semester to receive a passing grade or credit. If a student is absent more than nine days in a semester, grades or credit may be withheld.
- Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration.
- Parents are urged to make every possible attempt to schedule doctor, dentist and other appointments for students at times outside of the school day; the intersession is an excellent time to schedule appointments. This reinforces the importance of school and prevents the student from getting behind.

### **Reporting an Absence**

Parents are required by the Department of Education to notify the school of absences.

- Please call in any and all absences on the morning of the absence.
- If calling before 8:00am please leave a message on the voice mail with the student's name, day of absence, parent name, reason for absence, and daytime phone number.
- If a phone call is not received, or if the school has not been able to contact the parent, the student is given an unexcused absence. The parent must phone or the student must bring an acceptable note from the parent within one day of his/her return to school.

### Excused Absence

The following are acceptable reasons for an excused absence as outlined by the Arizona Department of Education. To be excused, absences must be reported on the day of the absence or prior to 9:00 a.m. on the following school day.

- Illness or injury. (Prolonged absence may require a signed doctor's release.)
- Medical, dental, professional appointments. (Excessive absence due to appointments may require a doctor note.)
- Natural or family disasters, funerals.
- Family and religious obligations (weddings, special services and family trips or college visits are usually known prior to the absence. In such cases, students must make pre-absence arrangements with the school attendance office at least two days prior to the absence. If an extensive absence is apparent, the student or his/her parent/guardian is responsible for requesting and collecting assignments.
- Verifiable extreme weather conditions such as flooding or zero visibility.
- Reportable vehicle accidents involving the student.

An emergency or unexpected absence can never be planned, however it is important that parents notify the school as soon as possible in an emergency so the absence will not be recorded as unexcused.

### Unexcused Absence:

Following are some of the reasons for absences that constitute an unexcused absence.

- All absences (regardless of reason) that are not authorized by phone call or written documentation from parents in advance, or notification was not received prior to 9:00am on the school day following the absence are unexcused.
- Personal vehicle failure such as vehicle won't start, out of gas, flat tire, unreported accidents, etc.
- Orthodontist appointments are an unexcused absence. Please schedule your appointments before or after school.

Students who have excessive or unexcused absences will be referred to a school administrator who will meet with their parent to decide on a mutual written plan of action describing what corrective actions will be taken.

- If a student misses more than 10% of class instruction time, that student may not receive credit. (Simply completing daily assignments is not an adequate substitute nor acceptable for missed classes).
- Students who accumulate a total of 10 consecutive unexcused absences may be withdrawn from the school.
- Students who accumulate a total of 10 absences in the course of the school year (**EXCUSED or UNEXCUSED**) may be withdrawn from the school.
- If unexpected illness or emergencies occur during the day, only an administrator with parent/guardian approval will excuse the student.



- Students are never to leave campus without being excused and signing out. Violation of this policy will result in disciplinary action.

### Tardies

- Students not in class by the designated start time will be marked as tardy.
- Parents must sign in late students at the front desk and the student will receive a late pass. Teachers will not allow a late student to class without a pass.

8 tardies constitute a parent meeting with the principal for a conference to decide on a mutual written plan of action describing what corrective actions will be taken.

### Excused Tardies

- Illnesses or injuries when verified by a doctor.
- Acceptable reasons specified for "Excused Absences" or other acceptable reasons approved by teachers and administrators.
- The tardy is prearranged with the teacher or the Principal's office.
- The tardy is unavoidable, not a pattern, and is accompanied by a note from the parent explaining the reason.
- Student is held over in the preceding class when verified by the supervising instructor (a late pass must accompany the student).
- Authorized conferences with instructors or administrators (late pass required).
- Excused tardies result in the student making up the work, but not the time.

Unexcused Tardies: Following are some examples of tardies that are unexcused.

- Failure to observe the time or pass between classes during the allotted time.
- Running errands without faculty/office approval in advance or exceeding the approved time allowed.
- Clothing problems.
- Waiting to confer with teachers or office without a prearranged appointment.
- Waiting for food or materials delivery that arrives late.

### Withdrawal From LFPA

- Please inform the school as soon as possible if a student is going to withdraw.
- Parents must come to the school to sign an official withdrawal form.
- A school cannot enroll a student without an official withdrawal form issued from the prior school.

### School Bus Policies

Students riding LFPA buses must always comply with the following policies:

- Arrive at the bus stop five minutes early.

- Stand at the bus stop 5 giant steps (10 feet) away from the edge of the road.
- Wait until the bus stops, the door opens, and the driver says its okay before stepping onto the bus.
- Don't let clothing with drawstrings, book bags with straps, or any dangling objects get caught in the handrail or door when exiting the bus.
- Walk in front of the bus; never walk behind the bus.
- Walk on the sidewalk or along the side of the road to a point at least five giant steps (10 feet) ahead of the bus before crossing the street.
- Be sure the bus driver can see you, and you can see the bus driver.
- Stop at the edge of the bus and look left-right-left before crossing.
- Tell the bus driver if you drop something beside the bus. If you try to pick it up, the bus driver may not see you and drive into you.

During the school bus ride:

- Always sit fully in the seat and face forward.
- DO NOT distract the driver.
- Never stand on a moving bus.
- Obey the driver.
- NEVER stick anything out the window - arms, legs, head, book bags, clothing, etc.

#### Cafeteria Rules:

- Students must remain in their seat during lunch and may not leave their seat without permission.
- Students are required to speak with a low, inside voice.
- When there is an announcement for attention from a staff member, students are required to stop talking and listen for instructions.
- Students are required to clean up their lunch debris from the area around their chair or table before leaving the cafeteria.
- Students must line up in single file when entering or leaving the cafeteria.
- Running is not allowed in the cafeteria.
- If a student orders a breakfast or lunch, the student must pick up the food that was ordered.

