Presidio School
1695 E. Ft. Lowell Road
Tucson, AZ 85719
520-881-5222
www.presidioschool.com

Thank you for your interest in having your child attend *Presidio School*. *Presidio School* offers open enrollment throughout the school year and students are enrolled or placed on a waiting list once the entire enrollment process has been completed on a "first come, first served" basis. In accordance with A.R.S. § 15 -184(A), Presidio School shall enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level or building.

It is very important that you collect the required documents, complete the enclosed forms and return them to the school as soon as possible. A school record request form will save you time by allowing previous schools to send records directly to *Presidio School*. If you are having difficulty procuring the necessary documents, please contact Presidio so that we might assist you. Student names will not be placed on the waiting list until the registration packet is completed and the student has provided state mandated testing results or completed the enrollment assessment needed to determine enrollment grade level. Upon verification of a completed registration packet, we will fill in the date and time of verification. This data is used to verify each student's correct placement on the waiting list. Once the student has been placed on the waiting list, please do not forget to notify *Presidio School* at once of any address or phone number changes.

In addition to the enclosed forms, the following documents must be completed as part of the registration process:

1. **School Transcripts/Report Cards**
2. **AzMerit, AIMS Science & school internal benchmark assessments**
   Schools may not give enrollment preference to students based on their academic performance. Nor may schools discourage or deny enrollment or re-enrollment to students who do not meet certain academic standards.
3. **Documentation of a student's age and identity (A.R.S. § 15-828(A))**
   a. A certified copy of the student's birth certificate;
   b. Other reliable proof of the student's identity and age, including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate; or
   c. A letter from the authorized representative of an agency having custody of the student pursuant to A.R.S., Title 8, Chapter 2 certifying the student has been placed in the custody of the agency as prescribed by law.
4. **Immunization records**
5. **Detailed Disciplinary Records**
6. **Withdrawal form from previous school**

- ***Special Education, English Language Learner & 504 Plan Students*:**
  Students receiving specialized services should also provide all associated documents such as the current IEP, Psych/Educational Evaluation, MET, ILLIP, 504 Plan with associated documentation, AZELLA test history and eligibility documentation. Please also be sure to indicate that SPED, 504 Plan or ELL services are or have been provided on the Student Registration Form. Enrollment or placement on the enrollment wait list will not be dependent on receipt of these specialized documents. Provision of these documents in a timely manner will enable Presidio School to better meet the educational needs of students.
- There is no requirement for parents to disclose or document their citizenship or immigration status to establish residency. Additionally, Presidio shall not deny a homeless child, including an undocumented homeless child, enrollment due to inability to provide the required documents to establish residency 42 U.S.C. § 11432(g)(3)(C)(i).

Gail Bolek, Registrar
1695 E. Ft. Lowell Road
Tucson, AZ 85719
Phone: 520-881-5222 /FAX: 520-881-5522 Email: gbolek@presidioschool.com

Revised 4/13/2018

2020/2021

Presidio School
Student Registration Form

1695 East Ft. Lowell * Tucson, AZ 85719

TO BE COMPLETED BY *PRESIDIO SCHOOL*
Registration Form Complete: Initials of Recipient_____

Registration Packet complete: Date _____ Time _____
Test Date _____ Time _____
Start Date _____ Time _____

Anticipated Enrollment Grade Level: _____

Student Information

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City _____ State _____ Zip Code _____

Home phone # _____ Cell # _____

Birth date _____ Gender: M___ F___ Ethnicity: White___ Hispanic___ Black___ Native Am___ Asian___ Other_____

City, State, Country of Birth: _____/_____/_____

What is the primary language used in the home regardless of the language spoken by the student? _____

What is the language most often spoken by the student? _____ What is the language the student first acquired? _____

Is student allowed to watch movies in class? Yes_____ No _____

Mode of transportation: Presidio School bus pass_____ Parent/Guardian transport_____ Bicycle/Walking _____ Other _____

Previous School(s) / Start with the most recent school				Year	to	Year
_____	Grade Level(s) _____	City _____	State _____	From _____	to	_____
_____	Grade Level(s) _____	City _____	State _____	From _____	to	_____
_____	Grade Level(s) _____	City _____	State _____	From _____	to	_____
_____	Grade Level(s) _____	City _____	State _____	From _____	to	_____
_____	Grade Level(s) _____	City _____	State _____	From _____	to	_____

Last Grade Completed _____ Last Date Attended _____ Reason for withdrawal _____

Ever attended Presidio School before? _____ Year(s)_____

Is the student receiving any of the following services:

Special Education Services? _____ 504 Plan services? _____ English Language Services? _____

Does the student have a medical condition? (If yes, please explain) _____

Does the student take prescription medicine? (If yes, please explain) _____

How did you find out about Presidio School? (Check all that apply and circle the one most important in your decision): Presidio Newsletter___

Presidio School student___ Presidio School parent___ Case Manager___ Previous school___ Presidio School Sibling___

Presidio Facebook___ Presidio Web Site___ Brochure___ Alternate Web Site___ Other_____

Failure to provide the following information will be viewed as falsification of enrollment documents

Student's Case Manager or Court Appointed Supervisor (if applicable)

Name _____ Position _____ Phone _____

2020/2021

Presidio School
Student Registration Form

1695 East Ft. Lowell * Tucson, AZ 85719

Financial & McKinney Act Eligibility This information is required and is utilized by the Arizona and U.S. Departments of Education to ascertain if *Presidio* is eligible for additional funding for student services.

Total number of people in student's household/family _____ **Total annual income for household** $ _____

If the student or the student's family is receiving any of the following, please check all that apply.

General Assistance_____ Food Stamps_____ SSI/SSD_____ AFDC_____

Presently, where is the student living? Please check one box:

___ in a Shelter ___ with more than one family in a house or apartment (other family rents or owns the property)

___ in a motel, car or campsite ___ with friends/family members other than parent/guardian ___ none of the previous statements apply

Guardian Information

With whom does the student currently live? (mother, father, step parent, relative, friend, group home, self, etc.) _____

Parent/Guardian information: *Presidio will utilize this contact information to keep you informed about student and school information and events.* ***Presidio also uses School Messenger an automated message service. Please select the preferred School Messenger contact format(s).***

First Name _____ Last Name _____ Relationship _____

Street Address _____ City _____ State _____ Zip Code _____

Home phone # _____ Work phone # _____ Ext. _____ Cell Phone # _____

Email Address: _____

SCHOOL MESSENGER PREFERENCE: ___ Text ___ Email ___ Phone Message ___ Multiple Communications: _____

First Name _____ Last Name _____ Relationship _____

Street Address _____ City _____ State _____ Zip Code _____

Home phone # _____ Work phone # _____ Ext. _____ Cell Phone # _____

Email Address: _____

SCHOOL MESSENGER PREFERENCE: ___ Text ___ Email ___ Phone Message ___ Multiple Communications: _____

Emergency Contact Information ***(other than parent/guardian)***

First Name _____ Last Name _____ Relationship _____

Home phone # _____ Work phone # _____ Ext. _____ Cell Phone # _____

First Name _____ Last Name _____ Relationship _____

Home phone # _____ Work phone # _____ Ext. _____ Cell Phone # _____

The following signature(s) confirm that I/we have read the Presidio Student Handbook and will abide by all of the policies contained therein; that all previous information contained on this form is complete and accurate to the best of my/our knowledge; and that I/we understand that the omission or misrepresentation of any requested information may result in the revocation of my child's enrollment in Presidio School.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

_____ _____

Presidio School Authorized Signature Date

Student Media Consent and Release Form

Presidio School has a proud tradition of celebrating student accomplishments by sharing them with our community. For us to do so, we periodically submit press releases or articles which include student's names and photographs to local media or post such information on the Presidio School website, school newsletters, school sponsored publications, and displays at educational websites and newsletters such those associated with the Arizona Department of Education and the Arizona Charter School Association. Presidio also periodically publishes student artwork along with the student's grade level and name on Artsonia, a children's art museum where student artwork is displayed. Our intent is to be informative and recognize our student's achievements. We understand, however, concerns may rise in regards to a student's right to privacy. So, please take a moment to complete the form below. When highlighting the good things happening at our school and accomplished by your child, it will allow us to honor your wishes regarding you child.

Please check <u>one</u> of the following choices <u>in each</u> category:

<u>Category 1</u>

- ❑ I/We GRANT permission for a photo/image of this student's work/art with the student's name and grade level, but without any other personal identifiers to be published as specified above.
- ❑ I/We DO NOT GRANT permission for a photo/image of this student's work/art with the student's name and grade level, but without any other personal identifiers to be published as specified above.

