

# **NOSOTROS ACADEMY CHARTER SCHOOL**

## **STUDENT and PARENT HANDBOOK**



**Grades K-8**

**2017-2018**

Submitted to Arizona State Board for Charter Schools on 4/30/2018

# **IMPORTANT NOTICE:**

## **Emergency and Urgent Calls**

Parents must call the school phone (**624-1023**) when they need to contact their student. Students are not allowed to use their cell phones during school hours.

**Nosotros Academy is not responsible for loss or damage of any personal property.**

**Possession or consumption of gum is not allowed in the elementary and middle school.**

# TABLE OF CONTENTS

INTRODUCTION.....	2
VISION STATEMENT	
MISSION STATEMENT	
LEGAL NOTICES.....	3
EQUAL EDUCATIONAL OPPORTUNITIES	
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	
MANDATORY REPORTING.....	4
SPECIAL EDUCATION POLICIES AND PROCEDURES	
SECTION 504 OF THE REHABILITATION ACT	
SPECIAL EDUCATION AND STUDENTS WITH DISABILITIES.....	5
MISSING STUDENTS	
RIGHTS OF HOMELESS STUDENTS	
GIFTED STUDENT SERVICES POLICY.....	6
NOSOTROS ACADEMY’S COMMITMENT TO PARENTS	
ATTENDANCE AND TARDY POLICY.....	7
ATTENDANCE	
NOSOTROS ACADEMY’S POLICIES.....	8
SCHOOL EXPECTATION’S AND DISCIPLINE POLICY	
BULLYING, INTIMIDATION AND HARASSMENT POLICY	
PERSONAL ELECTRONIC DEVICE POLICY	
MAKEUP POLICY	
DRESS CODE AND UNIFORM POLICY	
NOSOTROS ACADEMY UNIFORM POLICY.....	9
ADMINISTRATION AND FACULTY.....	10
PROGRAM OF INSTRUCTION/CURRICULUM	
GRADING	
ACADEMIC REQUIREMENTS	
WAITING LIST.....	11
PROBATION PERIOD	
COMPUTER RULES	
INTERNET ACCESS	
STUDENT-PARENT-SCHOOL COMPACT.....	12
PARENT RESPONSIBILITES.....	13
SCHOOL RESPONSIBILIIES	
OPPORTUNITIES FOR ONGOING RESPONSIBILITES	
INTERNET USER AGREEMENT.....	14
PERSONAL ELECTRONIC DEVICE POLICY	
MEDICATION AT SCHOOL.....	15

## **INTRODUCTION**

Nosotros, Inc. has served the local community for over 30 years by offering a wide range of human services. From 1996 to 2008, Nosotros served as an alternative high school for the Tucson Unified School District (TUSD). The Nosotros Alternative Education Program established a reputation for excellence, serving approximately sixty (60) students per year.

Due to our excellent reputation, Mr. Frank O. Romero, Executive Director (1981-2009), and the Governing Board of Nosotros, Inc. made a decision to apply to the State Board for Charter Schools to obtain approval to open Nosotros Academy in August 2002.

Nosotros Academy serves approximately two hundred students, ages five (5) to twenty-one (21), in grades K through 12. Nosotros Academy is a tuition-free public school and offers an official Arizona High School Diploma.

### **THE NOSOTROS ACADEMY VISION**

*Nosotros Academy believes all students have the right to discover, set and realize high academic, post-secondary, professional and personal goals and uses the best K-12 educational practices to help our students reach those goals.*

### **THE NOSOTROS ACADEMY MISSION**

*Nosotros Academy dedicates itself to bringing a quality alternative education to at-risk students that will promote empowerment of the student, engagement of the family, and community building through mutual commitment to academic success by providing individualized instructional services in a safe, user-friendly atmosphere that meet the needs of students so they can excel as members of the greater community.*

## **LEGAL NOTICES**

Please note that a recent law was passed that requires that Nosotros Academy notify parents that teacher resumes are available for review. You may contact the school administrator to review teacher resumes.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Nosotros Academy affirms that it does not discriminate on the basis of race, color, national origin, sex, age or disability, in access or admission to success in employment opportunities

Nosotros Academy is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

In addition, a lack of English language skills shall not be a barrier to admission or acceptance into any program, including vocational education.

Admission to the elementary school is open to all students ages five (5) through ten (10) who are entering kindergarten, first (1<sup>st</sup>), second (2<sup>nd</sup>), third (3<sup>rd</sup>), or fourth (4<sup>th</sup>) grade. Admission to the middle school is open to all students ages eleven (11) through fourteen (14) who have completed the fifth (5<sup>th</sup>), sixth (6<sup>th</sup>), or seventh (7<sup>th</sup>) grade or received permission to enroll from the Academy's administrator.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Nosotros Academy complies with the Family Educational Rights and Privacy Act of 1974. This Act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal or formal hearings. For specified rights related to educational records, please refer to District Handbook.