### **Campus Policies**

**Students will be required to clean up after themselves in all school settings**

#### Safe Environment

LFPFA seeks to promote a safe environment in which all stakeholders are free to respectfully express themselves without fear of recrimination. Students are expected to treat others respectfully both in and out of school.

LFPFA is a closed campus. That means students may not leave campus during school hours without written parental permission and administrative approval.

Student Loitering or Trespassing

- Students arriving to or leaving from an LFPA campus may not loiter or trespass in any area surrounding campus boundaries.
- Students caught outside campus borders without permission during the school day are subject to disciplinary procedures.

#### Student Drop-off and Pick-up

- Please follow the published traffic flow route when dropping off or picking up students. The route is established for the safety of all students.
- Parents, please pick up students immediately after the school day has ended.
- Students not picked up within 15 minutes after the end of the school day will be prompted to call a parent or authorized person to pick them up. If no authorized person is available or cannot be reached by phone parents will be charged for the student's care after 15 minutes of school release.

**Alta Mesa campus:** Students will be placed in the after school care program and parents will be charged the after-care rate.

**Warner campus:** If a student is not picked up within 15 minutes after the end of the school day (or after-school club session for which a student is registered), then the parent will be assessed a \$1 per minute supervision fee.

- In the event a parent or authorized person cannot be reached to pick up a student after the school is closed, the student may be released to proper authorities.
- Students picked up during the school day by a parent or other approved person listed in their records must be signed out in the office by the person who picks up the student.

#### Visitors

- Authorized visitors must sign in at the office before proceeding into any building, playground, or lunch room.
- Permission for student visitors may only be authorized by a school administrator.
- Unauthorized visitors are not permitted on LFPA campus.

#### Cell Phones, Voice Recorders and Electronic Devices:

The school and staff are not responsible for lost, stolen or vandalized property.

**Students are strongly encouraged to leave all electronic devices of any type at home.**

- Students are not allowed to have cell phones, pagers, laser pointers or any type of electronic device or sound reproducing equipment, including voice recorder watches or wristbands, on any LFPA school grounds or transportation vehicles. (Recording conversations without consent is a violation of Arizona wiretapping law A.R.S. 13-3005)
- When entering the school students may leave any phones or devices they bring to school at the front office before school and check them out at the end of the school day.
- If a student brings a cell phone to campus, the phone must be on Silent Mode throughout the day and remain in the student's backpack while on school grounds or riding school transportation.
- Cell phones or any other devices that are visible or can be heard making noise within campus boundaries or in any school vehicles will be confiscated by LFPA staff and a disciplinary referral form will be completed and sent to the Principal/Site Director. Violations will be subject to the following consequences:

- First offense: Phone or device will be confiscated and released to the student at the end of the school day.
- Second offense: Phone or device will be confiscated and released to the parent at the end of the school day.
- Third offense: Phone or device will be confiscated and sent to the district office. The parent or legal guardian must pick up the phone or device at the district office location in Gilbert.
- Fourth offense: Students who continue to violate this policy face further consequences including phone or device held until the end of the school year and possible suspension.

**District and school Employees of LFPA are not responsible for lost or stolen electronic devices or other equipment and items brought onto campus or in school vehicles.**

Violations of the policies below may subject students to the same consequences as those for cell phones and electronic devices.

Game Cards: Game cards such as Yu-gi-oh or Pokemon and any other game or trading cards are not allowed on campus. These items will be confiscated and released only to a parent.

Toys: Personal toys or games may not be brought to school and are not allowed on campus. These items will be confiscated and released only to a parent.

Gum: Learning Foundation and Performing Arts is a gum free campus. Gum is to be disposed of prior to entering campus or school vehicles. Detention, community service and/or suspension will be consequences of this violation.

Bicycles, Skateboards, Scooters, Skates, etc.: LFPA does not allow skateboards, scooters, skates, or any other equipment or vehicles to be used or ridden on campus at any time. Vehicles may be brought to school only as a means of student transportation but may not be ridden on campus grounds. Students must dismount the vehicles prior to arriving on campus grounds, parking lot, or walkways. Bicycles must be parked in the bike racks or designated bike area.

Students are responsible for locking bicycles or other vehicles. LFPA is not responsible for stolen or damaged bicycles or equipment.

LFPA schools have limited space that does not allow for daily storage of skateboards or scooters.

Field Trips/Sports Events/Activity Release

Students will be notified in advance of field trips or off campus sports and activities. A permission and release form will be sent home prior to all events and must be signed and turned in to the school prior to the day of the event.

**LFPA will not accept faxed permission forms or telephone authorization.**

Students who do not provide the signed release form by the date required on the form will remain on campus. There will be no exceptions.

Dress code for field trips is the same as for school. Most field trips will require students to wear an LFPA uniform shirt.

Fees

Although LFPA works hard to defray the costs of educating your child, there are costs involved with some of the electives and activities offered to students that require fees to be paid by the

student. A list of fees is given to students and parents upon enrollment. Below are some areas of the education process where costs or fees may occur.

- school uniform shirt
- transportation
- field trips
- uniforms for Martial Arts elective
- classroom supplies
- yearbook
- performing arts costumes
- performance seating
- student organizations, programs, or clubs may require fees.

### Academic Expectations

Academic honesty is basic to personal integrity. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work. Each student is clearly responsible for identifying and citing work that is not his or her own ideas or words. Dishonesty will not be tolerated at LFPA and is subject to disciplinary action.

Students are expected to arrive at all classes on time, participate in daily lessons, complete in-class assignments, complete daily homework, and turn assignments in on time and on the date due.

