

## GILBERT ARTS ACADEMY

862 East Elliot Road, Gilbert, Arizona 85234

phone: (480) 325-6100 fax: (480) 632-2077

## **SCHOOL POLICIES & DISCLOSURES** **HANDBOOK**

### STAFF DIRECTORY AND CONTACT INFORMATION

#### Administration:

Nanette Allen, school leader .....nan.allen@leonagroup.com  
Denise Semerdjian, office manager.....denise.semerdjian@leonagroup.com

#### Support Staff:

Erica Elwell, speech therapist ..... erica@edtxservices.com  
Luanne Donkle, curriculum coach/ell coordinator..... luanne.donkle@leonagroup.com  
Karen Sanaee, special education .....karen.sanaee@leonagroup.com  
Laura Isaacs, lunch/attendance clerk .....laura.isaacs@leonagroup.com  
Michelle Lyon, aide..... michelle.lyon@leonagroup.com  
Esther Stark, aide .....esther.stark@leonagroup.com  
Angelica Vega, aide..... angelica.vega@leonagroup.com  
Michelle Hansen, afterschool care teacher .....michelle.hansen@leonagroup.com

#### Teaching Staff:

Linda Black, 3rd grade teacher ..... linda.black@leonagroup.com  
Gina Gagich, kindergarten teacher .....gina.gagich@leonagroup.com  
Heather Grant, kindergarten teacher ..... heather.grant@leonagroup.com  
Anna Hay, physical education teacher .....anna.hay@leonagroup.com  
Rachael Hedrick, 4th grade teacher ..... rachael.hedrick@leonagroup.com  
Susan Obar, 1st grade teacher .....susan.obar@leonagroup.com  
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Karen Poore, early kindergarten teacher .....karen.poore@leonagroup.com  
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Samar Waterworth, art teacher .....samar.waterworth@leonagroup.com



## Gilbert Arts Academy

### Mission Statement:

It is the mission of our school through a safe, supportive, and nurturing environment to help each and every child realize his or her full potential and become a productive and responsible citizen and lifelong learner.

### Values:

There are four cornerstones which provide the foundation for our educational opportunities for students to reach their highest potentials.

**Engaging Curriculum:** High educational standards focus on personal achievement and mastery in all core subjects. Physical education integrates fine and gross motor movements within the curriculum. Critical thinking skills, creative problem solving, creative teaching methods and the effective and appropriate use of technology are woven throughout the curriculum. A variety of assessments enable supportive evaluations to occur.

**Empowering Character:** Positive character traits are taught and modeled by all staff members enabling the development of personal skills leading to responsible citizenship.

**Enriching Creativity:** A variety of avenues of creative expression including visual arts, creative writing, drama, music, and public speaking are integrated into learning opportunities.

**Encompassing Community:** A partnership of families, teachers, administrators and students work together to create a positive environment to develop habits and attitudes that yield success in school and in all other areas of life.

### Philosophy:

We consider the education of our students a partnership between parent/guardian(s) and school. Children are very impressionable and learn important study habits and behaviors during these early formative years, most often modeling the behavior they are exposed to. It is our expectation that parents will support our educational efforts at home by: (i) providing an area free from distraction for children to do homework; (ii) reading with your child(ren) for fifteen (15) minutes each evening; (iii) encouraging healthy eating habits; (iv) providing a consistent bed-time and ensuring children get a minimum of eight (8) hours uninterrupted sleep each night; (v) ensuring children get to school on time and are ready to learn. Parents with concerns regarding their child's education are encouraged to contact the school and request a parent/teacher conference. Additionally we believe that all children deserve the right to feel safe on campus and administration has adopted a discipline policy to help ensure that right is preserved.



## **Title 1 Parent Involvement Policy**

A strong partnership between the school and home is essential if a quality educational program is to be provided to all students. Gilbert Arts Academy School is dedicated to the philosophy that parent involvement is integral to the success of each student. For this reason, parents are actively recruited as our partners for success.

Parents have the right and are encouraged to be involved in the planning, review, and improvement of school programs and policies. Opportunities for parent input regarding Gilbert Arts Academy's Parent Involvement Policy, school wide Title I/NCLB program, NCA plan, and parent/school compact are presented throughout the year.