<u>Category 2</u>

- ❑ I/We GRANT permission for a photo/image that includes this student **with** the student's name and/or grade level to be published as specified above.
- ❑ I/We GRANT permission for a photo/image that includes this student **without** any personal identifiers to be published as specified above.
- ❑ I/We DO NOT GRANT permission for a photo/image that includes this student to be published as specified above.

Name of child _____ Grade _____

Signature of parent or guardian _____ Date _____

PRESIDIO SCHOOL PARENT/GUARDIAN PLEDGE
Grades K-3

As a member of the Presidio Schools Community, I recognize that I have a duty to uphold and instill in my child understanding and respect for the school's ideals of trustworthiness, respect, responsibility, fairness, caring, and citizenship. I will help my child appreciate the importance of not giving or receiving information which can be used on tests, homework, or any other graded material from another student or source, except where collaboration is specifically approved by the instructor. I agree to help my child understand the impact of bullying and to help him or her take a firm stance against bullying in our school and community. I endorse the belief that everyone should have equal opportunities and rights to enjoy our school, and do so while feeling safe.

I will help my child understand the need to be a positive role model demonstrating self-discipline, good sportsmanship and respect for the members of the Presidio Schools community. Through my pledge, I agree to work with my child to understand and follow the six pillars of character both at home and at school.

The following signature(s) confirm that I/we have read and agree to abide by the Presidio Student Handbook and the Parent/Student/School NCLB Responsibilities Compact.

_____ _____

Parent/Guardian Signature Date

NOTE: EVERY STUDENT'S PARENT/GUARDIAN IN GRADES K-3 IS EXPECTED TO READ AND SIGN A COPY OF THE PLEDGE. PLEDGES WILL BE KEPT ON FILE IN THE SCHOOL OFFICE.

PRESIDIO SCHOOL PLEDGE
Grades 4-12

As a member of the Presidio Schools Community, I recognize that I have a duty to uphold the school's ideals of trustworthiness, respect, responsibility, fairness, caring, and citizenship. I agree neither to give nor receive information which can be used on tests, homework, or any other graded material from another student or source, except where collaboration is specifically approved by the instructor. I agree to take firm stance against bullying in my school and community. I believe that **everyone** should have equal opportunities and rights to enjoy our school, and do so while feeling safe.
I shall care for my physical well-being by refraining from using drugs, alcohol and tobacco on campus or at any school-related function. I will conduct myself in such a way as to be a positive role model demonstrating self-discipline, good sportsmanship and respect for the members of the Presidio Schools Community. Through my pledge, I agree to:

1. Conduct myself in such a way as to demonstrate good sportsmanship, self-discipline and respect for others;
2. Be a positive role model for classmates;
3. Refrain from cheating or plagiarizing;
4. Be drug, alcohol, tobacco and weapons free on campus and at school-related events;
5. Uphold the rules of the Discipline Code as outlined.

The following signature(s) confirm that I/we have read and agree to abide by the Presidio Student Handbook and the Parent/Student/School NCLB Responsibilities Compact.

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

NOTE: EVERY STUDENT IN GRADES 4-12 IS EXPECTED TO READ AND SIGN A COPY OF THE STUDENT PLEDGE. STUDENT PLEDGES WILL BE KEPT ON FILE IN THE SCHOOL OFFICE.

Presidio School's Academic Placement, Promotion, and Graduation Policy

Although Presidio is an un-graded school utilizing mastery learning, the Arizona Department of Education requires each student to be assigned a grade level. Presidio assigns a grade level that most closely approximates the student's current composite academic ability based upon Presidio's enrollment assessments, prior AIMS tests, AzMERIT (Arizona's Measurement of Educational Readiness to Inform Teaching) and previous school testing and grades. Students work on course work at assessed level in each subject area and are placed in groupings with students of similar age and academic ability. Within the scope of mastery learning and individualized instruction, these groupings are not stagnant but fluid and change based upon each individual student's academic growth. Students will continue to be challenged and will be provided assignments commensurate with increasing ability levels. Academic progress is also greatly dependent upon each student. A key aspect of mastery learning relies upon the student's on-task behavior.

Benjamin Bloom and John B. Carroll, two of the foremost scholars and promoters of the concept of mastery learning, presented the concept that aptitude is the amount of time needed to learn the content being presented. These scholars demonstrated that if time is not held constant for all learners then a student's mastery of the prerequisite skills at a pre-determined level becomes the constant-mastery learning where all students learn, just not at the same rate. Students who are currently below grade level in one or more academic areas will need to spend more time on-task in order to increase their rate of learning. They will need to have high attendance rates, stay focused in class and take advantage of the supplemental instruction provided in Academic Lab after school and on weekends.

Presidio does not offer social promotion; all students must evidence proficiency through AzMERIT testing or Presidio's on-going alternate assessments before being promoted to the next grade level. Presidio's charter does not allow for entrance in high school for students who cannot demonstrate mastery of 8th grade standards. Students who have not passed 8th grade AzMERIT will be offered placement in an appropriate program offered within Presidio's Junior High.

I/We have read, understand, and agree to abide by the above stated policy.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

Presidio School
Parent/Guardian Confirmation
Concerning Disciplinary Actions

I, the undersigned Parent/Guardian, understand that under Arizona law, Charter schools are not permitted to refuse admission to students who are in the process of being being suspended, who have been suspended, or who have been subject or other discipline short of expulsion.

I understand that if the Applicant Student has been suspended or expelled, or is in the process of being suspended or expelled by an educational institution, that the Applicant Student and I may be required to meet with Presidio School's Student Support Team for the purpose of disclosing and discussing all details relating to the Applicant Student's disciplinary history. The purpose of this meeting is to work with the parents/guardians, Applicant Student and the Presidio School Support Services Team to jointly determine a behavior plan or other needed support systems needed to help the Applicant Student be successful at Presidio School.

I understand that providing complete documentary evidence regarding all pending or existing disciplinary actions involving my child at the time of registration will be used to assist my child and not to restrict enrollment. Documentary evidence needs to be presented prior to a meeting between the Applicant Student, the student's parents/guardians, and the Presidio School Support Services Team in order to increase the probability of successful tenure at Presidio School.

I understand that under Arizona law, A.R.S. § 15 -184(G), (H), Charter Schools are permitted to refuse admission to students who are in the process of being expelled or who have been expelled. However, Presidio will examine expulsion records with the family in order to determine if all parties believe the Applicant Student might be successful at Presidio School given appropriate guidance and support.

Applicant Student Name: _____

Please only check one of the options listed below.

___ I hereby affirm that the Applicant Student is not suspended or expelled, is not in the process of being suspended or expelled, and has not previously been suspended or expelled from any other educational institution.

OR

___ I hereby affirm that the Applicant Student has previous involvement in disciplinary actions at another educational institution, or is currently involved in ongoing or pending disciplinary actions. In either instance, I authorize the educational institution(s) to release all available documentary evidence or I shall provide Presidio School with all available documentary evidence related to disciplinary actions. I acknowledge that once the documentary evidence has been received by Presidio School, a meeting may, at Presidio School's option, be scheduled with the Presidio School Student Support Team.

_____ _____

Parent/Guardian Signature Date

PRESIDIO SCHOOL

STUDENT ACCEPTABLE USE POLICY

FOR COMPUTER TECHNOLOGY AND INTERNET

This policy is meant as a reference document for parents/guardians and students to keep.

You have access to the Presidio School computer network. This access includes connections to the computers throughout the school itself as well as to the Internet, which connects you with educational resources all over the world. Our goal in providing this service is to promote educational excellence at Presidio School by facilitating resource sharing, innovation, and communication. The system hardware is Presidio School property. All material/messages created,composed, sent, or received on the system are and remain property of the School and are not the private property of any person.

While there are filters and security measures built into the system, you must exercise responsible use of the technology and systems to which you have access. The use of this technology is a privilege, not a right. If you violate this policy or use the system for any improper purposes, you shall be subject to discipline as deemed appropriate by the administration, up to and including suspension, expulsion, and suspension of system privileges.

Please read the following policies that govern the use of the computer equipment, computer software, and the Internet in the Presidio School. When using the School's computer network, you accept the responsibility of using the network in an appropriate manner. This policy is applicable at all times,m which includes class time, break time, after hours, and on the weekends, and applies whether you are on or off Presidio School premises during the use.