### Guidelines for grading students' work

The grade the student earns reflects an evaluation of the pupil's performance and also determines the extent to which the pupil is progressing from a given point in proportion to his/her own abilities.

The grade earned by each pupil shall be the grade determined by the teacher of the course. Teachers will use every means possible to arrive at a fair and impartial judgment of each student and his/her work.

The determination of the pupil's grade by the teacher in the absence of a clerical or mechanical mistake, proven fraud, bad faith or incompetence, shall be final.

Questions about grades should be directed to the teacher.

### Grade and Progress Reporting

- The school year includes two semesters and 4 progress reporting periods.
- Student Report cards are available to parents in October, December, March, and year-end (May or June).
- Parents may receive interim progress notification, especially if the student's work is showing deficiencies.
- It is the policy of LFPA to inform parents any time a student's work shows unsatisfactory progress.

Parents are encouraged to contact the teacher or request a conference with the teacher as soon if they see indications of possible failure rather than waiting for a notice or progress report. Telephone or on-site conferences will be held at a time that does not interfere with the instructional day.

### Supplemental Tutoring

LFPA offers tutoring to all students in jeopardy of falling behind in academic studies. State standardized tests, LFPA assessment tools, student records, teacher evaluations and parent

requests are all considered in selecting students who qualify for supplemental tutoring that will help to insure the student's academic success.

### Homework

Daily homework is assigned to reinforce the concepts taught in the classroom. At least 20 minutes is encouraged each night for all grade levels. Homework must be completed promptly and carefully and turned in on the date required by the teacher. Parent assistance is needed to provide conditions conducive to study, help the student with a study schedule, and monitor the amount and quality of the student's work.

It is the student's responsibility to arrange with the teacher to make up tests or complete missed work when absent.

### Student Planners

Students are required to utilize a school issued student planner for recording homework, daily assignments, and important event or activity dates.

Students are required to bring their planners to school every day. Detention may be issued for students who do not bring their planners to school.

Students who lose planners must see the front office for a replacement. A fee will be charged for replacement planners.

### Testing and Assessments

In addition to required State Standardized Assessments, LFPA uses district wide tests and assessment programs throughout the school year. The Acuity On-Line Assessment Program has proven successful at delivering a clear and measurable link between assessment data, instruction, and student mastery. Educators can measure levels of student understanding while reinforcing, remediating, and enriching skills learned in the classroom. Results of the tests and assessments allow the school to analyze curriculum and determine areas of individual student needs. LFPA schools also use teacher-generated classroom assessments throughout the school year.

### Parents Rights

Student Records: The principal/site director is the primary custodian of student records. Educational records are securely located in the school office.

Per AZ statute, ARS§ 15-828 student records must be requested in writing to LFPA by a new school and sent to the new school within ten days of receipt of that request.

FERPA: *The Family Educational Rights and Privacy Act* (FERPA) is included in each student's enrollment packet for parents to keep on file at home. The Act affords parents and students over 18 years of age (*eligible students*) certain rights with respect to the student's records.

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a written and signed request for access.
2. The right to request an amendment to the student's educational records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes the disclosure without consent such as disclosure to school officials with legitimate educational interest.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA.

*Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary.*

### Teacher Qualifications

The *Every Student Succeeds Act/Elementary and Secondary Education Act (ESSA/ESEA) Parental Rights* dictates parents have the right to review information about the quality of their child's teachers.

LFPA meets all ESSA/ESEA requirements. Parents may request to view teacher qualifications in the school office with 24-hour notice.

### Special Services

LFPA offers a full service special education program. Students may be evaluated for appropriate academic placement and, if required, services will be provided.

Informed written consent of the parent/guardian will precede initiation of any individualized diagnostic evaluation or psychological testing.

- Parents or legal guardian will be invited to attend a conference where they are informed of the reasons for testing, type of testing, parent/guardian right to accept or reject possible placement of the student, and the right to examine all relevant records with respect to classification and placement of the student.

### Health Services

LFPA schools do not employ a nurse. School personnel will attend to dispensing of medications and minor health incidents during school hours. Every effort will be made to contact parents if an emergency arises during the school day.

LFPA puts your child's health first and if a parent/guardian or emergency contact can't be reached, the best possible decision for your child's health will be made by school administration.

### Medication

A health and emergency form signed by the parent/legal guardian is on file in the school office for each student. Only those medical or health items checked off on the student's health form and signed by the parent may be dispensed at the discretion of school personnel.

### Prescription Drugs or Parent Supplied OTC Medicines:

- Medication must be administered and stored in the school office. Students may not carry or self-administer any type of medication (including over-the-counter drugs) with the exception of those that meet all requirements specified by Arizona Revised Statute 15-341, A, 35 and 36.
- School personnel may dispense medications supplied by a parent/guardian if the following conditions are met:
- Only medications that are required by a physician to be administered at a time when school is in session are accepted and administered to a student during the school day.
- The parent must complete and sign a "Permission To Administer Medication" form for each medication. A new form must be completed at the beginning of each school year and any time the medication or dosage changes.
- All medication must be in the medication's original container. Prescription medication must have an unaltered pharmaceutical label attached. Over the counter medication, dietary supplements and other non-prescribed medication must be labeled with the

student's name, medication name, directions concerning dosage, and time of day to be taken.

### Safety

The LFPA Governing Board takes every possible precaution to protect the safety of all students, employees, visitors, and any person on LFPA campuses.

The administrator at each LFPA campus is responsible for the supervision of the safety program which includes, but is not limited to, in-service training, accident record keeping, planned inspections, fire prevention, emergency procedures, and campus traffic safety relevant to students, employees, and the community.

A fire safety and evacuation plan is posted at all exit doors in classrooms and school buildings. Periodic fire drills take place throughout the school year.