The parent involvement policy and parent/school compact are reviewed during the Title I Spring Advisory meeting, with parents, for the following year. During this meeting, both policies are evaluated for their effectiveness in the current school year and necessary changes are made with input from all stakeholders. Reasonable notice of the Spring Advisory meeting is provided through mailers and telephone calls as well as information posted throughout the school. These policies will be given to parents during enrollment of their student beginning the following school year.

In the fall, an Open House is held to welcome parents to the new school year and provide information about Gilbert Arts Academy's participation in a school wide Title I program. During this meeting information about Title I, the rights of parents to be involved, eligibility for participation in the program, the requirements of Title I, school curriculum, and the academic assessments used to measure student progress are discussed. The Parent Involvement Policy is also reviewed. Parents are invited to this event through mailers, phone calls, and school wide postings.

Four NCLB/NCA Steering Committee meetings are held annually. The school wide plan and its implementation are discussed, data is reviewed and evaluated, and changes are made when needed. The committee consists of representatives from administration, teachers, parents, and students. These meetings are open to all stakeholders and announced via mail, telephone, and school wide posting.

Under this current policy, parents should know that:

Gilbert Arts Academy will make every reasonable effort to accommodate the needs of our stakeholders. Flexible meeting times and opportunities for additional meetings will be made available upon request.

Gilbert Arts Academy will assist in ensuring equal access including, but not limited to, providing transportation to and from meetings and school events, providing childcare to allow parents to participate in meetings and events, and providing home visits to enable parents to participate in school related meetings and training sessions.

Gilbert Arts Academy will provide parents with timely information about the Title I program, school wide plan, and other policies. Gilbert Arts Academy's newsletters, notes on report cards, calendars, mailings and minutes from the site based meetings will provide current information.

Upon request, Gilbert Arts Academy will provide parents with a description and explanation of the curriculum used, the forms of academic assessment used to measure student progress and proficiency levels, and levels students are expected to meet in the form of the Stanford 9, AIMS, and AZELLA scores. These can be explained by teachers in a conference or by an administrator.

If requested by parents, Gilbert Arts Academy will provide appropriate parent participation opportunities for regular meetings to formulate suggestions in decisions relating to a student's education. These can be individual parent conferences or group meetings to discuss issues that pertain to all students.

The Parent-School Compact, signed during the enrollment conference by the student, parent, and principal, will outline how everyone will share in the responsibility for improved student achievement.

If needed, Gilbert Arts Academy will provide assistance in understanding the state's academic content standards, the state student achievement standards, and the local assessments through the use of teachers, individual guidance counselors, technology, and training as necessary.

Gilbert Arts Academy will ensure that information relating to school meetings, parent programs, and associated activities will be sent to participating children in a form and language that parents can understand. Counselors, ESL teachers, social workers, principals, and a resource center will be available as required.

## **Rights Of Homeless Students**

This school shall provide an education environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate education opportunities as students who are not homeless. This commitment to the educational rights of homeless children, 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 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 in which they are eligible, including Title I, 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 quickly and it must be a written response. 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:

Nanette Allen Homeless Liaison Gilbert Arts Academy 862 E. Elliot Rd. Gilbert, Arizona 85234 480-325-6100 480-632-2077 Fax nan.allen@leonagroup.com	Frank Migali Homeless Education Coordinator Arizona Department of Education 1535 W. Jefferson Street Phoenix, AZ (602) 542-4963 fmigali@ade.az.gov
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### **Attendance:**

Good attendance is important and directly related to the academic success and achievement of students in school. Gilbert Arts Academy requires parents to work cohesively with the school in ensuring their child(ren) attend school on a regular basis and to notify the school whenever there is an absence either in advance if possible, or by calling the school office daily and explaining the reason for the absence. An absence that is not authorized by the parent will be considered 'unexcused'. All absences, excused or unexcused, count against the total number of absences allowed. An unexcused absence is considered truant. The safety of our students is a priority, therefore, parents are required to notify the school before 9:00 a.m. on the day of each absence. If we do not receive a call from the parent the school will attempt to contact the parent to inform them of the absence. We ask that you provide us with a minimum of two contact phone numbers so that we are able to contact you during the school day and in the event of an emergency. If you change your phone numbers, it is essential you notify the school office.



