



Student-Parent Handbook 2018-2019

Colegio Petite Elementary School
850 North Morley Avenue
Nogales, AZ 85621
P (520) 222-9213
www.colegioaz.com

Managed by  THE LEONA GROUP • Accredited by AdvancED

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GREETINGS FROM THE SCHOOL LEADER

Dear Student,

Welcome to Colegio Petite. I am excited to offer young individuals an opportunity to build a successful future at our school. Your dedication and hard work, combined with a quality education, will lead you down a promising path in life. The Colegio Petite staff is committed to guiding you in your success.

¡Bienvenido!

Deedrick Martinez, School Leader

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**COLEGIO PETITE'S COLORS
ORANGE AND TEAL**



The Family of Colegio Petite

Deedrick Martinez M.A. & M.Ed.
School Leader
520-222-9213
Deedrick.Martinez@leonagroup.com

EDUCATIONAL BACKGROUND: University of Arizona: Bachelor Degree in Secondary Education in Spanish, Master's Degree in Curriculum and Development, K-12 Reading Specialist and a Master's Degree in Educational Leadership

FAVORITE QUOTE: "It does not matter what you have gained; if you did not inspire."

Claudia Alvarez M.B.A
Assistant School Leader and Office Manager
520-222-9213
Claudia.Alvarez@leonagroup.com

Educational Background: University of Phoenix: Master's Degree in Business Administration, Bachelor Degree in Human Services

FAVORITE QUOTE: "Whatever the mind of man can conceive and believe it can achieve." -
NAPOLEON HILL

OUR STAFF:

All Colegio Petite staff have a passion for bilingualism and an enthusiasm for the 50/50 dual language model used by Colegio Petite. We know that it is essential that teachers are fluent in any language in which they teach. It is our goal that every teacher at Colegio Petite has prior experience in a bilingual or language immersion school or program, but we are open to having our campus be the first bilingual education experience for highly-skilled, dynamic elementary teachers who believe in our mission and vision. Every teacher at Colegio Petite has a growth mindset and participates in continuous professional improvement. All teachers embrace a continuous professional development model that is designed to create a cohesive campus that realizes the educational and cultural mission/vision/principles of Colegio Petite. Most importantly, every Colegio Petite teacher is a warm, energetic professional who is adept at creating a positive classroom environment in which all children demonstrate a love learning and flourish.

Our STAFF will be able to ...

- Engage all students effectively
- Design and use rigorous, relevant, and supported standards-aligned lessons
- Deliver instruction effectively
- Monitor, adjust, and differentiate instruction using student data
- Collaborate openly and regularly
- Maintain a physical classroom space that supports learning
- Set the emotional stage for learning for all students
- Focus on learning more than teaching
- Provide effective services to English Language Learners and exceptional students
- Support the mission/vision/culture of the campus
- Demonstrate professionalism in all stakeholder interactions
- Evidence growth and achievement for all students

THE MISSION STATEMENT OF COLEGIO PETITE

To provide a bilingual environment that will leverage the linguistic competence of the community and develop social emotional skills through a rigorous, dual language program to meet the needs of the whole child in a global society.

VISION STATEMENT OF COLEGIO PETITE

Students will develop linguistic, academic, and emotional proficiency in two languages.

WHO IS THE LEONA GROUP?

The Leona Group, L.L.C., was formed in 1996 in Michigan by William Coats, Ph.D., a national leader in public education reform.

With a vision of creating a new kind of public school, The Leona Group's mission is to promote choice and competition in public education for all students, to help them pursue their individual academic goals.

REGISTRATION

Registration is open throughout the school year. To enroll students, parents or legal guardians must provide: (For additional information please refer to <http://www.colegioaz.com/enroll.html>)

- An original birth certificate with the state seal or an affidavit explaining the inability to provide a copy of the birth certificate
- Current Immunization Records
- The address of previous school for records request (if applicable)
- Proof of residency Examples: Driver’s license, Utility bill, lease/purchase agreement with your name and address. We cannot accept a check as proof of residency.

Open Enrollment

Colegio Petite has an open-enrollment policy in accordance with A.R.S. § 15-184. A copy of the full open-enrollment policy is available for your review upon request from the school office.

Colegio Petite does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, age, religion, gender, income level, disability, English proficiency or athletic ability.

Failure to disclose accurate, complete, and truthful information on the enrollment application may result in revocation or removal from enrollment.

Pursuant to A.R.S 15-184(F), **Colegio Petite** may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Arizona Student Enrollment

Thank you for your interest in attending a Leona Group managed school. As a manager of public charter schools, we are pleased to offer you a free and quality educational choice in a safe, caring and respectful environment. Leona Group schools offer a rigorous education, taught by highly qualified teachers. Once families complete online enrollment steps, they will be contacted by school personnel. We look forward to meeting your family to answer any other questions you might have.

The following documentation is required for enrollment:

Proof of age and identity (A.R.S. §15-828)

Any person enrolling a student (except a homeless student) must provide the school with one of the following:

- A copy of the child's government-issued birth certificate; or
- Other reliable proof of identity and age, such as a student's baptismal certificate, hospital-issued birth certificate, application for a Social Security number, passport, or original school registration records from another public or private school; or
- A letter from an authorized representative of an agency having custody of the student.

Proof of residency (ARS 15-802(b))

A person can prove his or her physical residence by completing an Affidavit of Arizona Residency (available at school offices) and submitting an original or legible copy of one of the following documents that indicates the person's name and residence address:

- Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- Real estate deed, mortgage documents or property tax bill
- Residential lease or rental agreement
- Water, electric, gas, cable, or phone bill
- Bank or credit card statement
- State income tax return, W-2 wage statement or payroll stub
- Certificate of tribal enrollment or other identification, issued by a recognized American Indian tribe, that contains an Arizona address
- Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

The residency documentation received by the school will be maintained in accordance with Arizona Department of Education guidelines and must be updated annually.

Immunizations (ARS 15-872)

All students entering Arizona public schools are required by law to be immunized. If the student has a medical condition or personal belief that conflicts with this law a waiver may be signed and presented at the time of registration.

Arizona School Withdrawal Form (ARS 15-827 (A), (B))

A student who enters a school shall present a properly executed withdrawal form if such student previously attended another school in this state.

Admission to Kindergarten

To register for kindergarten for the current school year, children must turn 5 prior to September 1st.

Colegio Petite does not make age exceptions for kindergarten enrollment. All kindergarten students must be 5 prior to September 1st of the current school year to be eligible for kindergarten enrollment.

Rights of Homeless Students under the McKinney-Vento Homeless Assistance Act

This school shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless students, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Student or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

As a charter school, **Colegio Petite** has the obligation to enroll homeless students as a “school of origin.” The school of origin is defined as the school that the student attended when first experiencing homelessness. The school of residency is defined as the neighborhood school identified by the attendance area in which the student is currently residing. Therefore, all students who present themselves as homeless students will be immediately enrolled.

When **Colegio Petite** is the school of origin, the students have the right to remain in the School the entire time that they are homeless. All homeless students will be allowed participate in any programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc., and remain enrolled until the end of the academic year in which they move into permanent housing.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless student or youth, you may file a complaint with the school district. The school district must respond quickly and it must be in writing. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms. You have the right to appeal a decision to the state level.

For more information, refer to <http://www.ade.az.gov/asd/homeless/> or contact:

<i>Claudia Alvarez</i> <i>Homeless Liason</i>	<i>Alexis Clermont</i> <i>Homeless Education Coordinator</i>
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850 N. Morley Ave Nogales Az 85621 520-222-9213 Claudia.Alvarez@leonagroup.com	Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ 85007 (602) 542-4963 Alexis.Clermont@azed.gov
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EQUAL EDUCATIONAL OPPORTUNITY

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. **Colegio Petite** provides a nondiscriminatory learning and work environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the school leader.

In the event a student experiences discrimination, the student should report the incident to the school leader within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speakers concerns will be taken.

The following individual has been designated to handle inquiries regarding the nondiscrimination policies:

[Deedrick Martinez]
[850 N. Morley Ave]
[Nogales Az. 85621]
[520-222-9213]
[Deedrick.Martinez@leonagroup.com]

Procedures for Filing Complaints

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school leader. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witness discrimination or harassment, shall immediately inform the school leader of the report or complaint and complete a Statement of Facts form.

Procedures for Investigation of the Report/Complaint

The school leader will investigate the incident personally, or designate another school employee to conduct the investigation at the school leader's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The school leader shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the school leader.

Investigative Findings

In all cases, regardless of whether a violation of school policy is found or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The

report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

COLEGIO PETITE SCHOOL ATTENDANCE POLICY

Attendance and academic success are highly correlated; therefore Colegio Petite Elementary School adheres to strict attendance and tardy policies. If a student accrues ten consecutive absences he or she will be withdrawn from the school. Students who are withdrawn from the school he or she may re-enroll, if space permits, and continue his or her education at the start of the next term.

Absences

If an illness or emergency occurs that keeps the student from attending school, the parent/guardian **must** contact the school daily and explain the reason for missing classes. When the student returns, a doctor's/written excuse must be handed in at time of return, if not the student will be marked **unexcused**. The student is responsible for completing all missing work accrued during absence to maintain grade point average. Colegio Petite recommends that the student have no absences.

If an extended absence should occur, the parent/guardian must contact the school administration to discuss the circumstances. Based on circumstances, the Administration will provide the options available to the student. In some cases, this may involve the student not receiving credit for the current block.

All absences must be phoned into the school office by the parent/guardian of the student. If the school does not receive a phone call by the parent/guardian regarding the student's absence and the nature of the absence, then the school will notify the parent. Non-excused absences are considered truant.

Excused vs. Unexcused Absences

An excused absence simply identifies that the parent or guardian knew that the student was absent and has notified the school. **All absences, including excused absences, count against the total number of absences allowed.**

Tardy Policy

We believe that educational time is valuable and that students arriving late to class unfairly caused the teacher and other students to lose some of this valuable educational time. As a result, we are committed to encouraging students to arrive to school on time and we have instituted the following tardy policy:

- Students arriving late to class must have parent/guardian sign into the office and obtain a tardy pass.
- Students will be counted tardy to school regardless of the reason.
- Students who have 5 tardies or more in a block; a parent conference will take place with CPAZ Administration.
- **For perfect attendance awards, five tardies or five early releases will count as an absence.**

Absence Policy

In order for students to be promoted, they must attend 90% of the school year. For students enrolling at the beginning of the year, this means they must attend 162 of the scheduled 180 school days. This allows for a maximum of 18 absences.