### Unauthorized Visitors

Unauthorized persons are not permitted on the school grounds or in the school buildings. A person loitering on or near school property may be reported to local law enforcement.

### Child Abuse Reporting

State law requires school employees to report reasonably suspected cases of neglect, non-accidental injury or sexual offenses against children to Arizona Department of Child Services or local law enforcement agencies.

State law prohibits civil or criminal liability and protects people who are required to report reasonably suspected abuse. Reports of child abuse are confidential records.

### Student Interviews

#### *Arizona Department of Child Services*

The law allows Arizona Department of Child Services (DCS) to talk to alleged victims and their siblings without parental permission. Often this occurs at school because it is a neutral environment. A DCS Specialist will visit the family home to discuss the report and to talk about the family situation. The school cannot lawfully notify parents of a DCS interview unless directed to do so by the DCS investigator.

#### *Law Enforcement*

If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The school will make a reasonable effort to notify the parent when an arrest is made or a student is taken into temporary custody unless the school is lawfully directed not to do so.

### Student Conduct at LFPA

Students are expected to conduct themselves, at all times, in a manner that will bring credit to them, their parents, and the school. Student conduct should contribute to an orderly learning climate. In all school and extracurricular activities, each student is expected to respect the freedom and rights of others.

Each student's conduct must be in accordance with school rules, regulations, and policies at all times. Arizona law authorizes school employees to act "in loco parentis" (in place of parents). Close cooperation between parents and the school is essential and most effective in preventing behavior problems.

All students are subject to the authority of all faculty and staff while attending school during the school day, anytime and anywhere on school property including transportation vehicles, and at any school function on or away from campus. Any student who is insubordinate or



disrespectful to faculty and staff or violates generally accepted rules of good citizenship and behavior will be referred for discipline.

Teachers are responsible for maintaining a proper learning environment for all students in their classroom. They have the responsibility and authority to correct behavior of any student who fails to follow instructions or is disrespectful to staff or other students. Teachers also have this same responsibility and authority when supervising students at recess; breaks between classes; during drop-off and pick-up times; and at all school activities on and off campus.

### Public Display of Affection

Public displays of affection are considered to be holding hands, kissing, hugging and inappropriate touching. Displays of such behavior show a lack of appropriate restraint and may necessitate a discipline referral.

### Students' Rights

Student's rights are protected in accordance with AZ Board of Education regulations.

**Educational Opportunity:** All students have the right to an education and a corresponding responsibility not to deny this right to any other student. Students have the right to an educational setting that is orderly and free from disruption of normal teaching-learning functions.

**Prejudice:** No individual shall be subjected to prejudicial treatment or abridgement of his/her right to attend and benefit from public school on the basis of ethnic identity, religion, color, gender, political belief, mental or physical handicap, results of genetic testing, or for the exercise of his/her rights within this policy.

**Questioning:** If police authorities question a student on school premises regarding an alleged act of misconduct at school, administration will make every effort to contact the parent when legally permitted. If a parent cannot be present during questioning a school authority will be present.

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

### Behavior Disruptive To The Educational Process ARS 13-2911

School Officials may conduct searches when they have reason to suspect that a law or school rule has been violated, or for conduct that disrupts the educational process or jeopardizes the health, safety or welfare of students or staff.

**Search of a Student's Person or Property:** School officials may search a student's person or personal property located on school property only if there is reasonable suspicion that the student is in possession of a dangerous, prohibited, or illegal substance, or an object or items that may interfere with school purpose or present a threat to people or property.

If the search reveals illegal items such as, but not all inclusive of, firearms, explosive devices, weapons or any object designed to cause bodily harm, illegal drugs, narcotics or intoxicants of any kind, tobacco or any controlled substance, or any possession reasonably determined to be a threat to the safety or security of others, or that might possibly interfere with the school purpose, these items will be confiscated.

Motor vehicles parked on school property may be searched by a school administrator when there is reasonable cause to believe the health, safety, or welfare of students or staff might be in jeopardy.

Physical Restraining: Any person employed by LFPA may use such an amount of force that is reasonable and necessary to apply for the following resolutions:

- To quell a disturbance threatening physical injury to others.
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
- For the purpose of self-defense.
- For the protection of persons or property.
- For the preservation of order.

The rights of one individual never take precedence over another individual or the group.

#### Due Process

Education is a right guaranteed to all students. AZ laws have defined the basis on which the denial of that right is justified. The conditions of denial carry with them the guarantee of due process. This means that all students . . .

- must be informed of accusations against them;
- must have the factual basis for the accusations explained to them;
- must have a chance to present an alternative factual position if the accusations are denied.

LFPA has a zero tolerance policy against any and all abuse.

All suspected incidents will be investigated. Proven acts of hazing, bullying or any type of harassment will initiate disciplinary procedures and consequences.

Hazing Per ARS 15-2301, hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing is prohibited.

- ♦ Hazing is any intentional, knowing, or reckless act committed by a student or students against another student that includes an act that contributes to, or causes a substantial risk of potential physical injury, mental harm or degradation.
- ♦ It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.
- ♦ All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

#### Bullying and Harassment

- ♦ Bullying means causing a present fear of imminent danger to a person, including threats of physical harm, gestures, and verbal assaults.
- ♦ Harassment means using any means to persistently annoy, worry, exhaust or impede another person.
- ♦ ARS 15-341 requires all schools to enforce policies and procedures to prohibit pupils from harassing, intimidating and bullying other pupils on school grounds, on school property, on school buses, at school bus stops and at school sponsored events and activities.
- ♦ Any student who feels any form of harassment or bullying from another student or an employee of LFPA should report such incidents to a teacher, staff member or administrator.
- ♦ LFPA employees shall preserve the confidentiality of anyone involved in a bullying or harassment incident; disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as required by law.