Illnesses that require an absence of 3 days or more require a doctor's note before the child can be re-admitted to class. If your child will be absent for an extended period, please notify the office in writing, in advance. If your child is absent for 10 consecutive days, per state requirements the student will be considered withdrawn and removed from our roll.

In order for students to be promoted, they must attend 90% of the school year. For students enrolling at the beginning of the school year, this means they must attend 162 of the scheduled 180 days. This allows for a maximum of 18 absences. Excessive absences may, at the discretion of the school leader, be forwarded to the Town of Gilbert's Youth Resource department for corrective action.

Our experience shows that students who have poor attendance frequently have poor grade performance. In these cases, if students change their behavior, their grades will improve. Grade reductions in this sense, are a natural consequence of attendance.

**Compliance with Required Insurance**

The Leona Group, L. L. C. is in compliance with insurance as required by the Arizona Department of Education.

**Discipline Guidelines and Procedures**

Students may be subject to disciplinary action if the student engages in conduct that violates school policies or regulations:

*Assault:* All students are expected to respect the rights of others and are prohibited from intentionally striking or causing another to be reasonably fearful of being stricken; or knowingly touching another in either an inappropriate manner or with intent to insult, injure or provoke.

*Bullying:* All students are prohibited from engaging in bullying behavior toward another student. Bullying is typically defined as any aggressive behavior that often, repeatedly over time, intentionally intimidates and/or involves an imbalance of power or strength. Bullying may be presented in many forms, including cyber-bullying (use of e-mail or other electronic equipment to intimidate), emotional bullying (social exclusion), physical bullying (gestures) or verbal bullying (teasing, name calling). Students are strongly encouraged to report incidents of bullying immediately to the school leader.

*Cheating:* All students are prohibited from cheating. Any student who is found to have been cheating by either use of unauthorized help sheets or other test taking aids; obtaining tests in advance; using a substitute test taker or other forms of cheating will be subject to discipline procedures.

Any student who is hurting another student or being disruptive in a manner other than outlined above, will, depending on the severity of the incident, be given a warning and/or teacher discipline. If the infraction continues, the teacher will issue another discipline and advise the parents. A further infraction will be referred to the school leader. Parents will be expected to conference with their child's teacher and/ or school leader. Consequences may range from detention to expulsion as a last resort. Due process will be followed in each case and parents will be contacted to conference with school staff.

An underlined infraction indicates that a police report may be filed.

<b>Infraction</b>	<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd Referral</b>
<u>Alcohol</u> : use, possession or under the influence of on campus or school event	3 day suspension	10 day suspension	Expulsion
<u>Arson</u>	10 day suspension and restitution	Expulsion and restitution	
<u>Aggravated Assault</u> <u>Drugs/Drug Paraphernalia</u> : use, possession, under the influence <u>Sale or Distribution of Alcohol</u> <u>Sale or Distribution of</u>	10 day suspension	Expulsion	



<u>Dangerous instruments</u> <u>Sale or Distribution of Drugs</u> <u>Sale or Distribution of Weapons</u> <u>Weapons, possession or use of</u>			
<u>Assault</u> <u>Disorderly conduct,</u> <u>Defamation</u> <u>Endangerment</u> <u>Fighting</u> <u>Forgery/Falsification</u> <u>Harassment/Hazing</u> <u>Hate Speech</u> <u>Pornography</u> <u>Racial Comments</u> <u>Sexual Harassment</u> <u>Sexual Misconduct</u> <u>Simulated Weapon</u> <u>Threatening or Intimidating Behavior</u> <u>Tobacco</u> <u>Vandalism</u> <u>Verbal Abuse/Profanity</u> <u>Verbal Abuse to Adult</u>	3 day suspension	5 day suspension	10 day suspension
<u>Cheating or Plagiarism</u>	Loss of credit for test or assignment Detention	Loss of credit 3 day in-school suspension	Loss of credit 5 day suspension
Death Threat	Up to 10 day suspension pending consultation with review team	Up to 10 day suspension pending consultation with review team	Expulsion
Disruption Disrespect/Defiance or Insubordination Gambling Leaving campus without authorization	Detention	3 day in school suspension	5 day suspension
Dress code violation	Call to parent to bring change of clothes	Call to parent Detention	Call to parent 1 day suspension
Electronic Devices: Possession of without school permission	Confiscation	Confiscation Detention	Confiscation 1 day in school suspension
Horse play/Rough housing Physical Aggression	1 day in school suspension	3 day suspension	5 day suspension
Public Display of Affection	Warning	Detention	1 day in school suspension
Robbery Theft	3 day suspension and restitution	5 day suspension and restitution	10 day suspension and restitution
Tardy	Parent conference & plan	Detention	Detention Referral to Town of Gilbert
Technology misuse and/or Computer tempering	Loss of privilege and restitution	3 day suspension, loss of privilege and restitution	5 day suspension, loss of privilege for remainder of