A. Educational Purpose

The Presidio School computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and career development activities. The School's computer network has not been established as a public access service or a public forum. Presidio Schools has a right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the Student Handbook, as well as the law, in your use of the Presidio School network. You may not use the School's Computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through the network.

B. Student Internet Access

All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. Presidio School will utilize filtering software or

other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

C. Unacceptable Uses

Personal Safety. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, credit card number, etc. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or that makes you feel uncomfortable. Personally identifiable information concerning students will not be disclosed or used in any way on the Internet without the permission of a parent or guardian.

Email, Blogging, Chat, and Instant Messaging. You will not use commercial Web- based mail (Hotmail, YahooMail, Gmail, etc.) on any school computer, or any type of instant messaging including, but not limited to, AOL Instant Messenger, MSN Messenger, and ICQ. You are not permitted to contribute to weblogs or to be in online Web-based chat rooms unless it is part of a collaborative sharing project under the direct supervision of a teacher and are prohibited from using IRC chat programs on any school computer.

Illegal Activities. You will not attempt to gain unauthorized access to Presidio School's computer network or to any other computer system through the Presidio School computer network or go beyond your authorized access ("hacking"). This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal even if only for the purpose of "browsing." You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. You will not use Presidio School's computer network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

System Security. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or a system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You must not use the system to create, send, receive, or use any offensive or disruptive materials or messages. Messages which are considered to be offensive include, but may not be limited to, those which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages or materials which are fraudulent, harassing, or obscene, and those which contain abusive, profane, or offensive language. Persons who wish to express personal opinions on the Internet must obtain their own user names on non-Institute owned systems. You will not post information that could damage or endanger another's reputation. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is

persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or an organization.

Respecting Resource Limits. You will use the system only for educational activities. You will not download any files. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited. No software is to be installed onto the network by students at any time for any purpose. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. You will be responsible for damages done to the equipment, system, and software. Vandalism will result in a cancellation of privileges. "Vandalism" is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the agencies that are connected to the Internet backbone.

Plagiarism and Copyright Infringement. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. You will respect the rights of the copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specified appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use the work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have any questions, ask a teacher.

Inappropriate Access to Material. You will not use Presidio School's computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher or another School employee. This will protect you against a claim that you have intentionally violated this policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. Presidio School fully expects that you will follow your parent's instructions in this matter.

D. Your Rights

Search and Seizure. Presidio School reserves and intends to exercise the right to review, audit, intercept, access, and disclose all uses of the system. The contents of electronic communications may be disclosed within the School or to law enforcement officials without the permission of the author. You should not assume confidentiality of any material produced. Even when the material is erased from the system, it is usually possible to retrieve that material. Further, the use of passwords for security does not guarantee confidentiality or privacy. Routine maintenance and monitoring of the computer network may lead to the discovery that you have violated this policy, the provisions of the Student Handbook, or the law. An individual search will be conducted of there is reasonable suspicion that you have violated this policy, the provisions of the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the contents of your files.

Due Process. Presidio School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the School's computer network. If the violation also involves a violation of other provisions of the Student Handbook, it will be

handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability.

The School makes no guarantee that the functions or the services provided by or through Presidio School's computer system will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Presidio School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility.

When you are using Presidio School's computer network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network, you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. You and/or your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

Presidio School

Technology Use Policy and Permission Form

The following activities are not permitted:

- Giving personal information, such as complete name, address, or telephone number
- Damaging or modifying computers, computer systems, or computer networks
- Using obscene language
- Emailing, blogging, chatting, or instant messaging (unless part of a teacher-directed activity)
- Creating, sending, receiving, or using any offensive or disruptive materials or messages
- Harassing, insulting, or attacking others
- Using others' passwords
- Downloading files or software
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Violating copyright laws (including plagiarism)

I understand that should I purposely or through carelessness or neglect, damage or lose technology hardware such as Chromebooks, Mac or PC computers, iPads, or SMART Boards, my parents/guardians will be responsible for the fair market cost of repairs or replacement depending upon the damage to the equipment.

Agreement: I have read the Student Acceptable Use Policy and agree to use the school network and technology hardware as outlined in this policy.

Name:(Please print):_____

Student signature: _____ Date: _____

(Student signature required for students in grades 3 through high school.)

Name of Parent/Guardian (please print):_____

Parent/Guardian signature:_____ Date: _____

Arizona Department of Education
Arizona Residency Guidelines
9/22/11

INTRODUCTION:

Generally, under Arizona law, only Arizona residents are entitled to a free public education. The Arizona Department of Education ("Department") is a designated steward of state education tax dollars and is responsible for providing state aid to school districts and charter schools for students who reside in Arizona. Pursuant to A.R.S. § 15-823 (J), a school district or charter school may not include non resident pupils in their student count and may not obtain state aid for those pupils. The residency of a student is determined by the residency of the parent or guardian with whom the student lives. Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that their student/parent residency information is accurate and verifiable. The Department may audit schools to ensure that only Arizona resident students are reported for state aid. Any school district or charter school that cannot demonstrate the accuracy of any student's residency status may be required to repay the state aid received for that student.

VERIFIABLE DOCUMENTATION

A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This document is designed to assist school districts and charter schools in meeting the legal requirements of the statute.

The documentation required by A.R.S. § 15-802 **must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.**

In general, student will fall into one of two groups: (1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and (2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

1. **Parent(s) or legal guardian(s) that maintains his or her own residence:** The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provided **one** of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- Valid Arizona driver's license, Arizona identification card
- Valid Arizona motor vehicle registration
- Valid United States passport
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans Administration, Arizona Department of Economic Security, etc.)

2. Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence. A model affidavit is available for schools at: http://www.azed.gov/finance/files/2011/10/arizona-residency-guidelines.pdf .

USE OF AND RETENTION AND DOCUMENTS BY SCHOOLS

School officials must **retain a copy** of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Department. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school office prior to filing.

Arizona Department of Education
Arizona Residency Documentation Form

Student:_____ School:_____

School District or Charter Holder: _____

Parent/Legal Guardian: _____

As the Parent/Legal Guardian of the Student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

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

___ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

_____ _____

Signature of Parent/Legal Guardian Date

#2306606

State of Arizona
Affidavit of Shared Residence

I swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:

Persons who reside with me:

_____

_____

Location of my residence:

_____

I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:

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

Printed Name of Affidavit: _____

Signature of Affidavit: _____

Acknowledgement

State of Arizona
County of: _____
The foregoing was acknowledged before me this _____ day of _____, 20_____,

By_____.

_____
Notary Public

My Commission Expires:

_____

#2306606

State of Arizona

Department of Education

Office of English Language Acquisition Services

Primary Home Language Other Than English (PHLOTE)

Home Language Survey

(Effective April 4, 2011)

These questions are in compliance with Arizona Administrative Code, R7-2-306(B)(1),(2)(a-c).

Response to these statements will be used to determine whether the student will be assessed for English Language Proficiency.

1. What is the primary language used in the home regardless of the language spoken by the student?

_____

2. What is the language most often spoken by the student?

_____

3. What is the language that the student first acquired?

_____

Student Name:_____ Student ID: _____

Date of Birth:_____ SAIS ID: _____

Parent/Guardian Signature: _____ Date: _____

District or Charter:_____

School:_____

****

Please provide a copy of the Home Language Survey to the ELL Coordinator/Main Contact on site.

In SAIS, please indicate the student's home or primary language.

1535 West Jefferson Street, Phoenix, Arizona 85007 * 602-542-0753* www.azed.gov/oelas

1695 E. Fort Lowell Road
Tucson, AZ 85719
520-881-5222

Dear Parent/Guardian,

Under the *Every Student Succeeds Act* (*ESSA*) schools and districts must identify students who are **dependents of full-time active duty members of the Armed Forces.** The purpose of collecting this information is to evaluate the specific educational needs and the effectiveness of the schools and programs serving these students. This policy change was lobbied for and endorsed by the Military Child Education Coalition and the Military Interstate Children's Compact Commission. It is the goal of the US Department of Defense and the US Department of Education to assess military student performance as well as to help schools understand and better address the unique educational challenges that military children may face.