***Excessive absences will be forwarded to the appropriate local truancy enforcement officer. Be warned that with a class 3 charge, parent(s) and/or guardians will be held accountable to court appearance and fines may result.**

EXCUSED ABSENCE SHALL BE DEFINED AS:

- Genuine illness or injury
- Illness in excess of three (3) days absence (or more) with a written doctor's excuse
- Serious emergency of an immediate family member
- Death in the immediate family
- Court order absence
- Religious holiday observance

UNEXCUSED ABSENCE SHALL BE DEFINED AS:

- Out of town travel taken during scheduled instructional time
- Vacation days during scheduled instructional time
- Doctor/Dental appointments are unexcused unless a doctor's note is provided
- Any other reasons other than the above mentioned excused absences are unexcused

Exceptions to the attendance procedure are at the discretion of the Principal (i.e. extended hospital stays, extremely contagious illnesses, etc.)

TARDY and EARLY DEPARTURE POLICY

Tardiness interrupts learning for everyone in the classroom. Students who are tardy miss the very important beginnings of class. Good attendance and punctuality are skills for success in life. Colegio Petite adheres to a strict tardy policy.

Students arriving late to, returning to/departing from campus during regular school day must be checked in and out by a parent or other responsible adult through the front office. This also applies to those who leave campus during any portion of the school day. Students are not allowed to leave campus early without first signing out in the front office. Early dismissals also will be marked in the computer. **Three unexcused tardies and early dismissals will equal one absence.** Tardiness and early departures will be excused for the following reason, only when supporting documentation is provided to the attendance office:

- Court appearance or Medical, dental or counseling appointment

Tardiness caused by sleeping in, babysitting, accompanying other people to appointments, etc. will not be excused.

Consequences will be issued for unexcused absences and tardiness.

Arizona State Law

15-803. [School attendance; exemptions; definitions](#)

A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:

1. The child is excused pursuant to section 15-802, subsection D or section 15-901; subsection A, paragraph 6, subdivision (c).

2. The child is accompanied by a parent or a person authorized by a parent.

3. The child is provided with instruction in a home school.

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.

C. As used in this section:

1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.

2. "Truant" means an unexcused absence for at least one class period during the day.

3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Staff arrival time is 7:30 am and departure time is 4:00pm and they should be available to speak to parents who may have questions or concerns. Please be aware of instructional time, if you need to speak to the teacher during that time, come to the office and we will make the necessary arrangements.

EARLY RELEASE

To release a student for an appointment, a parent/guardian must call the office in advance to have the student released. The parent/guardian must come into the school office to officially sign the student out along with the reason for the release. **Students who are habitually signed out early are missing important information in their class, and this could result in not being able to advance to the next grade level. Appointments with the student's teacher and the School Leader will be made with the parent/guardian should this occur.**

COMMUNICATION

Students, parents, and staff have the joint responsibility of working together to help young people grow at Colegio Petite. As often as possible, staff and parents are responsible for communicating by telephone, email, and in person. Additionally, parents are encouraged to review progress reports with their student on a regular basis. **Teachers will be sending home progress reports several times each block. If parents are not receiving regular updates on student progress, they are to contact the school. Everyone (students, parents, teachers, and staff) must work together in order to help students grow academically and socially at Colegio Petite.**

OPEN HOUSE

Open House will be held to introduce parents to Colegio Petite and its dual language educational approach. Parents will be informed of the many opportunities for involvement, such as school conferences, Title 1 meeting, the volunteer application process, and the Parent Involvement Policy. The Open House will also allow parents to meet the Colegio Petite family members.

Dress Code

Below is a list of what our school uniform consists of:

- **Colegio Petite shirts: Polo shirt with our school colors; orange, teal**
- **Navy blue or khaki pants/ shorts/ skirts,**
- **Closed shoes; no sandals or open toe shoes.**

Dress Code Violation:

Below is the list of interventions that relates to dress code violation.

- **1st Offense:** Students will receive a temporary school uniform shirt along with a parent notification to all students who is not wearing their school shirt.
- **2nd Offense:** Parent-Parent Liaison Conference
- **3rd or more Offense:** Student/Parent/Administrator Conference

EATING AND DRINKING

Food and drink are only to be consumed outside of the classrooms of Colegio Petite. The only exception is bottled water with a sealable cap. Students should eat and drink before and after school and during designated breaks. Food and beverages brought into the classroom are to be left in an area designated by the teacher. **ALL energy drinks, sodas, spicy food items, and peanuts and nuts items are not allowed on Colegio Petite campus at any times.**

ELECTRONIC DEVICE POLICY

Students are permitted to bring personal stereos, CD or MP3 players, cell phones, and electronic games to school for use when class is not in session that are age appropriate. These and other electronic devices may never be used in class or during class time and are to be turned off and out of view at all times while class is in session (including in the courtyard and bathrooms). Students caught violating this policy will have the device confiscated.

- On the first offense, the device will be confiscated and given to a school administrator. The device will only be returned to a parent or guardian.
- Students who violate this policy a second time will have their device confiscated and it will be held by a school administrator until the end of the school year.
- Each additional infraction will result in the device being confiscated and held by a school administrator until the end of the school year.

Colegio Petite assumes no responsibility for any item lost or stolen while on campus or at a school sponsored event and strongly discourages students from bringing such items to school unless they are absolutely necessary. Colegio Petite administration has the right to view all information on electronic devices if there is reason to suspect a safety threat of any kind.

- Refusal to surrender electronic device will result in suspension **and** placement on a Behavior Contract. Multiple device confiscations (2 or more) will result in placement on a Behavior Contract.

PEACEFUL RESOLUTIONS TO CONFLICT (ZERO TOLERANCE)

Fighting on our campus or school related areas such as bus stops or adjacent buildings will not be tolerated. If a student anticipates a problem of any kind which may lead to a fight, he or she should contact the principal or an assistant principal immediately. Fighting on or near campus or a school-sponsored event will result in notification to the authorities and a possible suspension or expulsion from Colegio Petite.

PERSONAL PHONE CALLS

In accordance with the Colegio Petite's Electronic Device Policy, students are not allowed to place or receive personal phone calls during class hours. Emergency calls from parents/guardians will be taken by the front office and students will be notified immediately.

PUBLIC DISPLAY OF AFFECTION (PDA)

Being overly affectionate in school is not in good taste and will not be allowed. Colegio Petite recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate, intimate behaviors on campus, while on the school bus or at school related events & activities. Students are expected to show good taste and conduct themselves as ladies and gentlemen at all times.

Lewd and/or inappropriate Public Displays of Affection such as kissing, touching, etc. will not be tolerated and will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

RESPECT AND RESPONSIBILITY

Students are expected to speak and behave in a respectful and responsible manner at all times. Disrespect to teachers, staff-members and fellow students will not be tolerated. This means students may not use racist, sexist or obscene language, writing, images and gestures on campus.

- A lack of respect or failure on behalf of students' to take responsibility for their actions will result in suspension or expulsion.
- Colegio Petite's teachers, staff, and administration can help a student no more than a student is willing to work for themselves.

SEARCH AND SEIZURE

Order, safety, and security are essential to a productive learning environment.

- When the learning environment is threatened by the presence of contraband, school officials have a responsibility to search for and obtain the contraband from students or non-students if there is reasonable suspicion that the student possesses such contraband

STUDENT SEARCHES

Before initiating a search of a student, a school official shall have reasonable grounds, based on either personal knowledge, observation, or specific reports for suspecting that the search will turn up evidence that the student has violated or is violating a law or school rule. If the search is initiated at the request of a law enforcement official, probable cause for the search will be established. The search conducted shall be reasonably related to the objectives of the search, and shall not be excessively intrusive in light of the age and gender of the student and the nature of the infraction.

THEFT (ZERO TOLERANCE)

Any kind of theft will not be tolerated on Colegio Petite's campus or within our school community. Colegio Petite will involve Nogales Police in cases involving theft. Theft could result in expulsion and criminal prosecution.

TUTORING

Students who are receiving a "1" or "2" in any class are required to attend tutoring in order to avoid failing their class and to remain enrolled at Colegio Petite. **This is mandatory and is NOT optional.**

VANDALISM-FREE ZONE

Vandalism is forbidden. Any destruction of school property by a student will result in notification to the authorities and disciplinary action. Parents and/or guardians will also be held financially liable.

WEAPON-FREE ZONE (ZERO TOLERANCE)

For your safety and the safety of others, weapons and other dangerous items are not allowed on campus. This includes replicas and look-alikes. Possession of a dangerous weapon will result in notification to the authorities and suspension or expulsion from Colegio Petite

Supervision of Students

ELEMENTARY:

Supervision of Students:

School Schedule:

8:15am-2:45pm (Monday - Thursday)

**With the exception of the the After School Program (7:30am-4:00pm)

8:15am- 12:35pm (Fridays)

**With the exception of the the After School Program (7:30am-2:00pm)

After School Program

Colegio Petite provides after school care on-site for those students and families who need it. After school care runs until 4:00 p.m. Monday thru Thursday and until 2:00 p.m. on Fridays.

Academic and Enrichment Program

Colegio Petite's After School program provides a free academic support and enrichment activities for participating students. Each day students work with their after school program coordinator to develop targeted skills, have homework support, and have time for arts and play-based activities. This is a non-tuition based program and is only available to a limited amount of students and qualifying families.

Applications can be picked up from the main office. Spaces are limited.

After School Program Hours:

Monday -Thursday: 2:45pm-4:00pm (Pick up Time: 4pm)

Friday: 12:35pm-2:00pm (Pick up Time: 2pm)

- Time and Dates may be cancelled with specific reasoning or alternate school functions that may alter the After School Program Hours and Dates.
- Students are to be picked up promptly in accordance to the pick up time mentioned. . Failure to doing so may result in the canceling of your child's After School Program services.

Philosophy of the After School Program Students

Colegio Petite believes that every child deserves a safe, warm and caring environment (a place where children want to be), in which to grow and develop to their maximum potential. We are committed to fostering each child's self-esteem and feeling of self-worth and value through our after school program, and stimulating activities that will promote their emotional, physical, social and intellectual growth and development.

Every child is entitled to be given the opportunity to develop personal responsibility and social skills, to learn to problem-solve and to learn about other races and cultures. Each child is recognized as a unique individual who brings his or her own gifts to the program and deserves to be given the encouragement and space to try new things, explore new ideas and develop their own unique creativity.

Parents

Colegio Petite is committed to families having the support of an available, free, safe, reliable, high quality after school program for their children. It allows them the peace of mind they require to be worry-free during the rest of their working day.

Program Details

After an academically demanding day at school, the Colegio Petite After-School Program (ASP) offers plenty of time for friends, fun and relaxation in an engaging environment designed to help children learn and grow. During ASP, children learn to balance their leisure time. We do this by providing a structured environment with built-in opportunities for children to choose activities that will enhance their social, emotional, physical and intellectual growth. Children are encouraged to choose activities that will ensure that they will have a daily mix of fun, activity and interaction that's just right for their mind, body and spirit.