## **MANDATORY REPORTING LAW**

This new law (Arizona Revised Statutes 15-341 (A)(33) states that the Governing Board shall report any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers, or administrators to local law enforcement. Nosotros Academy and its employees are immune from any liability for any good faith actions taken in furtherance of this paragraph. For specified obligations related to Mandatory Report law, please refer to District Handbook.

## **SPECIAL EDUCATION AND STUDENTS WITH DISABILITIES**

Nosotros Academy is committed to providing a free and appropriate education to all students who qualify as disabled under the Individuals with Disabilities Education Act (IDEA). All policies and procedures will comply with the Arizona Revised Statutes 15-183(B)(6) and are set forth in Nosotros Academy's Special Education Handbook. Special Education Policies and Procedures are made available to parents. (*Inform parents within boundary of responsibility that these Special Education Policies and Procedures are available for review.*)

## **GIFTED STUDENT SERVICES POLICY**

Definition of a Gifted Child: *“Gifted child” means a child who is of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs special instruction or special ancillary services, or both, to achieve at levels commensurate with his intellect and ability.” (A.R.S. § 15-761.7)*

### **Services Mandated for Gifted Students by the State of Arizona**

*The governing board of each school district shall provide special education to gifted pupils identified as provided in section 15-770. Special education for gifted pupils shall only include expanding academic course offerings and supplemental services as may be required to provide an educational program which is commensurate with the academic abilities and potentials of the gifted pupil. (A.R.S. §15-764-C)*

### **Services Available from the Nosotros Inc. School District**

The Scope and Sequence for gifted students will be available at each school in Nosotros, Inc. school district.

#### **Screening, Identification, and Placement:**

- Nosotros students may be nominated for a gifted program by parents, guardians, school teachers, or other community members.
- Students who score at or above the 95<sup>th</sup> percentile on any section of a standardized achievement test will qualify for further testing.

## **SECTION 504 OF THE REHABILITATION ACT**

Section 504 is an act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone with-

- (a) A mental or physical impairment, which substantially limits one or more major life activities (including those such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working);
- (b) A record of such impairment, or is regarded as having such an impairment.

For specified rights related to Section 504, please refer to District Handbook.

## **MISSING STUDENTS**

Arizona Revised Statutes 15-829 requires that when a parent notifies the police department that their student is missing, then the police are to notify the school. The school is then required to “flag” the student’s records and notify local law enforcement agencies if the records have been requested by an in-state or out-of-state agency. Should a law enforcement agency notify Nosotros Academy personnel that a student is missing, then that person is required to immediately notify the school administrator.

## **RIGHTS OF HOMELESS STUDENTS**

The school district 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 children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child 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:

**Immediate enrollment:** *Documentation and immunization records cannot serve as a barrier to the enrollment in school.*

**School Selection:** *McKinney Vento eligible students have a right to select from the following schools:*

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)
- In Maricopa County, Thomas J. Pappas School

**Remain enrolled** *in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.*

**Participate in programs** *for which they are eligible, including Title 1, National School lunch Program, Head Start, Even Start, etc.*

**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 child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. 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.*

## **NOSOTROS ACADEMY’S COMMITMENT TO PARENTS**

At Nosotros Academy we feel our relationship with the parents of our students is vital to our success. Working together we can ensure that your children achieve their educational and personal goals. We rely on your support in assuring student’s adherence to our Attendance, Behavior Management, and other Campus Policies outlined in the District Handbook. Please refer to the District handbook for additional information. We hope that all parents will take advantage of our partnership and feel free to call teachers and/or administrators to discuss any issues they feel require attention. We look forward to working with you to ensure your child’s future.

## ATTENDANCE AND TARDY POLICY

- ★ **School begins at 8:00 a.m.**, Monday through Friday.  
(Parents will be notified in a timely basis of any changes made to the daily schedule)
- ★ **Fridays are early dismissal.** (Parents see individual student's dismissal schedule)
- ★ It is the parent/guardian(s) responsibility to notify the school if their child will be absent.  
He/she needs to have a written excuse.
- ★ In general, an unexcused absence is defined as an absence where the school was not notified in advance, is avoidable, and/or is excessive – However, The School Ultimately Decides if an Absence is Unexcused.
- ★ Habitual tardiness may be considered as an unexcused absence.