For the purposes of this collection, 'Armed Forces' will include:

♦ Army ♦Navy ♦Air Force ♦ Marine Corps ♦ Coast Guard ♦National Guard

The United States Department of Education and the Arizona Department of Education recognize the importance of service in the Reserve components of the military services and part-time National Guard. However, the federal statute focuses on full-time and active duty service in the military. For the purposes of *ESSA* data collection, the United States Department of Education does not require schools and districts to report members of the Reserve components of the military services and part-time National Guard. Although it is not required, many service organizations that work with military families believe that children of parents who are on full-time National Guard duty should be tracked in order to provide possible needed services. Presidio School will be tracking both

Help us comply with ESSA Military Parent reporting requirements by completing the following survey:

_____ **Not Active Military Connected** – Student is not a dependent of a full-time, active duty member of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard)

_____ **Active Military Connected** – Student is a dependent of a full-time active duty member of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard)

_____ **Active Full-Time National Guard Duty** – Student is a dependent of a full-time active member of the National Guard.

Print Active Military Duty Parent/Guardian Name:_____

Print name of student(s) who are dependents of active military parent/guardian:

_____ _____

_____ _____

_____ _____

NOTE: Failure to complete this form will result in student(s) defaulting to Not Active Military Duty Dependent.

Parent/Guardian Signature: _____ Date: _____

Signature does not have to be that of the Active Military Duty Parent/Guardian

NSLP Meal Charge Policy

School Meal Payments

Presidio School is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, while maintaining the fiscal integrity of the school food service account.

Student Meal Accounts & Meal Charges

Individual student meal accounts shall be established by Presidio School. A meal account balance remains with the student until the student is no longer enrolled in Presidio School.Students with unused credit in their accounts at the point of disenrollment or graduation will receive a refund, or it may be transferred to a sibling's account. Parents will be encouraged to pre-pay for students paying full or reduced price for meals. Parents will be encouraged to maintain a $20 balance on each students account. Presidio School shall ensure that parents have access to no-cost payment methods for the purchase of meal services. Students and/or parents will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service the student shall be provided with a meal. The student's payment may not be used to repay outstanding charges if the student intended to use the money to purchase that day's meal.

Students paying full or reduced price for meals who have not as yet met the account overage limits and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal.However, these students will be denied permission to charge a la carte or "extra" items such as milk or additional meals. Presidio School has established an account overage limit to cover ten full or reduced price meals. After this threshold has been reached, the student will no longer be permitted to charge meals. Students will be required to provide their own lunches until there is a positive balance on the student's account.

Parents will be notified that any school meal debt accrued prior to the school's determination that the student is eligible for free or reduced lunch remains the parent's responsibility. Additionally, parents are responsible for charges that place the student in a negative status.

Notification of Low & Negative Balances

Notification of low and/or negative balances on a student account will be provided by email, phone calls, or a letter sent to the student's parents.

Annual Notice

Parents and students shall receive notification of this policy on an annual basis through the registration package or the continuation enrollment package as appropriate. It will also be posted on the Presidio School website under resources.The policy will also be distributed to Presidio staff responsible for policy enforcement, serving meals and collecting payments

Advanced Placement Kindergarten

With the increase in students attending academic day care systems and/or receiving high quality home schooling, many students are ready for kindergarten long before traditional admittance dates. Most children entering kindergarten are also educationally more advanced and need curriculum that is beyond what is typically taught. It is for these reasons that Presidio is offering advanced placement kindergarten (A.P. Kindergarten) or early kindergarten where children will be allowed to enter school at the earliest date allowed by the state of Arizona.

The Arizona Department of Education will allow students to enroll in an early kindergarten program as long as they reach the age of five by January 1 of the current school year and if the program being offered is designed to enable children to complete a kindergarten curriculum aligned with Arizona state standards and be advanced to first grade the subsequent school year.

In order to be assured that the enrolling child is ready for the advanced curriculum and will most likely be ready for promotion to first grade the subsequent school year, students must pass a readiness assessment in order to be eligible for enrollment.

Each student will be assessed based upon the following:

- Identify and write first name
- Attempt to write last name
- Identify and write age
- Listen politely to speaker
- Ask questions politely
- Identify and sort six colors (red, blue, yellow, green, orange, and black)
- Recognize and sort four shapes (circle, square, rectangle, and triangle)
- Express comprehension through art and activities
- Sort items and pictures into groups
- Sort items for color, size and shape
- Use crayons and pencil
- Use manipulatives that require small muscle groups
- Sequence capital letters in the alphabet with minimal assistance
- Be able to write at least three randomly selected letters
- Identify capital alphabet letters
- Sing the alphabet song or recite the alphabet sequence
- Recognize and write numbers 1 through 5
- Count items up through 10
- Recognize numbers 1-10

Any student who meets Arizona eligibility requirements for first grade will be enrolled regardless of readiness status according to pre-enrollment assessments and available openings. Admission will also not be limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability. Presidio will admit all eligible students who submit a timely application. If the number of applicants exceeds the capacity of a program or class grade level, all applicants for that program or class grade level will be selected for the available slots in chronological order based upon completion of enrollment process.

Student Handbook

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A SAFE PLACE TO EXPLORE AND LEARN

STATEMENT OF VISION

In Spanish, presidio means fort, a place of safety. Presidio School is just that, a safe place to explore and learn. Presidio School offers an exciting and positive educational atmosphere in which students are taught the value of respect, responsibility and diversity. Our learning community encourages independence of thought and deed, while teaching the need for self-imposed limits so as not to infringe upon the rights and freedoms of other community members.

In order for Presidio School to be able to offer a safe and open learning environment, all members of the school community (students, faculty, administrators, and guests) must abide by two basic principles - **respect and responsibility**. Each member must be able to respect the differences of others, listen to diverse opinions and discuss diversity without trying to force change. Respect for self is as important as respect for others. Self-respect is the first step towards the ability to accept others. Responsibility for establishing and maintaining a positive atmosphere at the school lies with each member of the school community. Presidio School believes that all members of the school's community should have a voice in determining how your school operates. Therefore, parents, students, and teachers are periodically asked to provide input into how the school operates and how to best meet the needs of the students.

CHARTER SCHOOLS

Charter schools may be established to provide a learning environment that will improve pupil achievement. Charter schools provide additional academic choices for parents and pupils. ***(A.R.S. § 15-181)***

Presidio School is operated by a 501(C)(3) Not For Profit Corporation and was chartered by the Arizona State Board for Charter Schools in 1996. As such, Presidio School is a tuition-free, independent public school open to any student who resides in Pima County. Like other public schools, Presidio is publicly funded by local, state, and federal tax dollars based on enrollment and is held accountable to state and federal academic standards and financial accounting regulations. Presidio School must comply with all provisions of applicable law to receive state funding and must undergo an annual financial audit conducted by an outside auditor. Presidio's charter contract renewal is granted based upon documented fiscal soundness and attainment of our paramount goal of improved student academic achievement.

PRESIDIO SCHOOL ADVISORY BOARD

The Presidio School Advisory Board is a voluntary organization whose membership is open to faculty, students, parents, and interested citizens such as business people, post-secondary educators, service providers, and Presidio School's neighbors. The Advisory Board meets on an as needed basis and is responsible for assisting the school with program planning, school improvement planning and the development and implementation of the Integrated Action Plan and stakeholder survey needs. Sub committees of the Advisory Board (e.g. PTSO, Strategic Planning Committee) meet monthly. Any parties interested in volunteering to serve on the Advisory Board should contact Erin Foudy at efoudy@presidioschool.com. She will forward the information to the appropriate faculty member.

