

NOSOTROS ACADEMY

K-12



STUDENT/PARENT HANDBOOK

2020-2021

440 N. Grande Avenue
Tucson, Arizona 85745

Tel: (520) 624-1023 Fax: (520) 624-7999

Email: info@nosotrosacademy.org

Website: www.nosotrosacademy.com

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.**

INTRODUCTION

Nosotros, Inc. has served the local community for over 40 years by offering a wide range of human services. Nosotros, Inc. served as an alternative high school for the Tucson Unified School District (TUSD) from 1996 to 2008. The Nosotros Alternative Education Program established a reputation for excellence, having served 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.

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. Nosotros Academy understands and provides for the unique needs of at risk students, such as credit recovery, small class size, and caring teachers, so the student may transition from at risk to college bound.

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 students’ adherence to our attendance, behavior management and campus policies outlined in this handbook as well as the classroom rules.

With the goal of ensuring your children’s success in mind, the teachers of Nosotros Academy are committed to keeping open lines of communication with parents on an on-going basis. To that end, Nosotros Academy staff will contact parents on the following basis:

- Attendance
- Academic Issues
- Behavior Issues

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.

ADMINISTRATION AND FACULTY

Administrators and faculty of Nosotros Academy are all rated highly qualified by the State of Arizona and have extensive experience in education. Instructional assistants are highly qualified to support faculty and students. Resumes are available upon request.

GRADUATION REQUIREMENTS

As described in the Arizona Administrative Code, Article 3, Section R7-2-302, graduation requirements are as follows:

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3credits
CTE/Fine Art	1 credits
<u>Electives</u>	<u>7 credits</u>
Total	22 credits

If a student is to graduate in four years, he or she must make the effort to earn .75 credits per month, and 3.00 credits per semester. The MINIMUM REQUIREMENT is 2.50 credits per semester. Incomplete course(s) toward the 2.50 credit minimum will receive an “F” grade and will be re-started. Courses started or completed after earning the 2.50 credits will count toward the following semester.

STATE TESTS AS A GRADUATION REQUIREMENT

Academic standards as well as the requirement of passing scores on state-mandated tests in order to obtain a high school diploma, is under review by the state Department of Education.

GRADING SCALE

90% - 100% = A 80% - 89% = B
70% - 79% = C 60% - 69% = D 59% and below is a failing grade. **No credit awarded.**

Students must receive passing grades in all courses to graduate from Nosotros Academy.
Every course subject must be completed, on-line and/or off-line, before any credit is awarded.

TRANSFER CREDITS

Transcripts from students transferring to Nosotros Academy will be evaluated. Increments of one-quarter (.25) credit will be accepted by the Academy. One-half (.5) credit may be awarded for every three (3) semester hours of college transfer credit, and be at least equal to a high school course. Home school/correspondence credits must be approved by the school administrator and must be from an institution accredited with the State Department of Education.

Transfer Credit from Any Foreign School

Any student entering Nosotros Academy from any foreign country shall be evaluated for credits based on the student's school experience and official grade transcripts.

Grade Equivalency	<u>Class</u>	<u>Credits</u>
	Freshman	0 - 5.00
	Sophomore	5.00 - 10.00
	Junior	10.00 - 16.00
	Senior	16.00 - 22.00

WAITING LIST

Nosotros Academy will make every attempt to accommodate students seeking admission. However, if the number of applicants exceeds the number of available seats prior to the first day of school, a lottery system will be used to select students. Students will be randomly selected from the names of any eligible applicants. The lottery system will be maintained to select new students as seats become available. Siblings of enrolled students are qualified for enrollment as an exception to this policy.

NOSOTROS ACADEMY POLICIES

In order to ensure the success of our students, adherence to attendance, academic progress, behavior management and other campus policies and rules as stated in the Classroom Rules is mandatory. Failure to adhere to policies and rules may result in disciplinary action or exclusion from Nosotros Academy. Policies and rules are subject to change, as needed, at the discretion of the Nosotros Academy administration.

ATTENDANCE POLICIES

- * **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.
- * Pursuant to A.R.S. §15-901(A)(2), "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. The Department of Education delegates the decision of family vacations as an excused absence to individual school districts and charter holders.