### ATTENDANCE

#### Absence

(Applies per Semester, Excused or Unexcused)

If a student has 9 or more absences per semester, he/she may be withdrawn from Nosotros Academy. If a student is withdrawn from the program due to absences, he/she may apply for readmission under an attendance contract.

3 or more absences

Parent/Teacher phone call

6 or more absences

Parent, Teacher and Administrator meeting

9 or more absences

Parent, Teacher and Administrator meeting to discuss possible exclusion from Nosotros Academy

#### Tardy

(Applies per Semester)

**It is important to arrive to school on time.** Students are required to be in class by 8:00 a.m. Teacher and Administrator meetings may occur to discuss possible exclusion from Nosotros Academy for Habitual tardiness. Please refer to District Handbook for a detailed explanation.

## NOSOTROS ACADEMY POLICIES

In order to maintain a safe, healthy and positive learning environment, it is essential that all students and staff adhere to the guidelines set forth below. Remember! Failure to follow these rules will result in consequences. These consequences may also include financial responsibility for damages and/or exclusion from Nosotros Academy. Loss of computer privileges may result in failure to pass the class. Our ideal of respect at Nosotros Academy must be exhibited not only to each other, but also to the equipment.

### BULLYING, INTIMIDATION & HARASSMENT POLICY

**Students who engage in any act of bullying while at school, at any school function, in connection to or with any Nosotros Academy sponsored activity or event, or while en route to or from school, are subject to disciplinary action.**



## **PERSONAL ELECTRONIC DEVICE POLICY**

The use or charge of any personal electronic device is not allowed during work/study or tardy make-up periods. Use or charging of a personal electronic device during these periods will result in its confiscation by any staff member. Electronic devices are kept out of sight. They are not to hang out of pockets.

## **MAKEUP POLICY**

The use of cosmetics, body fragrances, nail polish, and nail polish remover is prohibited throughout all hours of the day.

## **DRESS CODE AND UNIFORM POLICY**

Nosotros Academy's philosophy is to provide an educational environment designed to motivate, teach, inspire, and encourage students to attain the highest levels of proficiency in all areas. School uniforms are intended to promote the awareness of social, cultural, and aesthetic forces that affect the school environment.

### **IF IN DOUBT, DO NOT WEAR IT!**

Nosotros Academy reserves the right to send home any student who, in the opinion of the administrator, is not appropriately dressed for school.

### **Nosotros Academy Uniform Policy**

<b>GARMENT</b>	<b>REQUIREMENTS</b>
<b>Shirts</b>	<ul style="list-style-type: none"><li>* Navy blue or white</li><li>* Older Nostros/Upbeat shirts are prohibited for uniform use.</li><li>* Must have sleeves and collar</li><li>* Must fit properly</li><li>* <b>Shirts that are deemed oversized <u>MUST</u> be tucked in</b></li></ul>
<b>Pants/Cargo</b>	<ul style="list-style-type: none"><li>* Khaki or navy blue</li><li>* Must be no more than one size too large or one size too small</li><li>* Must cover underwear</li><li>* May not have holes, rips or tears</li><li>* Cotton twill material/ No colored denim</li><li>* Spandex/sweatpants are prohibited during Uniform days</li></ul>
<b>Shorts/Cargo</b>	<ul style="list-style-type: none"><li>* Khaki or Navy blue</li><li>* Must be no more than one size too large or one size too small</li><li>* Must have an inseam greater than 6 inches</li><li>* Must not be shorter than mid-thigh</li><li>* Must cover underwear</li></ul>
<b>Skirts/Skortts</b> <b>Dresses</b> <b>Jumpers</b>	<ul style="list-style-type: none"><li>* Khaki or Navy blue</li><li>* Must have an inseam greater than 6 inches</li><li>* Must not be shorter than mid-thigh</li></ul>
<b>Shoes</b>	<ul style="list-style-type: none"><li>* Must be proper footwear to be worn at all times and be appropriate for P.E. class, i.e. <b>tennis shoes</b></li></ul>
<b>Hats</b>	For outdoor use only

<b>Misc.</b>	<p><b>NOT PERMITTED:</b></p> <ul style="list-style-type: none"> <li>* Hoods, hairnets or bandanas</li> <li>* Tattoos or wallet chains</li> <li>* Gang-related symbols or insignias on books, belongings or apparel</li> <li>* Attire with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drug, alcohol or tobacco</li> <li>* Body piercings and facial piercings are prohibited, except for earrings.</li> <li>* Torn or radically altered clothing</li> </ul> <p style="text-align: center;"><b>NOTE: The school reserves the right to restrict certain clothing if it has become a symbol for gangs in the community and/or surrounding areas</b></p>
--------------	---

## PROGRAM OF INSTRUCTION/CURRICULUM

### **Instruction Curriculum Philosophy:**

Nosotros Academy's philosophy is a continuing commitment to serve the underprivileged and others in need of opportunities to improve their quality of life.