			school year and restitution.
Throwing rocks	1 day suspension	3 day suspension	5 day suspension
Throwing wood chips	Detention	1 day in school suspension	3 day suspension
Truancy	Parent conference and plan Detention	One day in school suspension	Referral to Town of Gilbert

The above table is a suggested procedural format, however, the severity of the infraction will determine the level of discipline imposed and the school leader may re-assign disciplinary action at his/her discretion.

### **Dress Code:**

All students are expected to comply with the relaxed dress code which is enforced at Gilbert Arts Academy. It is both the parents' and child's responsibility to ensure compliance with the dress code. Students who are out of dress code will not be permitted to attend class. Parents will be notified to either bring a change of clothing or pick up the student. All clothing must be clean and in good repair.

*Shirts:* Any solid color polo shirt. (Polo shirts with 3 buttons and a collar). No stripes, designs or logos. Oversize shirts or shirts hanging out are not acceptable. During colder months solid color long sleeve shirts or turtlenecks are allowed under uniform shirts. Shirts that are too small and/or expose the midriff are not permitted.

*Pants, shorts, skirts, skorts, capris, jumpers:* Any of the above are acceptable in black, khaki or navy blue. The length of skirts, shorts, skorts and jumpers may not be shorter than 4 inches above the knee. Denim is not permitted and athletic wear is not appropriate for the dress code.

*Shoes:* Tennis shoes are preferred. Shoes must be closed toed. Jelly shoes, Heelies, shoes with heels over 1 inch, flip-flops, sandals and platform shoes are not acceptable. Shoes with laces must be tied.

*Jackets & Sweaters:* Sweatshirts, jackets and sweaters may be any solid color. Hoodies are permitted, however, the hoods should only be worn when the weather is cold and students are outdoors. Students should wear regular uniform clothing under sweaters and jackets, etc.

*Jewelry:* Students may wear one earring per ear. Earrings are worn in the earlobe only. No other piercing is permitted. Hoop earrings larger than a dime are not safe and will not be permitted. Students may wear one ring, one necklace and one bracelet or wrist watch. Leather bracelets, chains or other extreme jewelry is not acceptable.

*Other:* No bandanas. Hats may be worn outdoors only during colder weather. No tattoos or body piercing, no sunglasses and no unnatural hair color or extreme hair styles.

### **Dress Down Days:**

Sandals and flip-flops are not permitted. Shorts must be worn under dresses and skirts. Spaghetti straps are not acceptable. Extreme logos and inappropriate language, pictures, etc., are not permitted. Clothing must be clean and in good repair, no baggy clothing or clothes with holes.

### **Drop-off Procedures:**

Students should be dropped at the west-side gate. This gate will be closed promptly at 8:15 a.m. At 8:10 a.m. teachers and students should go directly to their classes and line up at the door, ready to begin at 8:15 a.m. **Please do not drop off or park in front of the school office. The red painted curbside indicates this is a no parking zone.** Parents of students arriving tardy should park in the parking lot on the west side and escort their children to the office to sign in. Children should proceed directly to their classrooms on rainy days.

*Parents of the 4 year old kindergarten readiness program students should park in the parking lot and proceed directly to the program room and sign their child(ren) in.*

### **Electronic Devices:**

Electronic devices include but are not limited to tape players, CD players, DVD players, PDA's, beepers, cell phones, cameras, iPods, mp3 players and electronic games. All the above mentioned devices are to be left at home. In the event a parent feels it necessary for their child to have a cell phone, parents are required to complete a permission slip at the office and students must turn in phones to the school office at the beginning of the day and pick them up after school at the end of the day. The school does not accept responsibility for loss or damage to electronic devices brought



to school. Electronic devices brought to school without authorization will be confiscated and returned to the parents at the school's discretion.