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.

DISCIPLINE POLICY/BEHAVIOR MANAGEMENT

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. Failure to adhere to the following will result in disciplinary action or exclusion from Nosotros Academy. Please see Code of Conduct section.

RESPECT! (Be Considerate)

Respect your school. Do not write or mark furniture or installations in any way.

Respect your fellow students, their possessions, culture, religion, language, and learning abilities.

Abusive/profane language is prohibited. It is disrespectful to yourself and everyone around you.

Respect yourself; clean up your desk and your computer area.

Respect the Nosotros Academy staff; we are here to help you. **Any overt disrespect or threat toward teachers or member of the staff will result in automatic suspension.** It is our hope to work together and build a relationship based on *mutual* respect.

HIGH SCHOOL DRESS CODE

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. Dress guidelines (or codes) are intended to promote the awareness of social, cultural, and aesthetic forces that affect the school environment. Students are expected to dress appropriately and in a way that reflects personal and school pride. Clothing should be neat, clean, modest, and in good condition and taste. Shoes must be worn at all times. Therefore, the following will **NOT** be permitted during the entire school session:

1. The use of the hood on a sweatshirt or jacket.
2. Hats of any kind; bandanas, rags, or any other type of headgear.
3. Short shorts and short skirts, swimsuits, halters, strapless tops, exposed undergarments, see-through clothing, shirts that bare the midriff, any clothing that does not cover the buttocks while sitting or standing, low cut or deep "V" cut tops without an accompanying T-shirt, pajama tops or bottoms.
4. Clothing that portrays racial statements, profanity, inflammatory language, and sexual or drug depiction/innuendo.
5. Excessive jewelry, including piercings, earrings, chains, medals, and rosaries.
6. Tattoos, clothing, accessories and/or head coverings which identify by color or logo or have been altered to identify by color or logo with *illegal organizations*.
7. Accessories that can be used as a *weapon*, such as chains, spiked or plate rings and/or collars.
8. Tattoos, clothing that **portrays**, advertises or advocates the use of *alcohol, illegal substances, sex, or tobacco*.
9. Pants that would fall without a belt.

Nosotros Academy is not responsible for lost, stolen, nor confiscated items. Confiscated items are not the school's liability.

NOTE: These dress guidelines represent minimum standards. The discretion of any Nosotros Academy staff member may be used to determine inappropriate dress. Students wearing inappropriate clothing to school are given the opportunity to change clothing or to be released from school in the company of the *parent/legal guardian*. This is YOUR school. Show that YOU care. Ultimately, how you present yourself is how you are perceived. Show us that you are the best!

K-8 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

GARMENT	REQUIREMENTS
Shirts	<ul style="list-style-type: none"> * Navy blue or white * Must have sleeves and collar * Must fit properly * Shirts that are deemed oversized <u>MUST</u> be tucked in
Pants/Cargo	<ul style="list-style-type: none"> * Khaki or navy blue * Must be no more than one size too large or one size too small * Must cover underwear * May not have holes, rips or tears * Cotton twill material/ No colored denim * Spandex/sweatpants are prohibited during Uniform days
Shorts/Cargo	<ul style="list-style-type: none"> * Khaki or Navy blue * Must be no more than one size too large or one size too small * Must have an inseam greater than 6 inches * Must not be shorter than mid-thigh * Must cover underwear
Skirts/Shorts Dresses Jumpers	<ul style="list-style-type: none"> * Khaki or Navy blue * Must have an inseam greater than 6 inches * Must not be shorter than mid-thigh
Shoes	* Must be proper footwear to be worn at all times and be appropriate for P.E. class, i.e. tennis shoes
Hats	For outdoor use only
Misc.	<p>NOT PERMITTED:</p> <ul style="list-style-type: none"> * Hoods, hairnets or bandanas * Tattoos or wallet chains * Gang-related symbols or insignias on books, belongings or apparel * Attire with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drug, alcohol or tobacco * Body piercings and facial piercings are prohibited, except for earrings. * Torn or radically altered clothing <p align="center">NOTE: The school reserves the right to restrict certain</p>

	clothing if it has become a symbol for gangs in the community and/or surrounding areas
--	---