## Sexual Harassment

All individuals associated with the Learning Foundation and Performing Arts schools are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal, or physical contact of a sexual nature may constitute sexual harassment. If any student or staff member believes he/she or another person has been subjected to sexual harassment they should report the behavior to the school administrator. A substantiated charge of sexual harassment will lead to disciplinary action.

## Violation of Local, State or Federal Law

Incidents or acts that are a violation of local, state, or federal law will be referred to the appropriate law enforcement agency.

Any of the following acts during any time of school responsibility will result in a suspension ranging from short-term to recommendation for expulsion and local police officials will be called:

- The possession, sale, use or being under the influence of alcohol, illegal drugs, narcotics, or intoxicants of any kind. Students may not possess or dispense any type of medicine, prescription drugs or items sold as a controlled substance.
- Possession of, use of, or threat to use a dangerous weapon or object designed to cause bodily harm. Including, but not all inclusive of, firearms, knives, bicycle chains, brass knuckles, clubs, or other item that could be used to cause bodily harm to another person.
- Physical assault or threats of physical violence to another person.
- Verbal abuse of a staff member, a student or another person. This includes discrimination on the basis of age, race, color, gender, religion, national or ethnic origin, age or disability.
- Stealing or illegal use of another person's property.
- Use of tobacco in any form.
- Vandalism--damaging or defacing another person's property or school property, equipment or buildings.
- Profanity or abusive language.
- Sexual, verbal or physical harassment directed toward a staff member, visitor, or fellow student.
- Extortion
- Fighting or being involved in acts of violence.
- Possession or use of articles designed to disrupt the educational process.
- Gambling
- Truancy

## Drugs/Alcohol/Tobacco/Weapons

Arizona Law prohibits use, possession or sale of illegal drugs, drug paraphernalia, tobacco, alcohol and deadly weapons on school property, within 300 feet of school property, in school transportation vehicles, or at off-campus school events.

A student may not be on school property or at a school function under the influence of drugs or alcohol.

Arizona Law prohibits use or possession of tobacco products by any person on school property, within 300 feet of school property, in school transportation vehicles, or at off-campus school events.

Students under the age of 18 who possess or use tobacco products are violating state and federal law. The use or possession of lighters, matches, or any other incendiary device is not permitted.

Student involvement in any of the above may result in expulsion.

#### Mandatory Drug Testing

The US Supreme Court has ruled that schools can require a student to be tested for illegal drugs if reasonable suspicion exists that the student is under the influence of drugs, or as a condition of participating in extra-curricular activities.

A school administrator must inform the parent or legal guardian of the evidence that constitutes reasonable suspicion.

In either case, the student will be referred to a private drug-testing firm that will conduct the screening at the school's expense and provide the results to the school.

A positive drug test alone is not sufficient grounds for long-term suspension or expulsion. Mandatory treatment and continued drug screening may be considered as an alternative to suspension or expulsion.

Failure to comply with a request for drug testing if reasonable suspicion exists may be grounds for expulsion.

#### Disciplinary Referral Procedures

Students involved in inappropriate behavior are subjected to certain disciplinary actions. Depending on the behavior incident, one or more of the following actions may be taken by school staff or site director/principal.

- Informal Talk - a school official (teacher or administrator) will talk to the student and try to reach an agreement regarding the student's behavior based on the teacher's classroom or school campus guidelines.
- Staff member completes a "Discipline Report" form and sends it to the site director or principal.
- Staff/Student Conference - a formal conference is held between the student and one or more school officials.
- Staff/Parent Conference - The staff member will contact the parents by telephone, letter or personal contact. A conference may be conducted between student, parent, appropriate school personnel and any other individuals' involved.
- At any time during the referral process the teacher can send the student to a school administrator for disciplinary action and the administrator may follow the above procedures.

#### Disciplinary Consequences

- Mandatory Study Hall - Depending on the type of incident the student may be required to report to a designated study hall either before school, after school, or during lunch hour.
- In-School Discipline - The student is subject to consequences that do not require suspension from school, such as loss of school privileges, detention, temporary removal from class, community service to the school, or assignment to an alternative classroom.
- In-School Suspension - The student is temporarily removed from one or more classes but remains at school during this time.
- Probation - A prescribed period of time during which a student guilty of misconduct will be allowed to conditionally continue attending classes. The conditions of the probation will include an appropriate degree of discipline.
- Short-Term Suspension - Less than 10 days. Administration directly informs the student and parent of a short-term suspension.
- Long-Term Suspension - The administration may give notice to the student and parent that long-term suspension is being recommended to the LFPA Disciplinary Board. The board may impose long-term suspension. *It is the responsibility of the parent and the student to pick up and complete all assignments issued during the time of suspension.*
- Expulsion - The student and parent will be given notice that the site director/principal and disciplinary board are recommending expulsion for the student. In accordance with the due process for expulsion, the site director/principal and disciplinary board give recommendation to the executive director and the governing board. The governing board has the final authority to expel a student.

Suspended or expelled students are not allowed on school grounds or at off-campus school events.

Suspended students may come directly to the school office to pick up home- work and assignments and must immediately leave campus.