### **Emergency Procedures:**

All parents are required to complete an Emergency Medical card for each child, so we know whom to contact in the case of an emergency. If in the case of an emergency we are unable to reach you or the emergency contact on file, we will call paramedics, who may decide an ambulance is necessary. The cost of this service is the parent's responsibility.

### **English Language Development**

Gilbert Arts Academy's English Language Development (ELD) Program serves students who need assistance learning English. Arizona law requires that students with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Based on the results of the assessment, students may be placed in the English Language Development Program designed to aid them in acquiring English. ELD services at Gilbert Arts Academy are integrated into all curriculum by way of SIOP instruction. SIOP (Sheltered Instruction Observation Protocol) is a researched based educational practice that emphasizes language development in every course.

### **Enrollment at Gilbert Arts Academy**

Admission to Gilbert Arts Academy is open to all students K - 6th grade. Parents/guardians are encouraged to call to make an appointment to tour the campus or attend one of the open houses held in the spring prior to enrolling their child(ren). Parents/guardians are responsible for obtaining and providing the following documentation for enrollment:

Completed Gilbert Arts Academy enrollment packet  
Copy of birth certificate and any applicable custody papers  
Up-to-date immunization records  
Unofficial transcripts from previous school  
Withdrawal slip from last school attended

Upon completion of the enrollment packet the student and parents will schedule an appointment to meet with a school representative for an entry interview during which the student and parent(s) will be acquainted with the expectations of Gilbert Arts Academy.

### **Equal Educational and Employment Opportunity**

Gilbert Arts Academy provides a nondiscriminatory learning environment ensuring that all students and staff are free from discrimination regarding race, color, ethnicity, national origin, gender, religion and disability. 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 Office Manager at any time. In the event a student experienced discrimination the student should report the incident to the school leader within 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 speaker's concerns will be taken. Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, or disability. If an alleged incident is not resolved at the school level the complainant may contact Gilbert Arts Academy's management company, The Leona Group of Arizona. The Vice President for Student Services is The Leona Group of Arizona's compliance officer for Title IX, Title VI, Section 504 and ADA. If a student or family member wishes to contact The Leona Group offices the contact address is 7878 N. 16th St. Phoenix, Arizona 85020. The office phone number is 602.953.2933 and the facsimile is 602.953.0831.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA) affords families and majority age students rights to their education records. Among these rights are the right to inspect and review a student's education records within 45 days from the day the school receives a request for access, the right to an amendment of the student's educational records that the student believes to be inaccurate or misleading and the right to consent to disclosures of personally identifiable



information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. 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 family member or majority age student may contact the school's management company, The Leona Group of Arizona. The Vice President for Academic Services will review the complaint and attempt to resolve the situation with the complainant. The complainant has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school concerning FERPA.

### **Health Services:**

If your family is faced with an unusual health situation that affects your child's performance at school, please notify a school official. If while at school, your child has a fever anywhere above normal (98.6 is considered normal) you or an emergency contact will be called to come and pick up your child immediately. **Your child needs to be fever-free for 24 hours without medication before he/she will be allowed to come back to school.** If your child should throw up in class, you or an emergency contact will be called and someone will need to come and pick up your child immediately. Please keep him/her home for 24 hours before returning to school

### **Hours of Operation:**

The school day begins promptly at 8:15 a.m. Students may be dropped off no earlier than 7:45 a.m. The campus is closed until 7:45 a.m. Teachers will be on campus at the gate and playground at 7:45 a.m. to assist children. At 8:05 a.m. one whistle blow will alert students that there is only 5 minutes left before they should be lining up at their classrooms. At 8:10 a.m. a second whistle blow signifies students should be lined up at their class ready to go inside and prepare to start learning at 8:15 a.m.

Monday - Thursday ... .. 8:15 a.m. - 3:00 p.m.  
Friday ... .. 8:15 a.m. - 12:30 p.m.

### **Insurance:**

The school does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance.