CODE OF CONDUCT

- Students will abide Classroom Rules.
- **Library quiet is to be observed during work/study and tardy make-up/detention time; i.e. after regular schedule.**
- Students must be ready to work and be responsible for their own school supplies.
- No food or beverages are allowed in the computer area except bottled water with a cap.
- Students must have teacher permission to leave their assigned seat.
- Students must have teacher permission to use restroom.
- Students must have teachers' office pass to leave the classroom at any time.
- Students will abide by the dress code.
- **Students may not leave the school before dismissal without parental/guardian consent.**
- Parent of student or student (if 18) must obtain a teacher's pass and sign out when student is leaving before dismissal.
- Bags or back packs must be kept off the work/study surfaces in the computer or table area.
- **Students may not leave the school campus during/after dismissal and return afterward, unless authorized by a member of the staff.**

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.

DISRUPTIVE CONDUCT

If a student engages in disruptive or inappropriate conduct, the consequences will be according to the Classroom Rules.

BULLYING, INTIMIDATION & HARASSMENT POLICY

Bullying is a form of harassment. Bullying is the repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another (including verbal taunts, name-calling and put-downs, and extortion of money or possessions). 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.

ACADEMIC HONESTY

Students are expected to do their own work and make an honest effort. Students are expected to be academically honest and understand the consequences of cheating which will result in no credit, additional assignments, or possible exclusion from the Academy.

COMPUTER RULES

1. Students are not allowed to use the computer for listening or downloading material for personal use. This includes use of CDs, music players and the Internet.
2. No student is allowed in the computer lab during change, lunch or tardy make-up periods unless he/she is working.
3. Do not mark or deface computer equipment, tables or chairs.
4. The computers are not toys. They are tools to be used properly.
5. No unauthorized access to the Internet is allowed.
6. No food or drinks are allowed in the computer lab, except for capped water bottles.
7. Each student must work on his or her assigned computer, only. The simultaneous use of two computers is not allowed, except when authorized by the teacher.
8. Do not play with icons. Do not copy them. Do not create shortcuts. Do not delete them. Do not rename the icons. Do not rearrange them.
9. Only approved flash drives will be used in the Lab.
10. You need permission to print.
11. Do not change the monitor settings. If you are having difficulty with your monitor settings, talk to your teacher.
12. Do not take the mouse apart. You will be held responsible for lost or broken parts.
13. Students must use assigned programs only; no games, videos, etc. Failure to comply with the rules will result in consequences that may include financial responsibility for damages and/or exclusion from Nosotros Academy. Our ideal of respect at Nosotros Academy must be exhibited not only to each other, but also to our equipment.

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.

We are pleased to offer students at Nosotros Academy access to computers to meet their educational and informational needs. Access to the Internet will enable our students to explore thousands of libraries, databases, museums, and other repositories of information. The Internet is a collection of many interconnected computer networks that make it possible to access and exchange a wide variety of information quickly and easily. 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. Remember, anyone can post anything; always question the accuracy, authority or timeliness of the content. You must be cautious and prudent about supplying personal information through the Internet. We believe the benefits you gain from access to the Internet in the form of information resources and opportunities for collaboration outweigh these disadvantages.

INTERNET USER AGREEMENT

Students are responsible for appropriate behavior in the computer lab just as they are in the classroom. General school policies/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 lunch or 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 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 take material created by others and present it as my own.
- I will respect and uphold copyright laws.
- I will use the Internet only with the expressed 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 eat or have an unauthorized drink in the computer area.
- I will not print material without the teacher's permission.

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 utilizing the system responsibly.

LEGAL NOTICES

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

EQUAL EDUCATIONAL OPPORTUNITIES

-Nosotros Academy affirms that it does not discriminate on the basis of race, color, national origin, sex, sexual orientation, 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 high school is open to all students ages fourteen (14) through twenty-one (21) who have completed the eighth (8th) grade or received permission to enroll from the Academy's administrator.

RIGHTS OF HOMELESS STUDENTS

The 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 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)

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.