Daily activities include:

- Outdoor and indoor play
- Mixed-age groupings
- Organized sports and games
- Supervised homework time
 - Daily 5 and Daily 3 Activities

Emergency Care

If I or any other emergency contact person cannot be reached I give permission to Colegio Petite to arrange emergency care for my child. I authorize the Colegio Petite (ASP) to use the closest medical facility and grant permission for the medical facility to provide medical care.

Discipline Policy

The purpose of a discipline policy is to facilitate a positive after-school atmosphere where each student feels safe and secure. The Colegio Petite student code of conduct will apply to the after school program. Parents will be informed of their child's behavior and are encouraged to support the school's decisions. Students will be provided with opportunities to grow in personal and social development and, if they are involved in a discipline concern, are given due process. Rules and regulations outlined in the Colegio

Petite Student Handbook will be applied to the After-School Program and all students enrolled in the After School Program are expected to obey them. If a student fails to do so for the first time, the parent will be informed and the student will get a warning. If the office receives another discipline referral from the same student then a parent conference will be held and the student will be suspended from after school program for one week. If the third discipline action happens, student will be expelled from the After-School Program and he or she may not enroll for the current academic year. For other school policies and procedures refer to Colegio Petite student handbook.

PARENT INVOLVEMENT

Colegio Petite welcomes and encourages parent involvement. We recognize and value a variety of ways that parents can be meaningful partners in the education of their children. There are many opportunities for you to be involved in your student’s education. Meaningful parental involvement is achieved when parents participate in supporting student learning at home, are involved in school-related decision making, and parents support school-related activities. **Colegio Petite** continuously works to achieve this goal in order to meet Federal and State requirements. **Colegio Petite** has developed a Parent Involvement Policy in collaboration with parents. This policy is available for your review upon request at the school office and on the school website.

Opportunities for meaningful parent involvement are provided at **Colegio Petite** through:

- **Annual Title I Advisory meetings**
- **Opportunities to volunteer to serve on school councils/committees**
- **Communication vehicles such as school newsletter, school website, written description of programs, and information from annual Title I meetings.**
- **Seeking parental input through parent surveys**
- **Annual recommitment by parents, students, and teachers to the Parent-Student-School Compact**

If you would like additional information on how you can participate in any of the committees, please contact the School Leader, front office staff, or your child’s teacher.

As part of the Title I Parent Involvement Policy, **Colegio Petite** has developed a compact outlining how parents, school staff, and students will share responsibility for improving student achievement. School compacts will be reviewed and revised annually, as necessary.

Parent-Student-School Compact
<p>Colegio Petite and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Every Student Success Act (ESSA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve the State’s high standards. This compact is in effect during the 2018-2019.</p> <p><u>Colegio Petite AGREES TO:</u></p> <ul style="list-style-type: none"> ● Provide a safe environment for students to pursue their educational goals. ● Provide educational opportunities for students without regard to the student’s race, religion, creed, gender, national origin or handicap. ● Treat all students with respect and concern. ● Keep parent(s)/guardian(s) informed about the student’s progress on a regular basis.

- Parent conferences with the classroom teacher will be held.
- Have teachers available before and after class to communicate with parents/guardians. Appointments are strongly preferred.

THE PARENT(S)/GUARDIAN(S) AGREED) TO:

- Read the Code of Student Conduct by Colegio Petite and abide by the rules and policies.
- Ensure daily school attendance by the student. Parents agree to contact the school if the student is to be absent or tardy. If the school does not receive a phone call by the parent or guardian regarding the student's absence, the school will notify the parent to verify the legitimacy of the absence.
- Prohibit student from using or possessing drugs or alcohol.
- Keep Colegio Petite informed about issues affecting the student's academic situation (e.g. medical problems, absences from school, withdrawal from school, provide updated and current contact information).
- Be actively involved in their student's educational success at Colegio Petite.
- Attend stakeholder meetings held to discuss Title funds and other school programs.

THE STUDENT AGREES TO:

- Read and abide by Code of Student Conduct.
- Treat all other students, faculty and staff with respect. Disrespect will not be tolerated. This includes racist, sexist, and/or obscene gestures or language in the classroom, on class assignments, or on campus, as well as a disrespectful attitude when addressing staff members or fellow students.
- Attend school daily and arrive at school on time and properly prepared.
- Refrain from any type of fighting on campus and/ or school related areas including, but not limited to, bus stops and properties adjacent to the school. If a student anticipates a problem of any kind, he/she should contact the principal or assistant principal immediately.
- Avoid involvement in any type of drug activity while on campus. Any violations involving drugs will result in notification to the authorities. This includes using, selling, or attempting to procure drugs on campus.
- Do his/her part to keep the campus clean. This includes throwing all trash, wrappers, cans, bottles, food packaging, and gum into the trash cans.
- Avoid involvement in any "gang activities or secret societies" (i.e. hand signs, clothes, emblems, belt buckles, bandanas, writing, graffiti on or vandalizing school property, etc.). Colegio Petite has a zero-tolerance policy toward gang activity.
- Avoid gambling in any form on campus.
- Not bring weapons, or any dangerous items of any kind on campus. This includes look-alikes and replicas.
- Respect all school property. Any destruction to school property by the student is the financial responsibility of the parent/guardian. Vandalism will not be tolerated. Refrain from any verbal abuse, mocking, extortion, threats and intimidation, or any conduct that will endanger the health and safety of any staff member or fellow student.
- Dress appropriately for school. Any attire which distracts from the school program will not be tolerated. Hats and other headwear and not allowed. For further information, refer to the student dress code.
- Remain on campus unless he or she has received permission to leave from an Colegio Petite administrator. Colegio Petite operates a "closed campus policy" and "ditching" will not be tolerated. Students who become ill or have an emergency arise must report to the school office. All students under the age of 18 must receive parental permission to leave.

Colegio Petite and the parents of the students participating in activities, services, and programs funded by Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2018-2019.

School Responsibilities Colegio Petite will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do homework every day and ask for help when needed.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Apply all character traits learned in school outside of school grounds.*

Additional School Responsibilities

Colegio Petite will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings,

such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, Colegio Petite will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

PARENT'S RIGHT TO KNOW

You have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether your child's teacher has met state qualification and certification/licensing criteria for the grade levels and subject area in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which state qualification or certification/licensing criteria has been waived.
- The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of study/discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Information on your child's achievement level in each of the state tests

If you would like to receive this information, please contact the school office at **520-222-9213** to schedule an appointment with **Deedrick Martinez, School Leader**.

SCHOOL VOLUNTEERS

Parent Volunteers:

Volunteers must have an AZ fingerprint clearance card and must submit a volunteer application. For more information on becoming a parent volunteer, contact the school leader.

Community Volunteers

Community Volunteers are required to have a valid AZ Fingerprint Clearance Card prior to volunteering in our programs. For more information on becoming a community volunteer, contact the school leader.

CONDUCT OF VISITORS/GENERAL PUBLIC ON SCHOOL PROPERTY

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors. All visitors must be escorted by a staff member at all times.
- No person shall visit or audit a classroom or other School activity, nor shall any person come upon or remain upon School premises, without prior approval by the Principal or the Principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on School premises without prior approval by the Principal or Principal's authorized representative.
- Any member of the general public considered by the Principal, or a person authorized by the Principal, to be in violation of these rules shall be instructed to leave School property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.

- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the School.
- No person shall possess or engage in the use of medical marijuana on School property or at school-sponsored events.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the School by either:
 - Threatening to cause physical injury to any employee or student of the School or any person on the property of the School.
 - Threatening to cause damage to the School, the property of the School, or the property of any student or employee of the School.
- Intentionally or knowingly entering or remaining on the property of the School for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal, Director of Operations, or another person designated to maintain order at the School.

The above identified acts need not be directed at a specific individual, the School, or specific property of the School to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the School by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the School or at school-sponsored functions.

- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of School officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a School rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator.

CONDUCT OF VISITORS/GENERAL PUBLIC ON SCHOOL PROPERTY

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors. All visitors must be escorted by a staff member at all times.
- No person shall visit or audit a classroom or other School activity, nor shall any person come upon or remain upon School premises, without prior approval by the Principal or the Principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on School premises without prior approval by the Principal or Principal's authorized representative.
- Any member of the general public considered by the Principal, or a person authorized by the Principal, to be in violation of these rules shall be instructed to leave School property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
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 - Threatening to cause physical injury to any employee or student of the School or any person on the property of the School.
 - Threatening to cause damage to the School, the property of the School, or the property of any student or employee of the School.
- Intentionally or knowingly entering or remaining on the property of the School for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Principal, Director of Operations, or another person designated to maintain order at the School.

The above identified acts need not be directed at a specific individual, the School, or specific property of the School to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

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- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the School or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of School facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on School property or at school-sponsored functions.

- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of School officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a School rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate School administrator.

STUDENT RECORDS AND CONFIDENTIALITY

(Annual Notification of Confidentiality Rights Regarding Education Records of Students with Disabilities and Their Parents)

Colegio Petite has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents'/guardians' and students' rights to privacy. These policies and procedures are in compliance with federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. These rights are as follows:

Right to Inspect and Review

Parents have the right to inspect and review a student's education records within 45 days from the day the school receives a request for access. Requests should be submitted in writing to the school leader and identify the records to be inspected. The school leader will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Right to Amend Education Records

Parent may request to have their student's educational records amended if they believe the information is inaccurate or misleading or otherwise in violation of the student's privacy rights. The request should be made in writing to the school leader, clearly identifying the part of the record the parent(s) want changed and specifying why it is inaccurate or misleading. If the School decides not to amend the record as requested, the parent(s) will be notified of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedure will be provided to the parent(s) when notified of the right to a 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 regarding the contested information.

Right to Consent to Disclosure

Parent(s) or eligible students have the right to require their consent to disclosure of personally identifiable information contained in the student's education records by the prior written consent of the parent(s) or eligible student(s), except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Right to File a Complaint

A parent or eligible student has the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington D.C., if they believe that the district has violated the provision of FERPA. If a family or majority age student wishes to file a complaint alleging a FERPA violation, he or she should first contact the school leader. If a reasonable solution is not made at the school level the complainant has the right to file a complaint with the U.S. Department of Education.

The name and address of the office that administers FERPA is:

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

NOTICE FOR RELEASE OF STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act or "FERPA" requires that the School obtain your written consent to release any personally identifiable information or educational records concerning your child. FERPA provides many exceptions to the written consent requirement; one of which is an exception for information designated as "directory information."