#### Discipline Policy Guidelines

Level One Violation	Level Two Violation	Level Three Violation
Warning/Conference	1-3 Days Suspension	3-5 Days or Long Term Suspension or Expulsion

Academic Misconduct/Cheating	Academic Misconduct/Cheating	Alcohol/Drug/Tobacco Possession
Defiance of Authority/Disrespect	Defiance of Authority/Disrespect	Alcohol/Drug/Tobacco Distribution
Destruction of Property	Destruction of Property	Alcohol/Drug/Tobacco Use
Discrimination	Discrimination	Arson
Disorderly Conduct	Disorderly Conduct	Dangerous Objects/Deadly Weapons
Dress Code Violation	Fighting	Destruction of Property
Gang Activity/Association	Gang Activity/Association	Unauthorized Absence
Internet/Computer Violation	Internet/Computer Violation	Extortion
Theft/Plagiarism	Theft/Plagiarism	Firearm Violation
Loitering	Forgery	Forgery
Profanity/Speech Violation	Profanity/Speech Violation	Gang Activity/Association
Tardy/Truancy	Lying/False Accusations	Harassment
Public Display of Affection	Dress Code Violation	Internet/Computer Violation
Electronic Devices	Gum	Physical Assault
Cafeteria Misconduct		Theft/Plagiarism
Gum		Bomb Threat
<b>Consequences</b>		
Level One Consequence	Level Two Consequence	Level Three Consequence
Student Conference	Parent Phone Call	Parent Phone Call
Parent Phone Call	Parent Letter	Parent Letter
Parent Letter	Parent Conference	Parent Conference
Parent Conference	Discipline Hearing	Discipline Hearing
School Service	Suspended Privilege	Suspended Privilege
Suspended Privilege	Detention	In-School Suspension
Detention	In-School Suspension	Out of School Suspension
In-School Suspension	Out of School Suspension	Recommend -Long Term Suspension
	Recommend -Long Term Suspension	Police Notified
	Police Notified	Recommend for Expulsion

Homeless Students:

If you live in any of the following situations: a shelter, motel, vehicle, campground, on the street, in an abandoned building, travel trailer, or other inadequate accommodation, or are living with friends or relatives because you cannot find or afford housing then you have

certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. The Act gives all students the following rights:

- To attend school or preschool and continue in the school you are attending.
- To receive transportation to the school you attended before you became homeless if it is your choice and it is feasible.
- To attend a school and participate in school programs with students who are not homeless.
- To enroll in school without giving a permanent address and attend classes while the school arranges for the transfer of student immunizations and other documents required for enrollment.
- To receive the same special programs and services available to all students including a school uniform and fees for field trips and supplies.
- Homeless students are automatically enrolled in the free and reduced lunch program.

Parents or students may contact the LFPA homeless liaison, Heidi Matejicka, at 480-635-9400 for help with enrolling in school.

Parents may request to receive services from Touchstone Counseling Services and Reach out America Dental, and a referral to Mesa Free Immunization Clinic located at 423 North Country Club Drive, Mesa AZ Suite 3. Open Monday & Tuesday 8am to 4 pm, closed 1-2 pm for lunch.

If you need further assistance contact the State Coordinator Frank Migali at 602-542-4963 or the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

Parent Teacher Organization: The LFPA Parent-Teacher Organizations are a great asset to our schools. The PTO works with LFPA schools on activities and events such as fund-raising, school carnivals, field trips and other activities. Parent volunteer help is always needed and appreciated. Please contact your school office for PTO information.

Parent Involvement: Parents are encouraged to participate in activities and meetings involving school policies, Every Child Succeeds, health issues, school safety plan and other school issues. Views or concerns may also be submitted by email to [learningfoundation@msn.com](mailto:learningfoundation@msn.com), in writing to the school principal/site director, or mailed to the district office at 4055 E. Warner Rd., Gilbert AZ 85296 to the attention of Executive Director, Evelyn Taylor. Please specify campus and be specific with Ideas or comments.

Notice of meetings or school information will be sent to parents through "Jupiter" email, school newsletters, flyers posted in the front office or sent home with students, or phone calls. Notices may also be posted on the web: [www.lfapa.org](http://www.lfapa.org)

CAFA, Inc. dba  
Learning Foundation And Performing Arts

## **Computer Use Policy**

### **General Policies**

The use of CAFA, Inc. or Learning Foundation And Performing Arts name is prohibited for use on any type of account such as Facebook, Email, websites, etc.

Persons who receive accounts or who receive temporary access to the local area network at Learning Foundation and Performing Arts schools are expected to conform to the following general policies.

It is each user's responsibility to be aware of these restrictions and limitations. If there is any doubt regarding the legitimacy or authorization of any action on a workstation or network resource, please check with your teacher in advance. Users are expected to maintain high ethical standards and to be courteous to other system users at all times.

### **Educational Use**

The computers in the school are intended for educational purposes only. Users may not play games on the computers, or use the systems in association with any inappropriate text, graphic, or other media type. Electronic communication systems should not be used for trivial purposes. Offensive, obscene, or harassing messages are strictly prohibited.

### **Respect For Privacy**

Users should not view, read, modify or remove files, mail, or network traffic owned by any other user without explicit permission from the administrator or owner. Having access to a file does not constitute permission. Realistically, the network cannot be considered secure, and therefore any sensitive or extremely important files should not be kept on our systems.

### **Personal Responsibility**

Accounts are assigned to individual users who are expected to maintain system security by upholding basic guidelines. Account access should not be shared with anyone. Assigned passwords should remain secret in order to minimize the potential of someone guessing or 'cracking' the user's password. Users are responsible for system activities performed under her/his password.

### **Cooperative Assistance**

Hired professionals, staff and students operate the network system at LFPA for the mutual benefit of all concerned. Users are expected to report any security problems or system malfunctions to the lab instructors, teacher or to the office. In consideration of virus, worm, or other such corrupting software the use of a personal disk to download or upload information is forbidden, and no flash drives will be permitted.