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.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent(s) the right to-

- (1) Inspect and review his/her student’s educational records;
- (2) Make copies of these records;

- (3) Receive a list of all individuals having access to those records;
- (4) Ask for an explanation of any items in the records;
- (5) Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the student's rights;
- (6) A hearing on the issue if the school refuses to make the amendment.

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.

MANDATORY REPORTING LAW

The 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.

As a result, all schools are obligated to report to law enforcement:

1. Any suspected crimes against persons or property; and
2. Any incidents that could potentially threaten the safety or security of students or staff.

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) 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) Record of such impairment, or is regarded as having such an impairment.

In order to fulfill its obligations under Section 504, Nosotros Academy recognizes a responsibility to avoid discrimination in policies and practices regarding its students. No discrimination against students with disabilities will knowingly be permitted in the program and practices of the school system.

The school has specific responsibilities under the Act, which includes the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing with an impartial hearing officer.

SPECIAL EDUCATION POLICIES AND PROCEDURES

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.

CHILD FIND

Child Find ensures that all children ages birth through 21 years of age with delays or disabilities are identified, located, and evaluated in order to receive needed early intervention support or special education services. “A Checklist of Your Child’s Growth from Birth to Five” is an important pamphlet provided to all Nosotros families along with this Parent/Student Handbook at the time of enrollment/orientation.

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.

PROGRAM OF INSTRUCTION/CURRICULUM

Instruction Curriculum Philosophy:

Nosotros Academy’s philosophy is a continuation of the Agency’s twenty (20) year commitment to serving 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 middle school and high 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.

Special Emphasis and Delivery:

The computerized instruction is broken up into manageable units that allow the student to master each topic step-by-step, providing reinforcing and assessment through testing along the way. Because teachers are actively engaged in the learning process, they may override the system at any point to modify testing, assign alternative learning sequence, or advance students to the next unit.

Because each student has unique needs, the interactive curriculum can be customized to align to local frameworks and objectives. Teachers can develop specific units and courses quickly and easily to meet a variety of educational needs while ensuring accountability.

NOSOTROS ACADEMY POLICY ON GIFTED STUDENT SERVICES

“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 95th percentile on any section of a standardized achievement test will qualify for further testing.

ASBESTOS MANAGEMENT PLAN

The Arizona State Board of Education as an agent for the Environment Protection Agency (EPA) has determined that all Arizona Charter Schools must comply with the Asbestos Hazard Emergency Response Act (AHERA) passed by Congress in 1986 and re-authorized under the Asbestos School Hazard Abatement Reauthorization Act (ASHARA) legislation in 1994.

Asbestos is a cancer causing naturally occurring fibrous mineral commonly added to various building materials from about 1945 to 1980. The act mandates that all schools shall inspect their facilities for the presence of asbestos, shall initiate plans to either remove or secure such asbestos that is found, and shall implement and maintain an Asbestos Management Plan documenting inspection procedures taken and the results of those inspections, including actions taken to manage such materials as are found present.

Nosotros Academy’s Asbestos Management Plan in response to AHERA 15 U.S.C. 2641-2656 is available for viewing daily during regular hours of operation by students, family members, teachers, and employees. You may contact the school administrator to review this document.

STUDENT-PARENT-SCHOOL COMPACT

STUDENT RESPONSIBILITIES:

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

- Read and obey all school rules, classroom rules and policies.
- Understand and accept the consequences for any violation of the policies, regulations, rules, and standards related to attendance, disciplinary standards, dress code, and weapon possession or parking and traffic regulations or disruption of the education environment as specified in the handbook and or the Classroom Rules.
- Complete all high school course assignments as outlined by my teacher, within a specified deadline or teacher may reassign lessons.
- Attend school Monday through Friday and Weekend Academy if required.
- Use or charge of any personal electronic device is specified in the Classroom Rules. The improper use of any electronic device will result in the confiscation of the device by any staff member. Nosotros Academy is not responsible for the loss of any confiscated item. Permission to use the office phone should be obtained from the teacher and should only be done before and after school or during passing periods.
- Not harm, destroy, mark, or deface any school property such as tables, chairs, books, computers, keyboards, monitors, etc. Vandalism, including graffiti is reason for exclusion from Nosotros Academy.
- Understand that possession of a weapon or use of alcohol, drugs, or tobacco products at school or its sponsored functions may result in being excluded from the Academy.
- Agree to submit to an alcohol/drug/tobacco-screening test if requested to do so by the Academy principal or designee.
- Agree to submit to random personal searches. This includes pockets, backpacks, any personal bags, and vehicles.
- Have permission to participate in school sponsored activities/field experiences including the following: lifetime 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. The student understands that participation in any school sponsored activity/field experience requires that they be academically, behaviorally and attendance eligible. Students not in good standing are not eligible for extra curricular activities, including Nosotros Academy College Dual Enrollment Program with Pima Community College.