Directory information is information that is that is generally not considered harmful or an invasion of privacy if released. Directory information can include items such as, but not limited to, names, addresses, phone numbers, honors and awards, participation in school activities and sports, and other similar information. Before the School may release directory information without your written consent, it must first inform you of those items that the School will designate as directory information, and provide you an opportunity to opt-out. It is important to the School that it balances safeguarding your child's

information with ensuring that your child is informed of various opportunities and activities. Therefore, the School has decided to designate the following information as “directory information” (information that can be released without your written consent):

- Student's name
- Student's photograph
- Student's grade level
- Student's honors and awards received
- Student's participation in officially recognized activities and sports within the School

If you opt-out of having your child's directory information released, your child may also miss opportunities to be on vendor lists for graduation announcements, yearbook opportunities, or other student lists for participation in clubs and activities, or his/her achievements may not be publicized in School announcements. Another item to consider is that State and Federal law require that if directory information is released to persons or organizations who inform students of educational or occupational opportunities, then, the School is also required to provide the same access to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them in the military. However, you can request in writing that the School not release the student's directory information without your prior signed and dated written consent. If you do not object in writing to the release of any or all directory information, then the School must provide military recruiters, upon request, directory information containing the student's name, address, and telephone listing.

If you do not want any or all directory information about your student to be released to any person or organization (including School groups) without your prior signed and dated written consent, you must notify the School in writing using the opt-out form located at the end of this Handbook and returning it to your student's school, within two (2) weeks of receiving this form, or by October 31st, whichever occurs first. If the School does not receive notification from you on the form found at the end of this Handbook within the prescribed time, the School will assume that your permission is given to use the directory information as described above.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Colegio Petite has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Colegio Petite** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Colegio Petite** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Colegio Petite** will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

SERVICE ANIMALS

Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or

other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

Colegio Petite does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the School if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the School, services or activities provided.
- The animal poses an undue burden.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether or use of the harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be under the handler's control. The School shall not be responsible for the training, feeding, grooming. The School must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the school leader at least three (3) school days prior to bringing the service animal to school or to a school function. Forms are available by contacting the school office.

Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) bordetella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinopneumonitis, influenza, and strangles.

All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

HEALTH INFORMATION

Immunizations

Arizona law ARS §15-872 requires that parents provide an up-to-date record of immunizations prior to enrolling in school. The record must include the month, date, and year of your student's immunizations.

Students without proof of immunization will be excluded from school. The following immunizations are required for enrollment at **Colegio Petite** , contingent on age:

- Diphtheria/Pertussis/Tetanus (DPT, DTaP, Tdap)
- Polio
- MMR #1 and MMR #2
- Haemophilus Influenzae B (HIB)
- Hepatitis A Series
- Hepatitis B Series
- Chickenpox (Varicella) or history of disease
- Meningococcal

Please inform the school of any immunizations that your student receives throughout the year so that immunization records are kept current.

Arizona law ARS §15-872 provides exemptions from immunization requirements for the following:

- Medical reasons—permanent or temporary
- Personal beliefs
- Documentation of adequate immunity

Although the law allows exemptions, if an outbreak of any of the diseases covered by required immunizations occurs, the Maricopa County Health Department may require that students who are not immunized be excluded from school for the duration of the outbreak.

Medication

Students are not permitted to carry prescription or over-the-counter medication to and from school or to keep it on their person while at school or when participating in any school-related activities. The school office will accept up to a 30 day supply of medication for students to treat an existing condition.

Parents/Guardians or Adult Students must complete a Medication Form with the school office prior to any medication being administered at school. The following is required for all medications stored and administered by the school office:

- Prescription medication **MUST** be in its original prescription container with a pharmacy label. Over-the-Counter medication **MUST** be in the original factory container clearly stating directions and warnings. **NO** medications will be accepted in any other containers, bags, envelopes, etc.
- Sample prescription medication must have a prescription by a physician attached in order to be accepted
- A medication form must be on file for any medications to be administered at school
- All medication must be dropped off and picked up by the parent/guardian or an adult on the Emergency Contact List **ONLY**
- Only medications needed to treat a current/existing ailment will be stored at the school
- Medications will be given in age/weight appropriate doses according to manufacturer's directions or physician's orders on file
- For administration of Over-the-Counter medication beyond a 3 day period, a doctor's authorization or prescription is required
- Students requiring an inhaler or EpiPen may carry and self-administer these with written parental consent on the Medication Form. Students who self-administer medication must report their use to the office so that it can be recorded.
- **Colegio Petite** reserves the right to disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk to any student.

Hearing and Vision Screenings

Hearing and Vision screenings are given to selected groups of students per Arizona mandate under the guidelines of the Arizona Department of Education and Arizona Department of Health Hearing Conservation Program. For more information on these screenings, please contact the school office.

Chronic Health Conditions

A chronic health condition is one that is not curable and/or requires continuous treatment. If your student has a chronic illness or health condition that will cause him/her to miss school, please inform the school office. School staff will develop a Chronic Illness Plan to ensure that absences due to the chronic condition are not subject to school attendance policies and to provide ways to furnish missed work or instructional materials during your student's absences.

Head Lice/Pinkeye Notification

Routine health checks are administered during the year. If head lice or pink eye appears in a student, parents will be notified and a letter will be sent out regarding head lice or pink eye to classmates.

Students can be readmitted to classes once parents have had a meeting with administrators regarding treatment and revision of head lice or pink eye.

INSTRUCTION AND LEARNING

Assessment of Learning

Students at **Colegio Petite** are assessed to ensure that they are acquiring skills and being challenged academically. To measure the achievement of all students, school-wide assessments are administered throughout the year. Each student's performance on the school-wide assessments is measured against his/her own previous performance. Results of these assessments in language arts and mathematics are used to make needed programming changes and provide additional support to students through intervention programs. Results are also made available to teachers, parents, and students so that everyone can work together to help ensure that all learning goals are met for every student. Students with disabilities participate in all state and school assessments and may be administered more individualized evaluations or assessments by appropriate professionals for the purpose of determining eligibility and providing specialized instruction under the Individuals with Disabilities Education Act (IDEA).

The following outlines required state assessments and our school-wide assessments:

TEST	WHO IS TESTED:	WHAT IT IS USED FOR:
NWEA Benchmark Assessment	<ul style="list-style-type: none">All K-5 students	<ul style="list-style-type: none">To identify students in need of targeted reading and math supportTo assess all student growth, within a teacher's classroom, to drive whole-class, small-group, and individual instruction.

AZMERIT / AIMS Science	<ul style="list-style-type: none"> • 3-8th grades take AZMERIT • AZMerit End of course assessments are given in English Language Arts 9, 10, and 11 as well as Algebra I, Algebra II, and Geometry • Science AIMS is given in grades 4, 8, and 10 	<ul style="list-style-type: none"> • To determine student growth and achievement towards state academic standards • To determine the promotion of 3rd graders based on their reading readiness in compliance with Move On When Reading
AZELLA + AZELLA Benchmark Assessment	<ul style="list-style-type: none"> • All English language learners 	<ul style="list-style-type: none"> • To identify students for English language services, measure their academic language proficiency growth, and exit them out of the program
EDULASTIC	<ul style="list-style-type: none"> • All enrolled students Grades 3 through 12 	<ul style="list-style-type: none"> • To provide targeted interventions to increase student mastery of state academic standards • To measure individual student growth towards mastery of state academic standards

GRADING POLICY

Standards Based Report Cards & Questioning Grades

Standards Based Report cards will be issued four times per year. Progress reports will also be issued four times each school year, around the middle of the grading period. The information on the standards based report card includes all of the standards that are being taught during the grading period and the degree to which each student is achieving based on the identified standard. Student achievement according to learner behavior will also be included on the standards based report card.

Students and family members have the right to question the degree that a student is grasping the standard that is being taught. Each student will have an academic portfolio that provides concrete assessments that identify the student's ability. When there is question, the student should first consult with his or her teacher and attempt to resolve the matter. If a resolution is not reached, the family should address the matter with the teacher and, finally, the principal if the matter is not resolved. Issuance of academic grades on the standards based report card (M=Meets, P=Progressing, S=Struggling and N=Not assessed) is local school matter and every attempt to remedy the situation at the school level should be made.

School Year Block	Progress Reports	Report Cards
Block 1	September 7, 2018	October 5, 2018

Block 2	November 9, 2018	December 21, 2018
Block 3	February 8, 2018	March 8, 2018
Block 4	April 19, 2018	May 23, 2018

Promotion and Retention

Students will generally be promoted annually, unless the student has not achieved District standards and/or state requirements for promotion to the next grade level.

- Teachers or IEP teams are responsible for determining whether the grade level (K-5) or subject area (Grades 6-8) promotion or retention standards have been met for the particular student.
- Teachers and IEP teams will take particular care in retaining a student more than once at a particular grade level or during the student’s elementary school career.
- With substantiating data, a teacher may recommend that a student be exempted from one or more District standards for grade level promotion. The teacher’s recommendation will be reviewed by the school’s child study team, the IEP team or the school promotion/ retention committee and the school Principal. The specific promotion standard exemption will be recorded in the student’s file.
- Upon parental request, a teacher or IEP team may consider retaining a student who has met District requirements for promotion to the next grade level. The teacher’s recommendation will be reviewed by the school’s child study team, IEP team or the school promotion/retention committee and the school Principal. The parental request will be recorded in the student’s file.
- Teachers will not recommend retention until all other available possibilities for continuous pupil progress have been considered (including, but not limited to, special help and remedial work).
- Teachers may provide parents with written notice and request a conference anytime a student’s classroom performance is deficient.
- Teachers must provide parents with prior written notice regarding the student’s unsatisfactory progress or achievement if the teacher intends to recommend retention.
- Parents will be notified by a classroom teacher no less than ten (10) school days prior to the end of the school calendar year if the teacher is recommending retention.
- If a student is retained, the school will evaluate the appropriateness of the instructional program and consider modifying the program in order to better meet the student’s needs the following year.
- Parents who disagree with the school’s decision regarding promotion/ retention may request that the Governing Board review the decision. The request must be in writing and submitted to the Academic Support Services Department within 10 business days from the final retention/conditional letter from the school principal. The parents will be notified of the date, time and place that the Governing Board will conduct its review and provide the parents with a written copy of the Governing Board’s decision.

Move On When Reading ARS §15-701

Arizona Revised Statute Section 15-701 requires school districts to retain students in third grade if they fall far below the established reading proficiency level for third grade. The AZMERIT Reading Test, or a successor test, that demonstrates that the student's reading falls far below the third grade level will be used to make this determination. In accordance with Arizona law, a school district governing board MAY be allowed to promote a pupil who earns an AZMERIT score that falls far below the third grade level for either of the following reasons:

1. A good cause exemption if the pupil is an English learner or a limited English proficient student as defined in section 15-751 and has had fewer than two years of English language instruction.
2. A pupil who is in the process of a special education referral or evaluation for placement in special education.
3. A pupil who has been diagnosed as having a significant reading impairment, including dyslexia or a pupil who is a child with a disability as defined in section 15-761 if the pupil's individualized education program team and the pupil's parent or guardian agree that promotion is appropriate based on the pupil's individualized education program.