### **Courteous and Ethical Behavior**

Users are expected to be courteous and ethical in all actions. Users should never deliberately attempt to disrupt system performance or interfere with the work of any other user or administrator. Students should be considerate when using scarce system resources, such as Internet access, scanners, printers, and digital cameras. Users should try to minimize disk usage on network drives and should not save files on workstation hard drives unless given permission. Users are expected to be very conservative when printing documents from computers.



## **Legal Responsibilities**

Users are expected to follow all Arizona School Board regulations as well as applicable local, and federal laws. LFPA places special emphasis on the illegality of software piracy and strict copyright guidelines must be followed at all times.

## **Copyright Guidelines**

The general copyright policy used at LFPA is in strict accordance with local and federal laws. It specifically includes, but is not limited to the following:

- The only software products to be used on systems in any of the labs are those for which LFPA owns a valid license. Therefore, do not install any software on computers in the lab without prior approval.
- Copying software products from our computer systems is considered theft and is a very serious offense. Do not use computers in the lab for making backup copies of any commercial software products.
- Plagiarism is the improper use of, or failure to attribute, another person's writing or ideas (intellectual property). It can be as subtle as the inadvertent neglect to include quotes or references when citing another source or as blatantly unethical as knowingly copying an entire paper verbatim and claiming it as your own work.

## **Computer Abuse**

The improper use of computers is generally referred to as computer abuse. LFPA may restrict or terminate any user's access without prior notice if such an action is deemed necessary to maintain computing availability and security for other users of the system. Other disciplinary action may also be imposed.

Computer abuse includes, but is not limited to:

- Software abuse (ex. hacking):
- Using, or attempting to use, LFPA's computer systems or those accessible by network without proper authorization which includes, but is not limited to, supplying misleading information or false credentials.
- Tampering with, obstructing, or attempting to alter the operation of any computer system accessible through LFPA's network connections.
- Attempting to modify, distribute, or copy data or software without proper authorization.
- Hardware abuse: Attempting to physically open, damage or otherwise alter hardware such as mice, keyboards, computers, scanners, printers, or cameras.

## **Summary**

Some of the actions below are unauthorized by the district and may be used only if authorized by a teacher or specific instructor for enrichment, classroom project, or assignment.

Students may **not** engage in the following computer actions:

- Visit inappropriate sites such as pornography, hate sites, tobacco, pro-drug or alcohol sites; sites that have nudity, profanity or any obscenities;
- Use email messaging software or play games. Use chat-rooms, download and/or steal music, movies, or videos; (All of these actions use up network bandwidth slowing everyone down.)
- Create any type of unauthorized account such as Facebook, Email, etc. on LFPA computers using the school's name.
- Download applications or files. This uses up hard drive space and may be a virus risk; Use any disk in LFPA computers. Disks are a virus risk;
- Create or introduce any virus that may destroy files or disrupt service to other users.
- Make unauthorized copies of software on data found on school computers by Internet or by copying data onto disks, USB, through email or bulletin boards.
- Plagiarize (use another person's work and claim it as your own);
- Respect the privacy of others and do not attempt to access other students' or teachers' files;
- Attempt to gain unauthorized access to system programs or make any unauthorized changes to system settings.

Do not allow others to know or use your password/account. Your "friend" may change your password and disable your account.

Consequences for computer abuse:

One or more and possibly all of the consequences below may be initiated depending on the type and seriousness of abuse.

- Account suspended.
- Loss of computer privileges.
- Parents/guardians are contacted.
- Letter sent home to parents/guardians.
- In the case of plagiarism, student will receive a zero grade.
- If there is damage to school property the student will be billed the dollar amount of the damages.
- Suspension from school.

Students and Parents/Guardians

Please sign the LFPA

Signature page # 28 and  
return the signed form to the  
school office to be placed in  
the student's file.

Thank you.

Learning Foundation And Performing Arts

Signature Page

Please Print Parent Name: \_\_\_\_\_

Please Print Student Name: \_\_\_\_\_

Computer Use Policy signatures:

By signing this LFPA Computer Use Policy signature page you are acknowledging that you have read and agree with all of the information, conditions, and terms stated in the policy.

---

Parent/Guardian Signature

Date

---

Student Signature

Date

---

Student and Parent Handbook signatures:

I have read the Student/Parent Handbook and understand it in its entirety.

---

Parent/Guardian Signature

Date

---

Student Signature

Date

---

This page will be removed and placed in the student's file.

Thank you for allowing Learning Foundation And Performing Arts schools to be a part of your educational needs. We do our best to ensure our students succeed in their academic and performing arts educational goals.

*Learning Foundation Teachers, Staff and Administration.*

CAFA, Inc. dba  
Learning Foundation and Performing Arts

Learning Foundation and Performing Arts values all students as unique individuals who have the capacity to learn and succeed. We believe in an honest and respectful approach that develops students' positive self-image and integrity. LFPA strives to continually improve in all areas, including but not limited to the following existing programs and practices.

- ∞ Using best practices with student-centered, personalized learning and innovative instructional techniques.
- ∞ A data driven student intervention program.
- ∞ A program of consistent supplemental tutoring.
- ∞ An integrated, student-centered, rich and challenging curriculum.
- ∞ Well-rounded programs in art, film, theater, dance, and musical instruments.
- ∞ Physical education and athletics programs such as basketball, ultimate Frisbee and soccer.
- ∞ Opportunities for families to be an integral part of their student's educational experience.
- ∞ A caring and nurturing environment in which students and staff work in partnership to develop skills for lifelong learning.

All students have access to core subject teachers and paraprofessionals that are highly qualified and meet NCLB/ESEA requirements and the Arizona Department of Education plan for highly qualified teachers.

We approach academic instruction through a model known as direct instruction combined with a strategy known as project-based learning. We believe this combination will ensure the instructional strength required to help us reach our vision.