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:

- Ensure that my student attends school on time Monday through Friday and with the necessary school supplies.
- Agree that my student will **make-up a tardy that day or unexcused absence within the week, excluding Fridays. Not making-up the tardy, will result in consequences as specified in the Classroom Rules.**
- Support the consequences for all absences, tardies, and disruptive or inappropriate behavior as specified in this handbook and the **Classroom Rules**.
- Voluntarily attend orientation with my student.
- Notify the school immediately if a student is going to be absent and send written confirmation when the student returns to school.
- Understand that my student's responsibility is to study and work towards earning a diploma, and the student will be disciplined, even be excluded, if the student fails to comply with his student responsibilities.
- Understand the importance of providing any changes in phone and address information.
- Attend one Parent-Teacher Conference, and at least one Open House or Honors Night or any other school activity per semester.
- Contact my son/daughter's teacher at least twice every semester.
- Read the school dress code per this student handbook and ensure that our/my student attends school with the proper attire.

SCHOOL RESPONSIBILITIES:

The Academy agrees:

- To offer parents of Title I students activities (meetings, dinners, parent/teacher conferences) to keep them informed/involved in their students' education.
- To build capacity with seminars on Title I requirements and NCLB law.
- To convene an annual meeting to review the Title I program.
- To allow parents to be involved in the development and review of the School-Parent Compact as a shared responsibility for the education of their student.
- To provide a safe, drug-free, weapon-free environment.
- To provide an opportunity to earn a high school diploma in an individualized course of instruction.
- To provide a high quality curriculum in a supportive, effective learning environment that allows students to meet state standards.
- 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 resumés, background checks, recommendations, and certificates.
- To follow the truancy laws of the State of Arizona.

OPPORTUNITIES FOR ONGOING COMMUNICATION:

Parents and students are welcome and encouraged to contact Nosotros Academy at any time, no appointment necessary, 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.

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.

TABLE OF CONTENTS

Introduction.....	1
Nosotros Academy Vision	
Nosotros Academy Mission	
Commitment to Parents.....	2
Administration and Faculty	
Graduation requirements	
State Tests as a Graduation Requirement.....	3
Transfer Credits	
Waiting List	
Nosotros Academy Policies.....	4
Attendance Policies	
Discipline Policy/Behavior Management	
Probation Period	
Dress Code.....	5
Code of Conduct	7
Personal Electronic Device Policy	
Disruptive Conduct	
Bullying, Intimidation and Harassment Policy	
Computer Rules	
Internet Access.....	8
Internet User Agreement	
Legal Notices.....	9
Equal Education Opportunities	
Rights of Homeless Students	
Family Educational Rights and Privacy Act.....	10
Missing Students	
Mandatory Reporting Law	
Section 504 of the Rehabilitation Act.....	11
Special Education Policies and Procedures	
Child Find	
Special Education and Students with Disabilities	
Program of Instruction/Curriculum	
Special Emphasis and Delivery.....	12
Nosotros Academy Policy on Gifted Student Services	
Services Mandated for Gifted Students by the State of Arizona	
Services Available from the Nosotros Inc. School District	
Screening, Identification and Placement	
Asbestos Management Plan	
Student-Parent-School Compact.....	14
Student Responsibilities	
Parent Responsibilities.....	15
School Responsibilities	

Opportunities for Ongoing Communication
Medication at School