Every student who falls far below on AZMERIT in third grade and does not qualify for one of the exemptions above will be given the opportunity to attend Move on When Reading (MOWR) summer school.

Technology Use Guidelines

Accessing inappropriate materials (obscene, pornographic, illegal ,etc)

- Network etiquette
- Vandalism and harassment (e.g., “cyberbullying”)
- Copyrights and plagiarism
- Access to social networking or chat room Websites.
- Downloading (e.g., music files)
- Consequences for not adhering to the guidelines

Colegio Petite has the right to restrict or terminate information network access and use of school technology. Colegio Petite has the right to monitor network activity to ensure school policy for acceptable use is followed. If you do not want your student to have access to the internet, please notify the school leader in writing.

INTERNET USE POLICY

The Internet is a global electronic information infrastructure. It is a network of networks used by educators, business, government, the military, organizations and private individuals. In schools and libraries, the Internet can be used to educate, inform, communicate, and entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources.

Users are advised that e-mail and/or Internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to ensure that Internet use is in support of school goals.

Users:

- Have the privilege to access the Internet and to exchange information.
- Have a conditional privilege to request newsgroups from the Internet in order to facilitate real-time learning with members on the network. Students are responsible for getting approval from their teachers for all subscriptions to newsgroups, lists-serves and similar files.
- Have the conditional privilege to send email to any member on the Internet.
- Are expected to use appropriate language that is not offensive or embarrassing to the school and to abide by all rules of etiquette.
- Must use their student account in support of their education and consistent with the educational objectives of Colegio Petite.
- Will not create a BIOS password on any Leona machine.
- Are not authorized to use teacher/staff-designated computers.

While exercising privileges to use the Internet as an educational resource, users shall also monitor and accept the responsibility for all material received.

Users have the responsibility to maintain the integrity of the electronic mail system and to be responsible for all mail received under their user account. Users have the responsibility to report violations of privacy to an Internet supervisor.

Users may not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises. Users must report all inappropriate materials (solicited or unsolicited) to their teacher.

All files and programs on the computer belong to someone. Users may not modify, erase, rename, or make unusable anyone else's files or programs.

Users have the responsibility to keep copyrighted software of any kind from entering the school via the Internet. Users have the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet.

Users may not modify, copy, or transfer any software provided by the school, faculty, or another student without permission from the originator.

Users may not copy copyrighted software. It is generally illegal to copy any software that has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.

Users:

- May not intentionally introduce a computer virus.
- May not deliberately use the computer to annoy or harass others. For example: making accessible any obscene, abusive, or threatening messages is not allowed.
- May not intentionally damage the system, damage information not belonging to the user, misuse system sources, or allow others to misuse system sources.
- May not tamper with equipment except as specifically directed by the teacher.
- May not use the network for financial or commercial gain.

Users must stay within the file size limits defined by the facilitator of the network.

Users are expected to abide by the generally accepted rules of network etiquette. These include the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal a personal address or phone number or those of students.
- Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Assume that all communications and information accessible via the network are private property.
- Keep paragraphs and messages short and to the point.
- Use the "subject" line, and make it as descriptive as possible.
- Include your signature at the bottom of email messages. Your signature footer should include your name, position or grade level, school, and Internet address.
- Capitalize words only to highlight an important point or to distinguish a title or heading.
- *Asterisks* surrounding a word also can be used to make a stronger point. Capitalizing whole words that are not titles is generally termed as SHOUTING! Limit line length and avoid control characters. Users are not to use the network for wasteful or frivolous purposes such as playing network games.

EXCEPTIONAL STUDENT SERVICES

Child Find

In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, **Colegio Petite** is required to locate and provide a free and appropriate public education (FAPE) for all enrolled students with disabilities.

The following child find activities are conducted by **Colegio Petite** to locate enrolled students with disabilities:

1. Review of school records (from prior schools and school of current enrollment).
2. Screening within 45 days of enrollment in the following areas: vision, hearing, motor skills, speech, language, cognitive ability, academic, and social emotional development.
3. Refer children suspected of having a disability age birth to three years to Arizona Early Intervention Program and children age three to five years (not yet enrolled in school) to the appropriate state or community agencies.
4. Provide information about concerns and student progress to parent(s) in writing.
5. If appropriate, refer the child for evaluation and/or other appropriate services.

All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

A free appropriate public education with a full continuum of services is available for eligible students with disabilities. If you suspect that your child has a disability and is eligible for services under ADA Section 504 or IDEA or have questions about child find activities, please contact the school's exceptional student services coordinator or the school leader. You may also contact the Heidi Sinkovic, Director of Exceptional Student Services at 602-953-2933.

ADA Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973, **Colegio Petite** has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to students with disabilities. For additional information about the rights of parents of eligible students, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the school leader or Heidi Sinkovic, Director of Exceptional Student Services at 602-953-2933.

Grievance Procedure under ADA Section 504

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under the grievance procedure outlined in this handbook. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; and failing to make non-fundamental, reasonable modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

Colegio Petite will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The school leader will be responsible for such arrangements.

Special Education Services

Colegio Petite makes available special education and related services to all students.

Our teachers are trained to teach to diverse learning styles and ability levels. **Colegio Petite** believes in close collaboration between general education teachers, special education teachers, staff, and parents.

This produces the best possible learning outcomes for our exceptional students. For more information about our special education programs, please contact the school's special education department.

Special Education Records Retention Notice

Pursuant to A.R.S. 41-1351, special education records including placement records, referrals, evaluations, and testing data, will be destroyed seven years after the student's last fiscal year of enrollment. A permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed, may be maintained without time limitation.

Procedural Safeguards

Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the School Office and on the school's website.

Referral and Evaluation

Students suspected of having a disability may be referred to the school's exceptional student services coordinator, school leader, or the Director of Exceptional Student Services by the parent or school staff for further evaluation. Evaluations will be conducted pursuant to the requirements under ADA Section 504 and/or IDEA.

For information on the school's evaluation procedures under Section 504 or IDEA, contact the school leader or Heidi Sinkovic, Director of Exceptional Student Services at 602-953-2933.

English Language Acquisition Services

Colegio Petite offers programs that meet the diverse needs of English Language Learners by offering programs that meet the Arizona requirements under A.R.S.15-756.01. The programs are designed to provide equal educational opportunity and access to curriculum while developing English language skills to students for whom English is not the primary language. Parents have the right to refuse participation in these services. For more information, contact the school ELAS coordinator, school leader or Stacy Hoffman, Director of ELAS at 602-953-2933.

STUDENT CODE OF CONDUCT AND EXPECTATIONS

Uniforms are required; the following guidelines are to be followed on a daily basis.

- Students are to wear their daily uniform which includes: Blue or Orange School T-Shirt with Navy blue or Khaki pants.
- Students are to wear closed toe type shoes during school hours.
- In the event where a special occasion occurs; students are to follow guidelines according to spirit week attire.
- Pajamas, sandals and slippers are to be left at home.
- Students will refrain from wearing any type of headwear while on campus. This includes hats. (This does not apply on special occasions)
- Sunglasses may only be worn outside of school buildings.
- Violent, vulgar, sexual references and drug/alcohol related pictures, writing and logos on clothing are strictly forbidden.

FOOD AND NUTRITION

National School Lunch and Breakfast Programs: Mon- Thurs: 7:30am-8:00am

National School Lunch and Breakfast Programs: 7:30am-8:00am

Breakfast: Kindergarten-5th Grade : Breakfast will be provided from **7:30am-8:00am** (Monday -Friday)

Lunch: Monday-Thursday

Classes	Recess AM	Lunch	Recess(PM)
Kinder A	9:00AM-9:10AM	10:40AM-11:00AM	11:00AM-11:20AM
Kinder B	9:00AM-9:10AM	10:40AM-11:00AM	11:00AM-11:20AM
1st Grade A	9:45AM-9:55AM	11:25AM-11;40AM	11:40AM-12;00PM
1st Grade B	9:45AM-9:55AM	11:25AM-11;40AM	11:40AM-12;00PM

2nd Grade A	10:30AM-10:40AM	12:10PM-12:25PM	12:25PM-12:40PM
2nd Grade B	10:30AM-10:40AM	12:10PM-12:25PM	12:25PM-12:40PM
3rd Grade	9:20am-9:30am	12:40pm-1:00pm	1:00pm-1:20pm
4th Grade	9:20am-9:30am	12:40pm-1:00pm	1:00pm-1:20pm
5th Grade	9:30am-9:40pm	1:00pm-1:20pmn	1:20pm-1:40pm

Lunch and Recess (Friday)

Classes	Lunch	Recess
Kinder A	9:30am-9:50am	9:50:00 AM-10:10am
Kinder B	9:30am-9:50am	9:50:00 AM-10:10am
1st Grade A	9:55am-10:15am	10:15am-10:35pm
1st Grade B	9:55am-10:15am	10:15am-10:35pm
2nd Grade A	10:25am-10:45am	10:45am-11:05am
2nd Grade B	10:25am-10:45am	10:45am-11:05am

Classes	Lunch	Recess
3rd Grade	10:45am-11:05am	11:05am-11:25am
4th Grade	10:45am-11:05am	11:05am-11:25am
5th Grade	11:25am-11:50am	11:50am-12:05pm

****Lunch Applications for Free or Reduced Lunch are to be completed before the start of the 2018-2019 school year.**

Drug Free School

A Drug Free School Zone is defined in A.R.S. 3411 as “the area within 300 feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any bus contracted to transport students.”

Colegio Petite is designated as a Drug Free School Zone. Any person who violates this designation by possession, distribution, solicitation, manufacturing, or sale of drugs is subject to school disciplinary action and criminal prosecution in accordance with Arizona Revised Statutes.

The use, possession, distribution, manufacturing, or sale of drugs on or near school property, on the way to and from school, at a bus stop, or on a bus is prohibited. This includes an individual defined in section 36-2801 as a cardholder or any other individual lawfully possessing or using marijuana as outlined in A.R.S 15-108

For the purposes of this policy, drugs shall include, but not be limited to:

- Marijuana
- Prescription only drugs
- Narcotic drugs
- Inhalants/vapor-releasing substances
- Dangerous drugs – including, but not limited to the following: Hallucinogens, Stimulants, Depressants, Barbiturates, and Anabolic steroids
- Alcoholic beverages
- Drug “look alike” or substances represented as drugs
- Any student in possession of, selling or distributing dangerous drugs or narcotics will be recommended for long-term suspension or expulsion.

Any student in possession of, selling or distributing any other substances specified in this policy will be subject to disciplinary action.

Bullying, Harassment, and Intimidation Policy

Colegio Petite is committed to providing all students with a safe learning environment where everyone is treated with respect. **Colegio Petite** expressly prohibits any acts of bullying, harassment, or intimidation. Additionally, soliciting others to engage in bullying, harassment, or intimidation is also expressly prohibited by **Colegio Petite**.