PRESIDIO SCHOOL HEALTH AND WELLNESS POLICY

For the safety of students, faculty, and staff, a completed Medication form that in most instances, includes a doctor's approval, must be submitted and approved prior to students bringing medications to school. Medications are to be kept in a locked cabinet in the administrative area and are not to be in the student's possession unless specified on the Medication Form. Students who have chronic illnesses (e.g. asthma, autoimmune disorders) must complete Chronic Illness forms if their chronic illness adversely impacts the educational setting. The Chronic Illness Form should also address any attendance challenges that are a result of the chronic illness.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights	Student Responsibilities
Students at *Presidio School* deserve the right to an education in a community that is supportive of the learning process. The following is a list of rights that belong to you and cannot be taken away by anyone. Your classmates, teachers, administrators and other school staff have these same rights. Violations of student rights will be addressed under the discipline code.	With every right comes a responsibility. Acceptance of these responsibilities will help ensure your success as a *Presidio School* student and will help create a safe atmosphere that promotes learning. The following is a list of your responsibilities. Violations of student responsibilities will be addressed under the discipline code.
• You have the right to an environment conducive to the learning process.	• You have a responsibility to allow others to pursue their education without disruptions.
• You have the right to be respected and treated fairly at school.	• You have a responsibility to respect others regardless of your personal differences.
• You have the right to expect your teachers to assist you in the learning process in a supportive and respectful manner.	• You have a responsibility to be prepared for class, which includes working during class time and completing assignments to the best of your ability.
• You have the right to be safe in your school.	• You have a responsibility to make the school a safe and positive place to be by following all school and classroom codes of conduct.
• You have the right to be an individual and express your individuality.	• You have a responsibility to accept the differences between people and to allow them the same freedoms afforded to you.
• You have the right to be a member of the *Presidio School* student body and, as such, to be judged upon current behavior and deeds, not past actions.	• You have a responsibility to come to school, be on time to all of your classes, and be a positive force in the school community.
• You have the right to express your beliefs and ideas.	• You have a responsibility to refrain from using words or actions that may hurt or intimidate others.
• You have the right to tell your side of the story.	• You have a responsibility to present your side of the story honestly and in a calm, reasonable manner.
• Based upon eligibility, you have the right to receive appropriate No Child Left Behind (NCLB) services.	• You have a responsibility to take advantage of NCLB services offered to assist you achieve academic and personal success.

COMMUNICATION

SOCIAL MEDIA

The Presidio School website, www.presidioschool.com, contains information for the public and the Presidio School community. School information is also communicated via electronic newsletters, Facebook, Twitter, Instagram, YouTube, and SchoolMessenger. For questions about information listed on Presidio School's social media forums, please contact Erin Foudy at efoudy@presidioschool.com.

Presidio offers several opportunities for in person communication/community building through events such as: Meet & Greet, Open House, Kinder Roundup, 5th and 8th Grade Step Up Days, and Parent Nights to provide an opportunity for parents to tour the campus with their children, meet their children's teachers, visit classrooms and receive information about class schedules, goals, curriculum maps, volunteer opportunities, ESSA Services and Programs, and other important information.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences concerning your child will be scheduled by the teacher on an as-needed basis. Teachers will be responsible for scheduling conferences with parents/guardians if a student is having academic or behavioral issues that are limiting succeeding in their class. Parents/guardians can, however, ask to schedule a conference with teachers should there be concerns that they believe need to be addressed.

GENERAL TEACHER COMMUNICATIONS

Teachers have the option of utilizing various communication methods, such as email, Class Dojo, Remind App, and/or Communication Folders (grades K-5) to facilitate communication. School announcements are broadcast by the homeroom teacher at specified times of day and are a primary method of communicating with our student body about activities, meetings, changes in schedule and other important information. Please refer to your child(ren)'s class syllabus or welcome letter for additional information. **Any questions, concerns, or information regarding grading or other classroom-related matters should first be addressed with the teacher**.

CONCERNS/REQUESTS FOR INFORMATION

In the event that bringing your concerns to the teacher does not resolve the matter, a meeting may be arranged with the Principal by completing a Need to See Form or sending an email to the Principal. Your request should provide as much detail as possible so that the Principal can be fully prepared to assist you in resolving the issue. The Principal will respond within 4 school days. If the issue is not resolved to your satisfaction, you may appeal to the Board of Directors through a written appeal submitted 48 hours prior to the next regularly scheduled Board Meeting. Scheduled Board Meetings are posted on the Presidio Calendar located on the Presidio School website.

360 PORTAL

Using 360 Portal, parents/guardians and family members can access a "real time view" of academic progress and other important information via the internet by visiting the 360 Portal at http://www.presidioportal.com. Parents/guardians will be able to view the following: attendance, current marks, GPA history, mark history, student schedule and a PDF copy of their child's report card, test history, vaccination records, and the school calendar. Grades are updated weekly by 5:00 PM each Wednesday.

SCHOOLMESSENGER

SchoolMessenger permits Presidio School to send notices such as attendance issues, emergency alerts, academic issues and successes, school events, etc. to parents and guardians in an accurate and secure manner. It allows parents to select the automatic communication medium(s) through voice call or email. Parents and students need to ensure that Presidio has accurate and updated contact information.

ACADEMIC PROGRAMMING

ACADEMIC INTEGRITY

Academic integrity is defined as honest and responsible scholarship. Presidio students learn and maintain academic integrity by developing original ideas in all coursework, accurately citing all sources of information, completing assignments independently and/or acknowledging collaboration, accurately reporting data with respect to labs or research, and demonstrating honesty during examinations. Academic dishonesty violates the Presidio Code of Conduct and may result in a failing grade on the assignment in addition to further disciplinary action.

ACADEMIC PLACEMENT, PROMOTION, and GRADUATION POLICY

Although Presidio School is an ungraded school utilizing mastery learning, the Arizona Department of Education requires each student to be assigned a grade level. Presidio School assigns a grade level that most closely approximates the student's current composite academic ability based upon Presidio School's enrollment assessments, standardized state testing, and previous school testing data and grades. In High School (grades 9-12), the student's grade level is based on graduation cohort, which was established by Arizona as four years from the first day of high school attendance. Presidio School does not offer social promotion; all students must demonstrate proficiency through standardized state testing or Presidio School's alternate assessments before being promoted.

GRADING SYSTEM and REPORT CARDS

Students in grades K-12 will be graded on a quarterly basis with progress reports being available mid-quarter. Report cards with teacher comments will be distributed at the end of each quarter and posted on the 360 Portal. The year-end report cards will be available at the front desk throughout the summer.

ACADEMIC INTERVENTION PLANS

If determined upon enrollment or when a student's work falls below Presidio School's minimum requirement of 75% mastery on mid-quarter progress report, the student will be placed on an Academic Intervention Plan with specific, targeted, and measurable goals that will be reviewed by the student and student's team as determined in the Plan. Failure to show improvement on the Intervention Plan goals by the end of the quarter will result in a meeting to determine the need for intervention modifications, assessment of behavioral issues, or referrals to evaluations/assessments for specialized programs (e.g. English Learner services, Exceptional Student Services). If appropriate, student failure to progress academically will be addressed through the Presidio School Code of Conduct (refer to page 15).

MASTERY LEARNING and "RE-DO" POLICY

Presidio School is a direct instruction, mastery learning school, with a minimum 75% proficiency requirement on class assignments. The Presidio philosophy is founded on the concept that re-teaching and allowing for additional opportunities to demonstrate a high level of mastery increases student confidence and provides for a strong foundation for future learning. If a student scores below a 75% on classroom assignments, he/she will be provided with additional instruction and an opportunity to "re-do" the assignment. Students will be allowed two additional attempts on the assignments; each "re-do" must be completed 1 week from the day the assignment is returned. Failure to complete the "re-dos" within the specified timeframe will result in the original score becoming part of the student's term grade point average.

Per Presidio School's charter and vision statement, retention will be required when it is clear the student would benefit from more time on task to master the content. Repeating the grade level content will give the student an additional opportunity to master grade level standards.

HOMEWORK and ACADEMIC ASSESSMENTS

Homework should be a positive addition to your child's academic experience and Presidio provides the support needed to make this possible. Presidio teachers will coordinate the work load so as to not overwhelm students and allow for essential family time. Students and parents can access homework, assignments, and grades by logging into 360 Portal.

Homework is assigned based upon the subject material covered in class, as well as projects to further a students understanding of the class. Students are required to complete assignments by the due date. If students fail to turn in their homework on time, they will be assigned to Study Hall or after school and/or Saturday Academic Lab until the assignment is complete. Students have a 5 school day grace period to submit the assignment for a grade. Homework turned in after the 5 day grace period may not be accepted and/or an alternate demonstration of mastery may be required If the assignment is accepted after the 5 day grace period, the highest grade the student may receive is Approaching Mastery or 70%. In cases of excused absences, the teacher may grant an extension to the 5 day grace period.

SUMMER ASSIGNMENTS

During the summer break, students may be assigned summer work to be completed and submitted the first week of the new school year. These assignments are used to reduce the impact of "summer learning loss" and prepare students for the upcoming school year and should be done to the best of the student's ability. Summer assignments follow the Homework and Academic Assessment protocol. Students enrolled after a Meet & Greet will be given leniency on the summer assignments.