Our academic curriculum is research based and fully mapped to align with articulated state standards and federal common core standards. In addition to content area academics, performing and fine arts are automatically a part of the student's school day. Fine arts teachers use the National Standards for Arts Education.

At LFPA, we see fine arts as an honest and respectful approach that develops students' positive self-image and integrity.

## 6-Traits Writing Rubric

	<b>6 Exemplary</b>	<b>5 Strong</b>	<b>4 Proficient</b>	<b>3 Developing</b>	<b>2 Emerging</b>	<b>1 Beginning</b>
<b>Ideas &amp; Content</b> <i>⌘ main theme</i> <i>⌘ supporting details</i>	<ul style="list-style-type: none"> <li>Exceptionally clear, focused, engaging with relevant, strong supporting detail</li> </ul>	<ul style="list-style-type: none"> <li>Clear, focused, interesting ideas with appropriate detail</li> </ul>	<ul style="list-style-type: none"> <li>Evident main idea with some support which may be general or limited</li> </ul>	<ul style="list-style-type: none"> <li>Main idea may be cloudy because supporting detail is too general or even off-topic</li> </ul>	<ul style="list-style-type: none"> <li>Purpose and main idea may be unclear and cluttered by irrelevant detail</li> </ul>	<ul style="list-style-type: none"> <li>Lacks central idea; development is minimal or non-existent</li> </ul>
<b>Organization</b> <i>⌘ structure</i> <i>⌘ introduction</i> <i>⌘ conclusion</i>	<ul style="list-style-type: none"> <li>Effectively organized in logical and creative manner</li> <li>Creative and engaging intro and conclusion</li> </ul>	<ul style="list-style-type: none"> <li>Strong order and structure</li> <li>Inviting intro and satisfying closure</li> </ul>	<ul style="list-style-type: none"> <li>Organization is appropriate, but conventional</li> <li>Attempt at introduction and conclusion</li> </ul>	<ul style="list-style-type: none"> <li>Attempts at organization; may be a “list” of events</li> <li>Beginning and ending not developed</li> </ul>	<ul style="list-style-type: none"> <li>Lack of structure; disorganized and hard to follow</li> <li>Missing or weak intro and conclusion</li> </ul>	<ul style="list-style-type: none"> <li>Lack of coherence; confusing</li> <li>No identifiable introduction or conclusion</li> </ul>
<b>Voice</b> <i>⌘ personality</i> <i>⌘ sense of audience</i>	<ul style="list-style-type: none"> <li>Expressive, engaging, sincere</li> <li>Strong sense of audience</li> <li>Shows emotion: humour, honesty, suspense or life</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate to audience and purpose</li> <li>Writer behind the words comes through</li> </ul>	<ul style="list-style-type: none"> <li>Evident commitment to topic</li> <li>Inconsistent or dull personality</li> </ul>	<ul style="list-style-type: none"> <li>Voice may be inappropriate or non-existent</li> <li>Writing may seem mechanical</li> </ul>	<ul style="list-style-type: none"> <li>Writing tends to be flat or stiff</li> <li>Little or no hint of writer behind words</li> </ul>	<ul style="list-style-type: none"> <li>Writing is lifeless</li> <li>No hint of the writer</li> </ul>
<b>Word Choice</b> <i>⌘ precision</i> <i>⌘ effectiveness</i> <i>⌘ imagery</i>	<ul style="list-style-type: none"> <li>Precise, carefully chosen</li> <li>Strong, fresh, vivid images</li> </ul>	<ul style="list-style-type: none"> <li>Descriptive, broad range of words</li> <li>Word choice energizes writing</li> </ul>	<ul style="list-style-type: none"> <li>Language is functional and appropriate</li> <li>Descriptions may be overdone at times</li> </ul>	<ul style="list-style-type: none"> <li>Words may be correct but mundane</li> <li>No attempt at deliberate choice</li> </ul>	<ul style="list-style-type: none"> <li>Monotonous, often repetitious, sometimes inappropriate</li> </ul>	<ul style="list-style-type: none"> <li>Limited range of words</li> <li>Some vocabulary misused</li> </ul>
<b>Sentence Fluency</b> <i>⌘ rhythm, flow</i> <i>⌘ variety</i>	<ul style="list-style-type: none"> <li>High degree of craftsmanship</li> <li>Effective variation in sentence patterns</li> </ul>	<ul style="list-style-type: none"> <li>Easy flow and rhythm</li> <li>Good variety in length and structure</li> </ul>	<ul style="list-style-type: none"> <li>Generally in control</li> <li>Lack variety in length and structure</li> </ul>	<ul style="list-style-type: none"> <li>Some awkward constructions</li> <li>Many similar patterns and beginnings</li> </ul>	<ul style="list-style-type: none"> <li>Often choppy</li> <li>Monotonous sentence patterns</li> <li>Frequent run-on sentences</li> </ul>	<ul style="list-style-type: none"> <li>Difficult to follow or read aloud</li> <li>Disjointed, confusing, rambling</li> </ul>
<b>Conventions</b> <i>⌘ age appropriate, spelling, caps, punctuation, grammar</i>	<ul style="list-style-type: none"> <li>Exceptionally strong control of standard conventions of writing</li> </ul>	<ul style="list-style-type: none"> <li>Strong control of conventions; errors are few and minor</li> </ul>	<ul style="list-style-type: none"> <li>Control of most writing conventions; occasional errors with high risks</li> </ul>	<ul style="list-style-type: none"> <li>Limited control of conventions; frequent errors do not interfere with understanding</li> </ul>	<ul style="list-style-type: none"> <li>Frequent significant errors may impede readability</li> </ul>	<ul style="list-style-type: none"> <li>Numerous errors distract the reader and make the text difficult to read</li> </ul>