All students, teachers, parents, and staff of **Colegio Petite** have a right and responsibility to take reasonable measures within the scope of their individual authority to prevent violations of the bullying and hazing prevention policy and report incidents of bullying, harassment, or intimidation.

Definitions

Bullying is defined as a real or perceived imbalance of power with the more powerful student or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual’s property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time; occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law

Cyberbullying is, but is not limited to, any act of bullying or harassment committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking, and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Confidential Reporting

Students and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15-341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

Reporting Incidents of Bullying or Hazing

Students and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident. The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the student complete a Student Concerns, Complaints, and Grievances Form. An adult may assist the student in completing the Student Concerns, Complaints, and Grievances Form if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

Procedures for Investigation of the Report/Complaint

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Vice President of Academic Support. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Student Discipline Referral form if the student is found to have violated the bullying policy. Any student who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences in accordance with the school’s code of conduct and ARS 15-341(37).

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be filed within 30 calendar days of the original incident

CATEGORIES OF MISCONDUCT AND RANGE OF POSSIBLE CONSEQUENCES

Misconduct or Violation /Definition	Consequence
<p>Assault Intentionally, knowingly or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult or provoke the person</p>	<p>Minimum: Personal Conference or Short -Term Suspension Maximum: Expulsion</p>
<p>Aggravated Assault/Assault on a Staff Member An assault in which a person causes serious physical injury to another or an assault on a peace officer, teacher, or other employee of the school district - could be considered as a Threat to an Educational Institution</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Arson/Reckless Burning Attempting to or intentional burning of a building, structure, or property</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Bomb Threats Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device – could be considered as a Threat to an Educational Institution</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Bullying Bullying is a real or perceived imbalance of power with the more powerful child or group showing either passive or direct aggression toward those who are less powerful. Bullying can be physical in any form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name calling); psychological (e.g., social exclusion, spreading rumors, manipulating social relationships); or through the use of electronic devices or other social media Communication.</p>	<p>Minimum: Personal Conference or Short -Term Suspension Maximum: Expulsion</p>
<p>Burglary The act of entering a building or other premises with the intent to commit theft</p>	<p>Minimum: Long-Term Suspension Maximum: Expulsion</p>
<p>Cell Phone Disturbance</p>	<p>Minimum: Personal Conference/Confiscation of Item or Short -Term Suspension Maximum: Long-Term Suspension</p>

Any use of cellular phone during the school day (e.g. incoming/outgoing phone calls, text messaging, taking photos, music, etc.)	
Cheating Wrongfully securing and/or using information or assisting another to do so	Minimum: Personal Conference/Parental Involvement or Short -Term Suspension Maximum: Short-Term Suspension
Chemical or Biological Threat Threatening to cause harm using dangerous chemicals or biological agents – could be considered as a Threat to an Educational Institution	Minimum: Short-Term Suspension Maximum: Expulsion
Classroom Disturbance Any act which disrupts the normal educational process or violates any rules or procedures of a classroom	Minimum: Personal Conference/Loss of Privileges or Short -Term Suspension Maximum: Long-Term Suspension
Combustible Items Possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid	Minimum: Personal Conference Maximum: Expulsion
Contraband/Inappropriate Items Items which may disrupt the learning environment	Minimum: Personal Conference/Confiscation of Item or Short -Term Suspension Maximum: Long-Term Suspension
Criminal Involvement Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members, or impair the normal educational process or educational climate	Minimum: Personal Conference or Short -Term Suspension Maximum: Expulsion
Dangerous Situation, Failure to Report Failure to report any knowledge or suspicion of a potentially dangerous situation	Minimum: Personal Conference Maximum: Long-Term Suspension
Defiance/Disrespect Towards Authority, or Non-Compliance Student engages in refusal to follow directions, talks back, or delivers socially-rude interactions	Minimum: Personal Conference or Short -Term Suspension Maximum: Long-Term Suspension
Disorderly Conduct Behavior which is disruptive to the orderly education process of the school; this includes disruptive behavior in a class or activity, unreasonable noise, offensive language or gestures, horseplay, roughhousing, sustained out-of-seat behavior, refusing to obey a request	Minimum: Personal Conference or Short -Term Suspension Maximum: Expulsion
Dress Code Violations Failure to comply with school’s dress and grooming guidelines	Minimum: Personal Conference Maximum: Short-Term Suspension
Endangerment Recklessly endangering another person with a substantial risk of imminent physical injury	Minimum: Personal Conference or Short -Term Suspension Maximum: Long-Term Suspension
Ethnic/Racial Slurs/Hate Speech Any communication which disparages a person or group on a basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation	Minimum: Personal Conference or Short -Term Suspension Maximum: Long-Term Suspension
Extortion Demanding money or something of value in return for protection or in connection with a threat to inflict harm	Minimum: Personal Conference Maximum: Expulsion

<p>Fighting Mutual participation in an incident involving physical violence, where there is no major injury</p>	<p>Minimum: Personal Conference or Short -Term Suspension Maximum: Expulsion</p>
<p>Fire Alarm, Dialing 911 Setting off the fire alarm or dialing 911 when no indication of emergency</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Forgery Falsely and fraudulently making or altering a document, writing or using the signature or initials of another person</p>	<p>Minimum: Parental Involvement/Restitution Maximum: Long-Term Suspension/Restitution</p>
<p>Gambling To play games of chance for money or to exchange money or property</p>	<p>Minimum: Personal Conference/ Confiscation of Items Maximum: Long-Term Suspension</p>
<p>Gang Activities or Associations Gang-related dress, verbal or written language, or behavior</p>	<p>Minimum: Personal Conference or Short -Term Suspension Maximum: Long-Term Suspension</p>
<p>Graffiti or Tagging Writing on walls, drawing or words that are written scratched, painted, or sprayed on walls or other surfaces</p>	<p>Minimum: Personal Conference/Restitution or Short -Term Suspension Maximum: Expulsion/Restitution</p>
<p>Harassment, Nonsexual Non-sexual harassment includes communication with another person anonymously or by verbal, electronic, mechanical, telegraphic, telephonic or written means with the intent to harass</p>	<p>Minimum: Personal Conference Maximum: Expulsion</p>
<p>Inappropriate Language Verbal or written messages or physical gestures that include swearing, name calling, or use of words in an inappropriate manner</p>	<p>Minimum: Personal Conference or Short -Term Suspension Maximum: Long-Term Suspension</p>
<p>Indecent Exposure or Public Sexual Indecency The intentional exposure of one's private body parts to others</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Hazing/Initiation Any activities that can be considered any type of initiation of another student</p>	<p>Minimum: Personal Conference Maximum: Expulsion</p>
<p>Incitement Transmission of information with the intent to inflame a situation</p>	<p>Minimum: Personal Conference Maximum: Long-Term Suspension</p>
<p>Interference with the Peaceful Conduct of an Educational Institution Disrupting the lawful use of any school property, including uninvited student presence on campus</p>	<p>Minimum: Personal Conference Maximum: Long-Term Suspension</p>
<p>Leaving School Grounds without Permission Leaving school grounds or being in an unauthorized area during regular school hours without permission of the principal or principal designee</p>	<p>Minimum: Personal Conference Maximum: Short-Term Suspension</p>
<p>Lying To make an untrue statement with the intent to deceive, to create a false or misleading impression</p>	<p>Minimum: Personal Conference Maximum: Long-Term Suspension</p>
<p>Minor Aggressive Act Non-serious but inappropriate physical contact, i.e., hitting, biting, spitting, poking, pulling or pushing a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors</p>	<p>Minimum: Personal Conference or Short -Term Suspension Maximum: Long-Term Suspension</p>
<p>Misconduct Failure to comply with any school rules</p>	<p>Minimum: Personal Conference or Short -Term Suspension</p>

	Maximum: Short-Term Suspension
Negative Group Affiliation Specific attitudes and actions of a student affiliated with a negative group typically include some of the following: <ul style="list-style-type: none"> • Involve themselves in other’s problems • Confront authority as a group when one member has been disciplined • Act in an uncooperative and/or hostile manner as a group 	Minimum: Personal Conference/Loss of Privileges or Short -Term Suspension Maximum: Short-Term Suspension
Plagiarism To steal and pass off the ideas or words of another as one’s own	Minimum: Personal Conference/Parental Involvement or Short -Term Suspension Maximum: Personal Conference
Pornography Possession, distribution, or sale of any pornographic materials	Minimum: Minimum: Personal Conference Maximum: Long-Term Suspension
Public Display of Affection Holding hands, kissing, sexual touching or other displays of affection	Minimum: Personal Conference Maximum: Short-Term Suspension
Recklessness Unintentional, careless behavior that may pose a safety or health risk for others	Minimum: Personal Conference Maximum: Short-Term Suspension
Selling/Trading The selling, buying, or trading of any item on school property that is not sponsored by the school (for example, gum, money or candy, etc.)	Minimum: Personal Conference / Confiscation of Items and/or Money Maximum: Short-Term Suspension/ Confiscation of Items and/or Money
Sexual Harassment <i>Contact District Compliance Officer.</i> Unwelcome conduct of a sexual nature that denies or limits a student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including unwanted physical contact. Does not include legitimate nonsexual touching or other non-sexual conduct	Minimum: Short-Term Suspension Maximum: Expulsion
Sexual Conduct Engaging in sexual conduct	Minimum: Short-Term Suspension Maximum: Expulsion
Solicitation/Facilitation/Conspiracy Encouraging, requesting, commanding or assisting another person in the violation of a school rule or in the commission of a criminal act	Minimum: Personal Conference Maximum: Expulsion
Tardiness Unexcused lateness to class	Minimum: Personal Conference Maximum: Short-Term Suspension
Technology Violations Failure to comply with laws, rules, or guidelines for use of technology resources	Minimum: Parental Involvement/Loss of Privileges Maximum: Expulsion
Theft Taking property, items, or services from another person or from the school without permission, copying of copyrighted material	Minimum: Personal Conference/Restitution Maximum: Expulsion/Restitution
Trespassing To enter or remain on a school campus or District property without authorization or invitation and with no purpose for entry	Minimum: Personal Conference Maximum: Short-Term Suspension
Truancy/Unexcused Absence Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission)	Minimum: Personal Conference Maximum: Referral to Outside Agency