### **Insult or Abuse of Staff:**

Any person who knowingly insults or abuses a teacher or other school staff member on school grounds or while the teacher or staff member is engaged in performing his/her duties, is guilty of a Class 3 misdemeanor.

### **Late pick-up:**

Parents are expected to pick up their student(s) immediately after school unless arrangements have been made with the afterschool care staff in advance. **Any time in excess of 15 minutes late pickup will result in your child being placed in our afterschool program and you will be assessed the daily aftercare fee per day per occurrence.**

### **Lost and Found:**

Please put your child's name on clothing and all other personal things (other than supplies to be sent in as community property) brought to school. If your child loses something at school, please check the coat rack by the entry gate then the school office. At the end of each grading period, or when the 'lost and found' becomes too full, we donate everything to charity.

### **Lunch:**

Gilbert Arts Academy is a closed campus. Students are not permitted to leave campus during the school day without administrative and parent approval.

### **Medical:**

If your child has a communicable disease, a physician's note must be provided to the school, stating that he/she is no longer contagious, before being readmitted to the class. Also, the visible physical symptoms must not be present when



your child returns. If your child shows signs of a communicable illness, that we know is present in the school and you are called to come pick up your child, a note from the doctor will be required to return to school. For example Pink Eye is a common but highly communicable illness with signs of crusty eyes that are red, itchy and/or hurting. It is not the teachers' responsibility to diagnose the illness as Pink Eye or allergies, therefore a note from the doctor will be required to determine the diagnosis.

If your child is injured and the teacher deems it necessary, 9-1-1 will be called first, then the parent/guardian. Parents/guardians are financially responsible for all emergency assistance. All teachers are CPR and First Aid trained.

If your child is not immunized for medical reasons, religious beliefs, or laboratory evidence, a request for exemption from immunization must be filled out. In the event of an outbreak of a vaccine preventable disease for which you can't provide proof of immunity of your child, your child will not be allowed to attend school until the risk period ends.

### **Medication Policy:**

Only prescription medication in the original pharmacy container, with doctor instructions and the child's name, will be administered. No over the counter medicine will be administered by staff unless it is sent in by the parent in the original, unopened container with written instructions from the parent. All medication will be kept in the first aid station.

### **Parents Right to Know**

The No Child Left Behind (NCLB) Act of 2001 [Section 111 (h) (6)] gives parents the right to request and, in a timely manner/understandable format, receive their child's assessment data and the qualifications of their child's classroom teachers. Teachers resumes are kept on file in the school office for parent review. Please contact the school leader to request an appointment to review this information.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held the weeks following the 1st and 3rd quarters. These conferences benefit students, parents and teachers at this level. Parents and teachers may schedule additional conferences as needed.

### **Participation:**

Your help as a volunteer is appreciated; however, staying with your child on a daily basis may not give your child the independence school is expected to provide. By staying and helping (anything over 2 hours or on a daily basis) state requirements must be fulfilled and you will be required to be fingerprinted and have a clearance card. Volunteers with young children are asked to leave them at home since small children often distract both students and the parent.

### **P.E. Excused Activities and P.E. Dress Code:**

If your child's physical education activities must be restricted, a doctor's note is required, otherwise all students are expected to participate in P.E. For safety reasons, students must wear tennis shoes or athletic shoes during P.E. class. Students wearing inappropriate footwear or clothing will not be allowed to participate in P.E. class. If a student misses P.E. repeatedly due to inappropriate footwear or clothing, their grade will be affected.

### **Phone calls:**

If you find it necessary to talk to your child's teacher, please call before or after school. Teachers cannot leave their classrooms unattended to take phone calls once the day begins. Students are not permitted to use the school phones except in case of an emergency. Forgotten homework or lunches are not considered emergencies.

### **Pick-up Procedures:**

Student dismissal is at 3:00 p.m. or 12:30 p.m. on early release days. Students will be dismissed from the west-side gate. Parents may either park in the parking lot and walk to the gate to meet their children or wait in their vehicle in the pick-up line. Detailed pick-up instructions are explained at Orientation.



*Parents of the 4 year old kindergarten readiness program students should park in the parking lot and proceed to the program room and sign their child(ren) out.*

### **Questioning Grades**

Students and family members have the right to question grades and grading procedures. 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 school leader. Issuance of grades and grading procedures are local school matters and every attempt to remedy the situation at the school level should be made.