SUMMATIVE ASSESSMENTS

Summative assessments will, at a minimum, be given at the end of each quarter and at the end of the academic year. The teacher may also provide interim summative assessments with prior notice to the students. Summative assessments will be "high-stakes tests" and/or major projects and the opportunity to "re-do" these assessments will not be an option. The original score will stand and become part of the student's overall grade. Presidio School has determined that removing the "re do" option for summative assessments is necessary to prepare students for state mandated testing and college entrance assessments.
At the discretion of the teacher, students who fall below the 75% mastery level for course summative assessments may complete test corrections, be given an alternate assignment, or take an alternate exam to receive a maximum of 70%.

ACADEMIC LAB

Academic Lab will be open from 3:30 PM to 5:00 PM on school days and from 8:30 AM to 3:30 PM on Saturdays. In addition to the highly qualified Academic Lab teacher, student classroom teachers will be available on a rotating basis after school to help with homework and to address additional instructional needs.

Academic Lab is for students who:

- Have missed a significant number of hours in class
- Are behind in a subject and need to make up work
- Are not passing one or more classes and need additional instructional support
- Want a quiet place to work and access school resources such as library books, and the internet.
- Need to take a make up exam/assessment

ACADEMIC ENHANCEMENT

Each grade level is provided with a designated time for students to work with content area teachers in a small group or individualized setting s to improve upon their current skills, receive assistance in areas of challenge, select a particular area of interest to explore through project-based learning and/or participate in Enrichment/GATE pull out services.

ADVISORY

In middle school, Presidio provides social support needed to work through challenges inherent in transitions from elementary to middle school through daily Advisory classes. Advisory provides students with a peer support group, led by a teacher advisor, to help them navigate learning from multiple teachers with varied instructional styles; learn organization, time management, and self advocacy skills, and become more responsible, independent learners.

SCHOOL PROVIDED EDUCATIONAL MATERIALS

Presidio loaned educational materials are assigned to students individually, using the student's identification number. At the conclusion of each school year, or at the time of withdrawal, students must return all assigned materials. Students are responsible for taking care of assigned materials and parents/guardians of the student will be held financially responsible for the cost to replace or repair missing or damaged educational materials. Educational materials include, but are not limited to: textbooks, library books, Chromebooks, musical instruments, performance costumes, and athletic uniforms.

COMMUNITY EDUCATION POLICY

Presidio supports educational opportunities that are available outside of the Presidio campus. If a student will miss four or more hours of school in any week due to a family trip, community service opportunity, college visitation or other educational experience, the student may work with Presidio to develop a mini-course. Completion of the mini-course requirements with a minimum 75% proficiency may be substituted for class attendance if arrangements are made in advance.

ATTENDANCE

Per Arizona Law (A.R.S. §15-802 (B)(1), the state of Arizona requires that all students attend school 90% of the school year. A student that is absent more than 10% of the instructional hours required per year is considered to have "excessive absences," whether the absence is excused or unexcused.

The Presidio School academic day begins promptly at 8:00 AM. Students are expected to be in their seats ready to learn when the bell rings at the beginning of the day, after each passing period, and after lunch. Absences, tardiness, and early departures disrupt the flow of learning for the entire class. There is a direct correlation between successful academic progress and attendance, so please work with Presidio to ensure your child attends school daily. If a student must miss class time, parents must notify the school as soon as possible by calling the school or sending an email to the Registrar. In an effort for students to meet Presidio's high academic standards and adhere to Arizona State Law, any absence, early departure, and/or tardy is strongly encouraged to be made up during that week's Saturday Academic Lab. Arizona State Law allows for missed class time to be made up on a non-school day (Saturday) of the same week of the missed class time.

ABSENCES, EARLY DEPARTURES, and TARDIES

- **Absences:** Absences will be excused only in the following circumstances and only with proper documentation: medical appointments; mandated court appearance; chronic ailments, disease or accident; death of a family member; and need to spend time with a parent/guardian on leave from active military duty. Early departures and tardies are also considered absence and will be considered excused or unexcused based upon the same criteria used for full-day absences.
    - **Early Departure:** Any incident of a student leaving before the end of that student's school day will be considered an early departure and recorded as such.
    - **Tardies:** Any student arriving after the 8:00 AM bell, or to any class after the bell for that class has rung, will be considered tardy and be recorded as such.

ATTENDANCE WARNING LETTERS

It is the responsibility of each student and their parents/guardians to keep track of attendance. Parents/guardians may call the school for attendance reports or look on 360 Portal. Students will receive an Attendance Warning Letter the 4th absence and/or 4th early departure/tardy per term.

ATTENDANCE PROBATION

A mandatory parent/guardian conference will be scheduled for all students whose attendance falls below a 90% attendance rate or who have failed to rectify challenges listed in the Attendance Warning letter. Students will be placed on a corrective action plan for attendance, including, but not limited to:

- Afterschool Academic Lab/Remediation/Required Study Hall
- Removal from Extracurricular Activities and/or Field Study opportunities
- Saturday Academic Lab Plan
- Loss of Recess

A student who is on Attendance Probation and receives another absence, or fails to adhere to the Plan may result in increased disciplinary measure which may include, but are not limited to being eligible to continue at Presidio School.

Students who have 10 consecutive unexcused absences will automatically be withdrawn from Presidio per Arizona Department of Education policies A.R.S. §15-901 (A)(2).

CIVIC READINESS

Civic readiness encompasses collaboration, communication, teamwork, critical thinking, problem solving, creativity, and innovation. Presidio School utilizes the CHARACTER COUNTS! behavior model that encompasses Six Pillars of Character that represent ethical values that are not political, religious, or culturally biased and provide a strong foundation for civic readiness. The Six Pillars are:

- ***Trustworthiness:*** Be honest • Don't deceive, cheat, or steal • Be reliable-do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal-stand by your family, friends, and country.
- ***Respect:*** Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements.
- ***Responsibility:*** Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act-consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others
- ***Fairness:*** Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly
- ***Caring:*** Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need
- ***Citizenship:*** Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

CHARACTER COUNCIL

High school students who have demonstrated the ability to abide by the Six Pillars of Character will be eligible to serve on the Character Council. Character Council is a Presidio School program that seeks to allow students to have more say and ownership in campus conduct. Students in elementary and middle school who receive four minor character pillar infractions will be scheduled to go in front of the Character Council to explain their actions, discuss the pillars of character that they broke, and brainstorm ways in which they can correct their behavior. The Character Council will then assist the student in coming up with logical consequences for their infractions such as picking up trash during recess for littering or writing an apology letter to his/her teacher for being disrespectful.

CHARACTER COUNTS PILLAR ACTIVITIES AND FLAG CEREMONIES

Character Counts Pillar Activities are completed weekly by grade level teams then presented during weekly grade level flag ceremonies. Each activity is designated to address the Character Pillar of the Month. The first Friday of each month is dedicated to the All-School Flag Ceremony where the school celebrates the previous month's character pillar by highlighting one of the previous month's pillar activities and recognizes those students who have been chosen as Student of the Month for best demonstrating characteristics of the previous month's character pillar. At the conclusion of the ceremony the students are introduced to the next month's character pillar. Character pillar activities and flag ceremonies are designed to promote a positive learning community, develop civic readiness, and build comradery amongst the Presidio Family.

CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES

PARTICIPATION AND GUIDELINES

1. Students must demonstrate and maintain mastery level knowledge of core subject content and adhere to the Presidio School Code of Conduct (refer to page 15).
2. Students receive an excused absence from class due to their attendance at an activity; however, they are responsible for gathering and completing all work missed as a result of their absence
3. Students who are not able to complete class assignments and/or demonstrate difficulty mastering content may not participate in co/extracurricular activities.

FESTIVAL DAYS (GRADES K-12)

Presidio hosts two festival days each year. Festival days are designed to stimulate the mind through fun, hands on activities. The theme of the fall festival is "Literature and Humanities through History. The spring festival highlights science and math through STEM-based (Science, Technology, Engineering, and Math) activities.

FIELD STUDIES (GRADES K-12)

Field studies, field trips, and capstone projects are an important aspect of Presidio's instructional model. A recent study found that regardless of gender, ethnicity, or socioeconomic status, youth who are provided with educational experiences that take place outside of the classroom have better grades, higher graduation rates from high school and college, and greater income. Today's students live in a global society which increases the importance of engaging in meaningful experiences outside of their neighborhoods and school environments. These experiences increase student engagement, intellectual curiosity, self-confidence, and desire to learn more . Field studies provide students with the opportunity to engage their five senses in their learning, build on classroom instruction, and enhance cultural understanding.