<p>Unauthorized Areas Being in any area considered off-limits to students, including teachers' lounge, teachers' work areas, off-limits campus areas, etc.</p>	<p>Minimum: Personal Conference Maximum: Short-Term Suspension</p>
<p>Vandalism of Personal or School Property Willful destruction or defacement of personal or school property</p>	<p>Minimum: Personal Conference /Restitution Maximum: Expulsion/Restitution</p>
<p>Verbal Provocation Use of language or gestures that may incite</p>	<p>Minimum: Personal Conference Maximum: Long-Term Suspension</p>
<p>SUBSTANCE ABUSE</p>	
<p>Alcohol Being under the influence of, and/or the use, possession, manufacture, distribution or sale of an alcoholic substance</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Look-A-Like/Over-The-Counter Possession The distribution, sale or use of imitation, look-a-like, prescription or over-the-counter medicine or drugs</p>	<p>Minimum: Short -Term Suspension Maximum: Expulsion</p>
<p>Drug Violation – Possession The unlawful use or possession of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation</p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Drug Violation – Distribution The unlawful cultivation, manufacture, distribution, sale, transportation or importation of any controlled drug or narcotic substance</p>	<p>Minimum: Long-Term Suspension Maximum: Expulsion</p>
<p>Tobacco The possession, use, distribution, or sale of tobacco products</p>	<p>Minimum: Personal Conference Maximum: Long-Term Suspension</p>
<p>THREATS</p>	
<p>Threats/Intimidation/Verbal Abuse of a Staff Member Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARS§ 15-507: a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties is guilty of a class 3 misdemeanor). <i>Could be considered as a Threat to an Educational Institution</i></p>	<p>Minimum: Short-Term Suspension Maximum: Expulsion</p>
<p>Threats or Intimidation Communication by word or conduct the intent to cause physical injury or serious damage to a person or their property – could be considered as a Threat to an Educational Institution</p>	<p>Minimum: Personal Conference Maximum: Long-Term Suspension</p>
<p>Threatening An Educational Institution To interfere with or disrupt an educational institution through threatening statements 1. Threatening to cause physical injury to any employee of an educational institution or any person attending an education institution 2. Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution 3. Going upon or remaining on the property of any educational institution for the purpose of</p>	<p><i>A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion of at least one year except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other programs) established by the administration in which the student takes responsibility for the threat and for the results of</i></p>

interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property of others 4. Refusing to obey a lawful order to leave the property of an educational institution	<i>the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student's parent(s) or guardian(s) participate in the mediation, community service restitution or other programs in which the parent or guardian takes the responsibility with the student for the threat.</i>
WEAPONS	
Deadly Weapon The possession, sale, use or distribution of a deadly weapon. A deadly weapon is anything designed for lethal use, including a firearm or destructive device – <i>could be considered as a Threat to an Educational Institution</i>	Minimum: Long-Term Suspension Maximum: Expulsion
Dangerous Instrument Anything that, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury – <i>could be considered as a Threat to an Educational Institution</i>	Minimum: Short-Term Suspension Maximum: Expulsion
Simulated Firearm Possession of “look-alike” items, which have the appearance of or are represented to be a real weapon – <i>could be considered as a Threat to an Educational Institution</i>	Minimum: Short-Term Suspension Maximum: Expulsion
Threatening or Intimidating Threatening or intimidating another person with a deadly weapon, dangerous instrument or simulated weapon – <i>could be considered as a Threat to an Educational Institution</i>	Minimum: Long-Term Suspension Maximum: Expulsion
Destructive Device The possession, sale, use or distribution of any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow – <i>could be considered as a Threat to an Educational Institution</i>	Minimum: Long-Term Suspension Maximum: Expulsion
Other Weapon The possession, sale, use or distribution of other weapons such as a Billy Club, Brass Knuckles, knife, or Nun chucks, etc. – <i>could be considered as a Threat to an Educational Institution</i>	Minimum: Short-Term Suspension Maximum: Expulsion

STUDENT DISCIPLINE AND DUE PROCESS

Short-term Suspension

Short-term suspension means the temporary withdrawal of the privilege of attending school for a period of ten (10) or fewer consecutive school days. The authority to impose short-term suspensions rests with the school leader or designee. There is no right to appeal a short-term suspension.

Informal Due Process

1. The student is told what he/she is accused of doing and the evidence that exists to support the allegation. The student is then given the opportunity to explain his/her version of the situation.
2. The School Leader will make reasonable efforts to verify facts and statements prior to making a decision regarding the discipline.
3. The School Leader may immediately suspend a student whose presence creates a danger to self or others.

Decision Regarding Discipline:

1. After the informal due process, the School Leader may:
 - a. Immediately impose a short-term suspension
 - b. Proceed with a recommendation for a long-term suspension or expulsion;
 - c. Choose another alternative;
 - d. Exonerate the student.
2. A written record of the decision will be kept in the student's discipline file.
3. The parent/guardian will be notified of the decision to impose the short term suspension including the terms of and reasons for the suspension.
4. No appeal is available from the imposition of a short-term suspension.

Long-Term Suspension

Long-term suspension means the withdrawal of the privilege of attending school for a set period of time of ten (10) or more consecutive school days. While a school leader may recommend a long-term suspension, the authority to impose a long-term suspension or expulsion rests with the governing board or board-appointed hearing officer.

Notice of Intent to Impose Long-Term Suspension:

If a long-term suspension is recommended by the school leader, a written Notice of Intent to Impose a Long-Term Suspension will be mailed via First Class Mail with Certificate of Mailing and Certified Mail with Return Receipt Requested; or Hand Delivered to the parent(s).

The following procedures will be followed for all long term suspensions:

1. Informal due process procedures as outlined under short-term suspensions above
2. The governing board will designate a board member to serve as the hearing officer or identify a hearing officer which may include another district Administrator in the Leona Group network as designated by the governing board.
3. A formal notice of hearing will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) to the parent/guardian at least five (5) working days prior to the suspension hearing. A copy of this letter will remain on file, and the letter will contain the following information:
 - a. The violation(s) of student code of conduct and the rule(s) violated.
 - b. The extent of the disciplinary action to be considered.
 - c. The date, time, and place of the formal hearing.
 - d. A designation of the School's witnesses.
 - e. That the student may present witnesses.
 - f. That the student may be represented by counsel, at his/her own expense.
 - g. The name of the hearing officer or Administrator assigned to act as a hearing officer.
 - h. Copies of this policy and A.R.S. § 15-840 and 15-843
5. A formal long term suspension hearing will be held, including the following minimum requirements:
 - a. The student will be informed of the misconduct and the rules or regulations that he/she is alleged to have violated.
 - b. The student and/or parent(s)/guardian(s) may testify and introduce evidence.
 - c. The student may be represented by counsel.
 - d. The student may present witnesses and introduce documentary evidence.
 - e. The student or his/her counsel may cross-examine witnesses presented by the administration.

- f. The administration may cross-examine the student's witnesses and introduce documentary evidence.
 - g. The hearing officer may ask questions of the witnesses.
 - h. The administration will bear the burden of proof for the offenses alleged.
 - i. The hearing will be recorded either on tape or other appropriate manner. The student may tape-record the meeting at his/her own expense.
 - j. The student shall be allowed to remain in school pending the outcome of the hearing, unless the student's presence in school constitutes a danger to the student or others or unless a short-term suspension has been imposed and is in effect.
6. The hearing may be rescheduled: (1) upon request of the parent(s)/guardian(s) or the administration, if good cause is shown; (2) upon written agreement of the parties; or (3) as deemed necessary by the hearing officer.

Decision

- 1. The Hearing Officer shall prepare a written decision within five (5) working days after the hearing. Copies of the decision shall be provided to the parent(s) and School Leader.
- 2. The Hearing Officer's decision is binding upon the parties, subject to appeal to the Governing Board. The decision shall take effect upon verbal or written notification of the decision, whichever occurs first.
- 3. The suspension shall be reported to the Governing Board within five (5) working days.

Appeal for Long-Term Suspension Decisions

- 1. The decision of long-term suspension may be appealed to the Governing Board. The appeal must be in writing and submitted to Mr. Ted Frederick, Governing Board President, 7878 N. 16th Street, Suite #150, Phoenix, AZ 85020 within five (5) working days after the decision has been hand-delivered or within (10) working days of the date the decision was mailed to the parent(s).
- 2. The notice of appeal shall indicate the specific factual and/or legal basis for the appeal.
- 3. The Governing Board shall review the appeal in executive session at its next regularly scheduled board meeting or within 14 working days, whichever is more appropriate.
- 4. The parent(s)/guardian(s) shall be provided notice of the date, time, and place of the executive session at which the appeal is to be considered by the Board; notice of their right to attend; and notice of their right to the minutes and testimony or to record the session at their own expense. The parent(s)/guardian(s) may object to having the review of the appeal considered in executive session. Such objections must be made in writing to the Board at least thirty-six (36) hours prior to the Governing Board meeting. Upon receipt of the objection, the review will be held in an open meeting once it is appropriately noticed on the Board agenda, but in no event later than the next regularly scheduled Board meeting after the objection is received.

Governing Board Decision:

- 1. The Governing Board may affirm the decision of the Hearing Officer, schedule another hearing, modify the recommended disciplinary action, or take other appropriate action.
- 2. If the Governing Board affirms the long-term suspension, the suspension shall become effective the day after the Governing Board makes its decision. The Governing Board's decision is final.
- 3. Written notice of the decision shall be provided to the parent(s)/guardian(s).

Expulsion

Expulsion is the permanent exclusion of a student from school unless the governing board reinstates the student's privilege to attend the school. While a school leader may recommend an expulsion, the authority to impose an expulsion rests with the governing board and the governing board decision is final.

A recommendation for expulsion may be made before, after, or in conjunction with a long-term suspension hearing, if one is to be held. There is no appeal of an expulsion decision.

The following procedures will be followed for all expulsions:

1. The parent will receive notice, written or verbal, of the reason for the recommendation and the evidence the school authorities have of the alleged misconduct.
2. The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.
3. A formal notice of hearing will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) to the parent/guardian at least five (5) working days prior to the expulsion hearing. A copy of this letter will remain on file, and the letter will contain the following information:
 - a. The violation(s) of student code of conduct and the rule(s) violated.
 - b. The extent of the disciplinary action to be considered.
 - c. The date, time, and place of the formal hearing.
 - d. A designation of the School's witnesses.
 - e. That the student may present witnesses.
 - f. That the student may be represented by counsel, at his/her own expense.
 - g. The name of the hearing officer or that the governing board will serve as the hearing officer.
 - h. Copies of this policy and A.R.S. § 15-840 and 15-843
7. A formal expulsion hearing will be held, including the following minimum requirements:
 - a. The student will be informed of the misconduct and the rules or regulations that he/she is alleged to have violated.
 - b. The student and/or parent(s)/guardian(s) may testify and introduce evidence.
 - c. The student may be represented by counsel.
 - d. The student may present witnesses and introduce documentary evidence.
 - e. The student or his/her counsel may cross-examine witnesses presented by the administration.
 - f. The administration may cross-examine the student's witnesses and introduce documentary evidence.
 - g. The hearing officer may ask questions of the witnesses.
 - h. The administration will bear the burden of proof for the offenses alleged.
 - i. The hearing will be recorded either on tape or other appropriate manner. The student may tape-record the meeting at his/her own expense.
 - j. The student shall be allowed to remain in school pending the outcome of the hearing, unless the student's presence in school constitutes a danger to the student or others or unless a suspension has been imposed and is in effect.
8. The hearing may be rescheduled: (1) upon request of the parent(s)/guardian(s) or the administration, if good cause is shown; (2) upon written agreement of the parties; or (3) as deemed necessary by the governing board.