### **Report Cards**

Report cards will be issued 4 times each school year, one after the end of each grading period. The information on the report card includes grades reflecting student achievement in all subject areas, as well as an evaluation of the student's behavior. All report cards must be returned to the classroom teacher within two days of receipt.

### **School Visits:**

Parents are encouraged to visit their child's classroom and take an active role in the education of their child. For safety reasons we request that parents report to the office and sign-in before going to a classroom or visiting campus. We also would like to remind parents that visits to the campus are not to be used as an opportunity to conference with teachers about their child(ren). Parents who wish to conference with teachers are encouraged to do so outside of school hours. Special permission from the school leader is required for younger brothers and sisters of Gilbert Arts Academy's students to visit campus or classrooms.

### **Special Education**

All students possess unique physical, intellectual and cognitive characteristics which influence instruction. Gilbert Arts Academy seeks to maximize the potential of all students regardless of ability. Every newly enrolled student at Gilbert Arts Academy undergoes a 45 day screening process to monitor for potential physical, cognitive or emotional disabilities. If a student enrolls at Gilbert Arts Academy with active or expired special education documentation the student's records are immediately provided to the special education coordinator. If a student is perceived to have disability or documentation indicates that the student has received services the special education teacher may discuss further action needed with staff and the student's family.

If parents perceive that their child is not benefiting from general education services they may request, at no cost, an evaluation of their child's cognitive and intellectual ability. The special education coordinator, in conjunction with school staff, will review requests and respond to parents in a timely manner, in accordance with the Individuals with Disabilities Education Act. If an evaluation is warranted, the school will provide complete results in 60 calendar days of a written request. Students and families have the right to appeal decisions made by Gilbert Arts Academy staff. Appeals or grievances will be directed to the School Leader. Students who are eligible for special education services will receive special education services in the least restrictive environment. Students will receive appropriate instruction in the least restrictive environment with the full implementation of their Individualized Education Plan. Students who receive their education with guidance from an Individualized Education Program may benefit from a range of scheduling options and small group instruction. The certified special education teacher serves as a consultative service to the general education teacher to ensure that appropriate levels of instruction, accommodations or modifications are provided. Students and families who disagree with program or placement options may, in writing, file a grievance with the school leader. The school leader will review all concerns and respond in a timely manner. If a student or family member disagrees with a school based decision the student or family member may contact the school's management company, The Leona Group of Arizona (TLG). TLG's director of special education will attempt to resolve grievances. Parents have the right to review educational records according to the Family Educational Rights and Privacy Act.

### **Suspensions:**

Students who are suspended from class are not required to make up time since their teacher will provide them with the same educational opportunity given to other students. Work will either be sent with the student for completion during



the suspension or the student will be given work to do after the suspension and will have as many days as the suspension lasted to complete the work.

**Student Property**

Gilbert Arts Academy nor the Leona Group can take responsibility for personal property brought on campus by students. This includes cell phones, automobiles and other electronic devices. Students who bring personal property on campus do so at their own risk.

**Tardy:**

Tardiness is disruptive to the learning process. It has a negative impact on the entire classroom, not just the tardy student, disrupting valuable learning time.. Students should be in their seats and ready to learn at 8:15 a.m. If students arrive at school after 8:15 a.m., they must report to the school office and be signed in by their parent to receive a tardy pass to class.

The following plan has been implemented to help control tardiness:

- i After the 3rd tardy, the student must make up the time missed by arrangement with their teacher.
- ii After the 5th tardy parents will be required to conference with the principal and submit a plan of corrective measures to be taken.
- iii If student(s) continue to be tardy, a referral may be made to the the Town of Gilbert's truancy office.

**Transportation**

Gilbert Arts Academy does not provide transportation for students to travel to and from school. It is the responsibility of the parents to arrange appropriate transportation for their child(ren). If the student walks or receives rides from the parent, it is the parent and student responsibility to arrive promptly.

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**Please complete this form and return to your child's classroom teacher.**

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_

**hereby declare that I have read and understand and agree to all of the aforementioned policies and procedures of Gilbert Arts Academy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date