ENRICHMENT/GATE (GRADES 1-8)

- **Enrichment:** Students in grades 1-4 who demonstrate exceptional skill beyond classroom expectations and who are recommended by their teachers attend Enrichment. Students enhance their understanding of core subjects while at Enrichment, generally going a year or more above their current grade level. Additionally, they work on in-depth projects focused on coding, global awareness, sustainability, and problem solving that involve critical thinking.
- **GATE:** Students in grades 5-8 who show evidence of high performance in areas such as intellect, creativity, artistry, leadership, or specific academic fields and who require services or activities that go beyond the general education program in order to challenge them to grow and fully develop to their capabilities are recommended for entrance into the Gifted and Talented Education (GATE) Program. Requirements include demonstration of exceptional knowledge of the curriculum, teacher recommendations, and/or meeting/exceeding the scale score on the OLSAT. As part of the GATE program, students are exposed to a variety of project-based learning opportunities with varied content. Areas of instruction include, but are not limited to: technology, sustainability, problem solving, and global awareness.

CLUBS (GRADES 4-12)

School clubs are an integral part of the Presidio community. Although clubs can be created at any point in the year, Presidio holds an annual Club Fair at the beginning of the school year in order to develop and maintain clubs in areas of students' interests. Clubs must have a Presidio staff sponsor and submit a club description and summary of events (if applicable) for administrative approval prior to the first meeting.

DANCES (GRADES 4-12)

High School dances are hosted by Presidio high school College, Career and Civic Readiness classes as well as other high school student volunteers. The 8th grade College, Career, and Civic Readiness classes organize and host the dances for students in grades 4-8. Dances are held outside of the regular school day and may require the purchase of a ticket for entry.

ATHLETICS (GRADES 6-12)

Athletics are an important part of a student's experience at Presidio. In keeping with the philosophy of the school, good sportsmanship, competition, teamwork, and the development of individual skills are emphasized. All students are encouraged to participate in athletics. Students must complete an athletic packet which includes items such as a physical exam, signed athletic permission form, concussion symptom acknowledgement paperwork and academic and behavior requirements for participation. Periodic grade checks are conducted to determine continued eligibility.

School Colors - Green and White

School Mascot - Bulldog

THE NATIONAL JUNIOR HONOR SOCIETY (GRADES 7-9)

The National Junior Honor Society recognizes students who have maintained a "B" average throughout their middle school career and who demonstrate excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship.

THE NATIONAL HONOR SOCIETY (GRADES 10-12)

The National Honor Society recognizes students who have a 3.5 or better weighted GPA and who demonstrate excellence in the areas of Scholarship, Leadership, Service, and Character. To be officially inducted into the National organization, in addition to maintaining a 3.5 grade point average students must also complete at least 200 community service hours that are properly recorded and deemed appropriate by the National Honor Society faculty advisor.

MIDDLE SCHOOL RETREAT (Grades 6-8)

Presidio understands the challenges that come with entry into middle school – moving from a single primary teacher to multiple teachers utilizing varied instructional methods and classroom management styles; dealing with hormonal, mental and physical changes that coincide with middle school years; and navigating changing social structures. Another change for adolescents during this time is brain development. The decision-making part of the brain that is responsible for the ability to plan and think about the consequences of actions, solve problems and control impulses is still developing, causing the teens to sometimes behave and think in illogical, impulsive or emotional ways. In order to assist students dealing with these challenges and to promote success during middle school years, Presidio starts each year with a day-long off campus retreat where students are taught effective decision-making and problem-solving skills and provided with a variety of team and character building activities that encourage empathy, help students get acclimated to teachers and other students, and develop a sense of community. Retreat activities are aligned with Arizona State Standards and Character Counts Pillars.

THEATER ARTS (Grades 4-8)

Presidio School has partnered with Live Theatre Workshop to expose our students to theater arts. Through the power of play, Live Theatre Workshop uses theatre games, song and dance to help open students' imaginations and create a small showcase. By working together on a common goal, students learn the importance of teamwork, focus, confidence, and a variety of developmental skills that aid in creating theatre art. Students are introduced to theatre vocabulary, using a stage voice, theatrical body movement, and how to work together to produce a show! Students who participate in drama show increased self-confidence, imagination, empathy, cooperation, concentration, and communication skills.

CAMPUS FACILITIES AND GUIDELINES

DREAMCATCHER (GRADES 3-12) and DREAMSCAPE (GRADES K-2) LIBRARIES

Presidio's Dreamcatcher and Dreamscape Libraries strive to provide the school community with a wide range of materials at varied levels to encourage growth in knowledge, establish a lifelong love of reading, and foster information literacy. The Dreamcatcher Library is staffed by a Library Paraprofessional from 7:15 AM - 7:45 AM and 3:35 PM to 4:15 PM Monday through Friday, periodic Saturdays, and pre-scheduled days throughout the summer. The specific days and hours for the school year will be posted on the Presidio website and bulletin board outside of the Dreamcatcher Library. K-2 teachers select books from the Dreamscape Library that relate to curriculum and/or areas of student interest and hold those books on a mobile cart in their classroom for students to check out at their leisure.

LIBRARY EXPECTATIONS

1. Use a quiet voice in respect of other learners.
2. Handle materials responsibly.
3. Leave food and drink outside.
4. Return library books on/before the due date to avoid late fees
5. Students are permitted to check out two books at a time for up to two weeks.
6. Books must be returned to the library to renew the check out.
    a. Only one renewal per book is allowed.
7. Lost and Damaged Books
    a. If a book is lost or damaged, the book must be paid for before additional books can be checked out.
    b. Payment for a lost book is reimbursed should the book be found and returned in good condition.
    c. Debts remaining at the end of the school year must be paid in full at the office.
    d. Any items checked out at the time a student withdrawals from school must be returned or paid for upon withdrawal.

CAMPUS ACCESS

The Presidio campus is open from 7 am to 5 pm Monday through Friday, excluding holidays and scheduled breaks. Please see the school calendar for additional information.
Class times are as follows:

- K-3 8 am-2:30 pm
- 4-5 8 am-3:00 pm
- 6-8 8 am-3:30 pm
- 9-12 8am-2:10 pm

At the end of the school day, students may remain on campus; however, they must still abide by the Presidio School Code of Conduct. If students disrespect school property or impede the education of other students in any way, they will be asked to leave campus. If this behavior continues, a parent-teacher conference will be scheduled to discuss further disciplinary action.

As a K-12 school, the courtyards and playground areas are used for a variety of activities which may occur at the end of your child(ren)'s school day. When picking your child(ren) up from school, it is necessary for you to leave the campus and not use the courtyards or playground areas as family recreational areas. If for some reason you must stay, you will need to come to the front desk and obtain a visitor's badge. This badge will only be issued in instances of verified need. If you have a non-school aged child or non-Presidio student with you, that child must remain with you and at arm's reach at all times.

Older students ***may not*** supervise younger siblings (K-3) while on the Presidio campus, including Presidio parking lots. If a parent signs a permission form for an older sibling to check-out a K-3 sibling, both students

must leave campus at the K-3 student's sign out time. All students in grades 4-8 must go to in the courtyard or Academic Lab at 3:45 PM to await parent pick up.

VEHICLES and PARKING LOT

All drivers are expected to operate their vehicles in a safe and responsible manner at all times. Reckless driving has a direct impact upon school safety and may result in loss of parking privileges and other disciplinary measures deemed appropriate by Presidio. Drivers must be respectful of our neighbors and must park in paved and lined/designated parking spaces on school property. Parking in undesignated spaces or not on school property may result in vehicles being towed at the owners' expense. Students may not go to their cars without first receiving permission from administration unless leaving campus at the designated dismissal time. Student vehicles may only be parked in the parking lot located on the western side of the 1695 campus.

VISITORS

Presidio welcomes all parents, family, and community members. All visitors must check in with the front office and receive a visitor's pass. Visitor's passes must be visible for the duration of the visitor's stay on campus and returned upon departure. Visitors are not allowed to go visit a classroom unannounced due to the potential safety concerns for the students and staff.

VOLUNTEERS

Volunteering is an integral part of building community at Presidio. All volunteers must schedule their volunteer time or meetings in advance with the teacher and sign in at the office to obtain a visitor's pass before going to the classroom. Visitor's passes must be visible for the duration of the visitor's stay on campus and returned upon departure. All volunteers who plan to work with students must provide their Level I IVP fingerprint clearance card prior to working with Presidio students; a copy will be kept on file in the front office.