Decision

Upon conclusion of a hearing on expulsion conducted by the Governing Board, the decision of the Board is final.

Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the recommendation may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed, within five (5) working days of

receipt of the hearing officer's recommendation, by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- The time and place of the Board meeting at which the recommendation will be made.
- That the recommendation may be appealed at the time the recommendation is made to the Board.
- That the appeal shall be in writing and delivered to the Superintendent 48 hours prior to the time of the Board meeting.
- That the written appeal shall indicate a spokesperson on behalf of the student.
- That only the spokesperson will be given time to speak to the Board on appeal.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary.

If the Board decides to expel the student, the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.

Discipline of Students under ADA §504 and/or IDEA 2004

The long term suspension or expulsion of students with disabilities shall be in accordance with the Individuals with Disabilities Education Act (IDEA) and federal regulations issued pursuant to the IDEA, as well as the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

Student Rights

Students shall have the right to receive annually, at the opening of school, a publication listing the rules and regulations to which they are expected to comply. Student behavior expectations shall be clearly defined, reasonable and relevant to the educational process.

Although an attempt has been made to include all rules and expectations, this handbook should be viewed as a guide since it would be impossible to list all situations.

CHILD ABUSE REPORTING

Per state law, school employees must report reasonably suspected cases of child abuse, neglect, non-accidental injury, or sexual offenses against children to the Department of Child Safety (DCS) and/or local law enforcement agencies. (A.R.S. §13-3620)

USE OF RESTRAINT AND SECLUSION

Restraint

The term "restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices.

The term "restraint" does not include any of the following:

- Methods or devices (e.g. a weighted vest) implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
- The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
- The brief holding of a student by one adult for the purpose of calming or comforting the student.
- Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

Seclusion

The term "seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented (i.e. the student is prevented from leaving the room).

The term "seclusion" does not include the use of a voluntary behavior management technique, as part of a student's education plan, individual safety plan, behavioral plan or the use of an individualized education program that involves the student's separation from a larger group for purposes of calming.

Persons Authorized to Use Restraint or Seclusion Techniques

Restraint or seclusion techniques must be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques, unless an emergency situation does not allow sufficient time to summon trained personnel.

Use of Restraint and/or Seclusion

Restraint and/or seclusion shall not be used as punishment for misconduct. Restraint or seclusion techniques may only be used on a student if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- School personnel must maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use.
- The restraint or seclusion technique ends when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed must not impede the student's ability to breathe.
- The restraint technique must not be out of proportion to the student's age or physical condition.

Reporting and Documentation Requirements

School personnel must follow the reporting and documentation requirements set forth below when a restraint or seclusion technique has been used on a student. The procedures shall include the following requirements:

- School personnel shall provide the student's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.
- Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
- School personnel shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review must include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment (FBA).

Law Enforcement

If school personnel summon law enforcement instead of using a restraint or seclusion technique on a student, school personnel shall comply with the reporting, documentation and review procedures established in this Policy. Notwithstanding this Policy, school resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

School Safety or Crisis Intervention Plans

The school leader is authorized to establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan.

NOTICE OF NON-DISCRIMINATION

This notice is provided as required by Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Colegio Petite does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. **Colegio Petite** also does not discriminate in its hiring or employment practices. The lack of English skills shall not be a barrier to admission or participation in the school's activities and programs.

Questions, complaints, or requests for additional information regarding these laws may be directed to the appropriate compliance officer designated by **Colegio Petite**.

The following individuals have been designated as the Leona Group of Arizona's Compliance Officers for Title IV, Title IX, Section 504 and ADA and to handle inquiries regarding the non-discrimination policies:

Title II, Title IV, Title IX:

Mary Berg, Vice President of Academic Support
7878 N. 16th St., Ste. 150
Phoenix, AZ 85020
602.953.2933
mary.berg@leonagroup.com

Section 504:

Heidi Sinkovic, Director of Exceptional Student Services
7878 N. 16th St., Ste. 150
Phoenix, AZ 85020
602.953.2933
heidi.sinkovic@leonagroup.com

National School Lunch Program:

Heather Williams, NSLP Administrator
7878 N. 16th St., Ste. 150
Phoenix, AZ 85020
602.953.2933
heather.williams@leonagroup.com

GRIEVANCE PROCEDURE

This grievance procedure applies to complaints or grievances under ADA or Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of race, color, national origin, sex, disability or age by a student, staff member, or third party may file a grievance under this procedure.

Students or parents may also present a complaint or grievance regarding the following:

- Discrimination on the basis of disability under ADA or Section 504
- Violation of a student's constitutional rights
- Harassment of the student by another person
- Intimidation by another student
- Bullying by another student (see definition of Bullying)
- Concern for the student's personal safety

Colegio Petite prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure

- Grievances should be submitted to the Compliance Officer within 60 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the Complainant is unable to put the complaint in writing, **Colegio Petite** shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although we encourage individuals to submit complaints in writing, **Colegio Petite** will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.

- The Compliance Officer (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Compliance Officer (or her/his designee) will maintain the files and records of **Colegio Petite** relating to such grievances.
- The Compliance Officer (or her/his designee) will complete the investigation and issue a written decision on the grievance no later than 30 days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Compliance Officer (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Compliance Officer (or her/his designee) by writing to the Governing Board within 15 days of receiving the Compliance Officer's decision. The Governing Board shall issue a written decision in response to the appeal no later than 30 days after its filing.
- If it is determined that discrimination occurred, **Colegio Petite** shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- **Colegio Petite** shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of race, color, national origin, sex, disability or age with the U. S. Department of Education, Office for Civil Rights.

Colegio Petite will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Compliance Officer (or her/his designee) will be responsible for such arrangements. Furthermore, the inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speakers concerns will be taken.

SEXUAL HARASSMENT

All members of the school community are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. Any staff member violating the personal rights of another through sexual harassment is subject to discipline, including but not limited to, written reprimand, suspension without pay, reassignment or dismissal.

Students engaging in sexual harassment of a staff member and/or another student are subject to discipline under the student code of conduct. Any student seeking relief under this policy should make a timely oral or written report of the incident to any administrator or other staff member. Under this policy, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constituting sexual harassment when such conduct has the purpose or effect of interfering with a student's academic experience or creating an intimidating, hostile or offensive environment.

Any person who believes she or he has been subjected to sexual harassment by a student, staff member, or third party may file a grievance under the procedure discussed above.



Colegio Petite is a member of The Kaizen Education Foundation (KEF) which was organized in 2008 as an Arizona nonprofit corporation. KEF operates as a nonprofit 501(c)(3) corporation.

The mission of the Kaizen Education Foundation is to promote the charter school movement in the United States with the goal of improving the public school system by creating a more competitive environment, providing parents and students with freedom of choice, and striving for higher academic standards.

To assist in the accomplishment of this goal, the Foundation will do any or all of the following:

- Apply for charter school applications
- Serve as a governing body for charter schools
- Provide start-up funding and capital investment
- Acquire property for school sites and facilities
- Operate as an educational management company
- Provide supplemental educational services

LEONA GROUP ARIZONA SCHOOL SITES

<p>Advance U 449 E. Southern Ave. Phoenix, AZ 85040 (602) 243-8531</p>	<p>Alta Vista High School 5040 S. Campbell Ave Tucson, AZ 85706 (520)294-4922</p>	<p>Apache Trail High School 945 W. Apache Trail Apache Junction, AZ 85120 (480)288-0337</p>
<p>Crestview College Preparatory 2616 E. Greenway Rd. Phoenix, AZ 85032 (602) 765-9555</p>	<p>Colegio Petite 850 N. Morley Nogales, AZ 85621 (520) 222-9213</p>	<p>Desert Hills High School 1515 S. Val Vista Drive Gilbert, AZ 85296 (480) 813-1151</p>
<p>Discover U 13226 N. 113 Ave. Youngtown, AZ 85363 (623)974-4827</p>	<p>El Dorado High School 2200 N. Arizona Avenue #117 Chandler, AZ 85224 (480) 726-9536</p>	<p>Estrella High School 510 N. Central Avenue Avondale, AZ 85232 (623) 932-6561</p>
<p>Gilbert Arts Academy 862 E. Elliott Rd. Gilbert, AZ 85234 (480) 325-6100</p>	<p>Glenview College Preparatory High School 4730 W. Campbell Ave, Phoenix, AZ 85301 Phoenix, AZ 85019 (602)841-1364</p>	<p>Havasupreparatory Academy 3155 Maricopa Ave. Lake Havasu City, AZ 86406 (928) 854-4011</p>
<p>Liberty Arts Academy 3015 S. Power Rd. Mesa, AZ 85212 (480) 830-3444</p>	<p>Maya High School 3660 W. Glendale Avenue Phoenix, AZ 85051 (602) 242-3442</p>	<p>Mission Heights Preparatory High School 1376 E Cottonwood Lane Casa Grande, AZ 85282 (520) 836-9383</p>
<p>Peoria Accelerated High School 8885 W. Peoria Avenue Peoria, AZ 85345 (623) 979-0031</p>	<p>Quest High School 217 E. Olympic Drive Phoenix, AZ 85042 (602) 243-8496</p>	<p>Skyview High School 1490 N. Miller Rd. Buckeye, AZ 85715 (623)386-6799</p>
<p>South Pointe Elementary School 2033 E. Southern Avenue Phoenix, AZ 85040 (602) 276-2818</p>	<p>South Pointe High School 8325 S. Central Avenue Phoenix, AZ 85042 (602) 243-0600</p>	<p>South Pointe Junior High School 217 E. Olympic Drive Phoenix, AZ 85042 (602) 243-8496</p>
<p>South Ridge High School 1122 S. 67th Avenue Phoenix, AZ 85043 (623) 247-0106</p>	<p>Summit High School 728 E. McDowell Rd. Phoenix, AZ 85006 (602) 258-8959</p>	<p>Sun Valley High School 1143 S. Lindsay Rd. Mesa, AZ 85204 (480) 497-4800</p>

Vista Grove Preparatory Academy Elementary 2929 E. McKellips Rd. Mesa, AZ 85213 (480) 924-1500	West Phoenix High School 3835 W. Thomas Rd. Phoenix, AZ 85019 (602) 269-1110	
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