Nosotros Academy will provide students with a standards-based, individualized, interactive curriculum, integrated with assessment, student management, and record keeping. The interactive curriculum is designed specifically for elementary and middle school learners. Since it is individualized and interactive, it can be adapted to fit each student's needs. It tests, manages, assesses, and keeps records on each learner through Nosotros Academy's technological infrastructure.

Nosotros Academy places special emphasis on meeting Arizona State standards as measured by AzMERIT, AIMS, and other assessment protocols.

### GRADING

Students must receive 70% or higher to have attained mastery of the Arizona Academic Standards.

#### **Grading Scale**

90% - 100% = A  
 80% - 89% = B  
 70% - 79% = C  
 69% - 60% = D  
 59% and below is a failing grade.

Students must receive passing grades to achieve promotion to the next grade level.

## ACADEMIC REQUIREMENTS

### **Report Cards from any Foreign School**

Any student entering Nosotros Academy from any other foreign country shall be evaluated for grade level placement based on the student's school experience and official Report Card.

### WAITING LIST

Nosotros Academy will make every attempt to accommodate students seeking admission. However, each year the Arizona Department of Education limits the number of students who can be enrolled. When the enrollment cap is met, a waiting list is established based on the student's pre-enrollment date and other considerations.

### **COMPUTER RULES**

1. The computers are not toys. The computers are learning tools to be used properly.
2. Each student must work on his or her assigned computer.
3. Do not play with the icons. Do not copy them. Do not create shortcuts. Do not delete them. Do not rename the icons. Do not rearrange them.
4. No food or drinks in the Computer Lab.
5. Only approved flash drives should be used in the Lab.
6. Students are not allowed to hook up any device to the computers.
7. Do not change the monitor settings. If you are having difficulty with your monitor settings, talk to your teacher.
8. The student may be held responsible for lost, broken or vandalized computer parts.
9. Students must use assigned programs only. No games, NO FACEBOOK, YouTube, or any other site not authorized by your teacher.

### **INTERNET ACCESS**

Students are required to sign the school's Internet Use Agreement. Students may not access any Internet site that deals with subject matter that would violate any portion of the Student Handbook. Students are not allowed access to chat rooms, sites dealing with sexually explicit information, or sites not related directly to course work. Hacking will not be tolerated and will result in loss of access to computers and possibly exclusion.

Every effort has been made, including NCLB approved filtering; however, there are some disadvantages to the use of computer technology. You need to be aware that despite filtering some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. **The Internet is an unregulated medium, and there is no editorial control over information, images and commentary.** We believe the benefits you gain from access to the Internet in the form of information resources and opportunities for collaboration outweigh these disadvantages.

## STUDENT-PARENT-SCHOOL COMPACT

### STUDENT RESPONSIBILITIES:

I understand that my acceptance into Nosotros Academy is a privilege and I agree to abide by the following stipulations:

- Read and follow the rules outlined in the Academy parent-student handbook.
- Understand and accept the consequences for any violation of the policies, regulations, rules, and standards related to attendance, disciplinary standards, dress code and uniform, personal electronic device, disruption of the education environment, use of profanity, loitering, **bullying**, weapon possession, harassment (sexual or otherwise), or parking and traffic regulations, i.e. **jaywalking**, as outlined in the handbook.
- Understand that I will be placed on probation during the orientation period for a specified number of days as determined by the staff.
- Complete all school course assignments and computer assignments as outlined by my teacher.
- Permission to go to office should be obtained from the teacher and should only be during before and after school or passing/break periods.
- Will not harm, destroy, mark, or deface any school property.
- Understand that possession or use of alcohol, drugs, or tobacco products at the Academy or its sponsored functions will result in being excluded or expelled from the Academy.
- Agree to submit to an alcohol/drug/tobacco-screening test if requested to do so by the Academy principal.
- Agree to submit to random personal searches. This includes pockets, backpacks, purses, and vehicles.
- Have permission to participate in school sponsored activities/field trips including the following: recreation activities, trips to all city, county/state and national parks, forest preserves, lakes, river, research facilities, zoos, botanical gardens, arboretums, museums, libraries, theaters, community colleges, colleges and universities and any health-related programs.
- I understand that participation in any school sponsored activity/field trip **requires that I be academically and attendance eligible.**

**This is YOUR school. Show that YOU care.**

**PARENT RESPONSIBILITIES:**

We/I understand that my student's acceptance into Nosotros Academy is a privilege and we/I agree to abide by the following stipulations:

- Attend an orientation with my student.
- Ensure that my student attends school on time each day, for the entire day, and with the necessary school supplies.
- Support and reinforce the consequences for all absences (excused and unexcused) as well as tardies.
- Call in or send written notification when my student will be absent.
- Provide up to date phone and address information.
- Attend at least one school activity per semester.
- Contact my son/daughter's teacher at least once every quarter (every two months).
- Read the school dress code and uniform policy per the student handbook and ensure that our/my student attends school with the proper attire.

**SCHOOL RESPONSIBILITIES:**

The Academy agrees:

- To provide a safe, drug-free, weapon-free environment.
- To provide an opportunity to earn an eighth grade completion certificate.
- To provide cultural activities, service-learning opportunities, and community service opportunities.
- To provide parents with formal and informal means of communication, including social events, open houses, progress reports, surveys, and consistent staff availability.
- To provide access to professional information about Nosotros Academy, including resumes, background checks, recommendations, and certificates.
- To follow the truancy laws of the State of Arizona.

**OPPORTUNITIES FOR ONGOING RESPONSIBILITIES:**

Parents and students are welcome and encouraged to contact Nosotros Academy at any time with questions or concerns or to arrange teacher conferences or school tours. Nosotros Academy, in addition to progress reports, report cards, phone calls, and mailings, schedules many activities throughout the school year at varied times and days for the express purpose of providing frequent opportunities to communicate with the parents and families of its students.

## INTERNET USER AGREEMENT

Students are responsible for appropriate behavior in the computer lab just as they are in the classroom. General school rules outlined in the school handbook apply. The use of the school computer is a privilege, not a right, and may be revoked if abused. Signature of parent or guardian and student must be on file before the student can access the Internet.

- I will not use two computers at the same time, unless authorized by the teacher.
- I will not loiter in the computer area during change periods unless authorized by the teacher.
- I will not mark or deface computer equipment, tables or chairs.
- I will use the computers for school related work only.
- I will respect the privacy of others by not accessing private files.
- I will not use obscene language or profanity.
- I will not send or display hateful or pornographic messages or pictures.
- I will not modify or gain access to files, passwords, or data belonging to others.
- I will not post private or personal information about myself or others.
- I will not take material created by others and present it as my own.
- I will respect and uphold copyright laws.
- I will use Internet only with the express permission of the teacher.
- I understand that any work I do on the computer may be confiscated if deemed inappropriate.
- I will not listen or download any material for personal use with a school computer.
- I will not use or charge personal electronic devices **in the computer area**.
- I will not eat or have an unauthorized drink in the computer area.

I understand that staff members may review network storage areas at any time. Staff members may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

## PERSONAL ELECTRONIC DEVICE POLICY

The use or charge of any personal electronic device is not allowed during work/study or tardy make-up periods. Use or charging of a personal electronic device during these periods will result in its confiscation by any staff member. Electronic devices are kept out of sight. They are not to hang out of pockets.

## MEDICATION AT SCHOOL

- Under certain circumstances, it may be necessary for a student to take medication during school hours. Prescribed or over-the-counter medication can be administered when brought to school in its original (non-glass) container, including the physician's instructions, and accompanied by a completed signed parent permission form. Permission forms are in the office.
- Nosotros Academy does not provide limited over-the-counter medications for students. Nosotros may provide treatment for pain or fever with fluid hydration, rest, snack, or cold packs, depending on possible cause. The student's parent/guardian will be notified of the student's unresolved pain.
- With limited exceptions as detailed below, medication must be kept in the Office and be administered by a qualified staff member.
- Over-the-counter medications will be administered as directed for age appropriate guidelines. These guidelines will only be exceeded if a doctor's written instructions accompany the medications.
- Over-the-counter medications will not be given for more than three consecutive days without an order from a physician.
- Necessity for self-administration of a prescribed or over-the-counter medicine shall be determined by the student's physician and attached to the parent or guardian permission form. The student may carry one daily dose and the medication must remain in the original, non-glass container, including the physician's and manufacturer's instructions.
- Emergency drugs such as Epi-Pens, Inhalers, glucagon or other emergency drugs may be carried with permission.
- Medication permission forms are available in the office.
- The student shall take extraordinary precautions to keep secure any medication, and under no circumstance shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto the school campus.
- Nosotros Academy reserves the right, in accordance with procedures established by the school, circumscribe or disallow the use or administration of any medication brought onto the school campus. Violation of the regulation may subject the student to disciplinary action according to the Nosotros Academy Policy.