LOST and FOUND

Lost and found items are placed in bins which are located in the courtyard. Please check often for lost items. All unclaimed items will be donated to charity 3 to 4 times per year. Prior to donation, notices will be posted at the school, on the Presidio School social media, and mentioned during morning announcements. Any valuable items, such as cameras, glasses, calculators, or jewelry, will be kept in the office.

FOOD/GUM/DRINK

Food, gum and/or drinks (excluding water) are not allowed in school buildings except with prior administrative approval.

PRESIDIO SCHOOL CODE OF CONDUCT

DEFINITIONS:

- **Academic Dishonesty:** Behaviors including, but not limited to lying, cheating, forgery, falsification, and plagiarism
- **Appropriate Dress:** Dress should be appropriate for a school or work environment and may not be openly provocative in nature.
    - Presidio has a uniform policy for grades K-8, please see subsequent sections for specific information
    - Shirts, pants/shorts/skirts and shoes are required.
    - Clothing and headwear should be clean, free from tears/rips, and/or stains and must not depict/represent illegal substances, racial statements, profane language, vulgar or obscene pictures, satanic practices or motifs clearly offensive to a particular group.
    - Shorts/skirts should be an appropriate length and properly fitted for adequate coverage.
    - Hats and/or sunglasses may not be worn inside school buildings.
        - Hoods may not be worn over the head on school campus due to safety concerns.
    - The Presidio Family members are expected to maintain personal hygiene.
        - Basic personal hygiene habits, such as regular bathing, hair washing and grooming, washing hands, daily brushing of teeth, and wearing deodorant when needed must be practiced.
    - "Gang apparel" (bandanas, complete outfits from a professional athletic team, "In memory of..." shirts, dressed out in "colors," etc.) is forbidden, as it can be disruptive and viewed as threatening or dangerous.
- **Assault (A.R.S. §13-1203)**: Accidental or intentional conduct and/or behavior that causes physical injury to another person.
- **Bullying:** Bullying is defined as intentionally aggressive behavior, repeated over time, that involves an imbalance of power and entails three key elements: intention to cause mental and/or physical harm, a power imbalance, and repeated acts or threats of aggressive behavior. Bullying includes, but is not necessarily limited to: physical aggression, verbal aggression, relational aggression, encouraging others to participate in bullying behaviors, and cyberbullying.
- **Character Pillar Violations:** Behaviors that are deemed to be in violation of one or more of the 6 Pillars of Character
- **Closed Campus:** Inability to leave Presidio campus during the school day without written permission from the school and/or parent/guardian, even for students who are 18 years or older.
- **Community Conduct:** Behaving in a manner that is aligned with Presidio School policies and conducive to a positive school climate.
- **Defiance/Refusal to Cooperate:** Failure to abide by instructions made by Presidio faculty and/or staff or not appropriately communicating why the student is declining to cooperate.
- **Disruption of the Educational Process (A.R.S. §13-2911)**: Accidental or intentional conduct and/or behavior that interferes with or disrupts the education process and/or interferes with the lawful use of Presidio property.
- **Ditching:** Behaviors including, but not limited to: being anywhere other than in class without an appropriate school pass, leaving campus during the school day without written permission, and/or being seen in the vicinity of school prior to the beginning of and during the school day, but failing to show up for class.
- **Graffiti/Vandalism:** ***Suspected*** destruction, damage, or defacing of property such as; books, school work, folders, walls, desks, equipment or property belonging to the school or any other member of the school community.
- **Illicit Substances (A.R.S. §13-3415):** ***Suspected*** possession, use, or distribution of illicit substances and/or equipment while on Presidio School campus or school sponsored events.

  - Illicit substances include, but are not limited to **alcohol, dangerous drugs** (e.g. methamphetamines, over-the-counter and prescription medications that do not follow Presidio School Health and Wellness Policy), **marijuana, narcotic drugs** (e.g. oxy/hydrocodone, morphine, opioids, fentanyl), **nicotine/tobacco** (A.R.S. §36-798.03), and **peyote**.
  - Illicit substance equipment includes, but is not limited to rolling papers, vape pen cartridges, vaping sticks, and water pipes.
- **Misuse of Technology:** Use of technology for non educationally relevant purposes including, but no limited to chat rooms, inappropriate sites, personal emails, cyberbullying, and/or unauthorized downloads
- **Personal Electronic Devices:** Including, but not limited to cell phones, smart watches, gaming systems, computers, etc. Personal electronic devices must be turned off and out-of-sight during the school day, unless otherwise specified by Presidio Administration and/or the supervising teacher.
- **Public Displays of Affection (PDA):** Acts of physical intimacy in the view of others. Excessive PDA is PDA deemed inappropriate for a school or work setting.
- **Sexual Harassment:** Sexually harassing or offensive conduct including, but is not limited to:
  - sexual flirtations, touching, advances or propositions;
  - verbal abuse of a sexual manner or profanity;
  - graphic or suggestive comments about one's lifestyle, clothing or body;
  - sexual or degrading words used to describe an individual;
  - the display or sharing of sexually suggestive objects or pictures;
- **Social Aggression:** Intentionally aggressive, violent, and/or impulsive behavior, including but not limited to: attention seeking behaviors, lashing out, manipulation, horseplay, property damage, and unwanted attention. General social aggression is not repeated targeted behavior.
- **Theft (ARS §13-1802):** Presidio School will not be responsible for the loss, theft or destruction of personal items.
- **Violations of the Law:** Behaviors that violate either Arizona or Federal statutes. Any student who violates the law will be disciplined accordingly and a report will be made to the police if they have not previously been made aware of the violation.
- **Weapons (ARS §13-3101):** A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, but does not include a pocket knife with a blade of less that 2.5 inches in length (18 U.S.C. Section 930(g) (2)).

DISCIPLINARY NOTICE

Presidio School does not contact parents or guardians in the event of "day-to-day" disciplinary matters such as a student receiving a referral for a minor infraction. In most instances, the student and a teacher or an administrator will be able to deal with these issues without involving the parent. However, parents/guardians will be contacted when the student's behavior is chronic or excalates in severity. Parents/guardians will also be contacted to review behavior intervention plans and/or behavior contracts. Review of behavior plans and/or contracts include a status update, revisions to the plan, or increased disciplinary measures as needed.

Where a student is reasonably believed to have committed an act which could lead to long term suspension and/or **permanent expulsion**, the student shall immediately be suspended from attending classes until such time as the Discipline Committee (comprised of a member from Exceptional Student Services, the Guidance Counselor, Director of Curriculum and Instruction, and appropriate grade level Master Teacher) has investigated the act(s) in question and has assembled sufficient information to enable the Committee to determine the appropriate disciplinary action. Students who participate in exceptional education services (e.g. IEPs or 504 Plans) will be suspended until the Discipline Committee can conduct a Manifestation Hearing to determine whether the student's actions were a result of a choice or his/her disability. Students are expected to complete all coursework missed during their suspension. Coursework may be accessed electronically and/or parent/guardian may retrieve hard copy assignments at the front office.

When there is a question regarding the instigator in a situation involving more than one student, all parties will be suspended until a thorough investigation can be completed. A student suspended for behavior that could lead to long-term suspension and/or expulsion is required to provide the school with a **written statement** outlining the student's version of the incident in question. That statement must be received within two school days of the event in question. Failure to provide the written statement will result in Presidio School's Discipline Committee making a determination without the benefit of the student's input.

CODE OF CONDUCT VIOLATIONS

Within the Discipline Code are consequences students may receive for violations. Under the Discipline Code, Student Rights and Responsibilities, and Appeal Process, students are afforded an opportunity to present their case. Any discussion of circumstances and consequences shall be resolved in a calm and non-disruptive manner. Any student refusing to abide by the imposed consequences may be withdrawn from Presidio School. The length of time a student is removed from school will be dependent upon the frequency and severity of the offenses (refer to Disciplinary Notice section for information about students receiving exceptional education services). Depending on the severity of the code of conduct violation, the student's removal may be permanent. If a student accumulates more than a total of 6 points during any one school year the student may be suspended for up to 10 days pending a hearing. At the hearing, the administration may recommend a long-term suspension and/or ineligibility for continued enrollment.

Suspensions

- For students who have in-school suspension, participation and/or attendance at activities will be at the discretion of administration.
- For students who have off-campus suspension, the following will apply:
    - They are not allowed to participate or attend any practices performance, contest, game or school function during the term of the disciplinary action.
    - The length of suspension shall be measured from the time a student is discharged from school until the morning of the day the student is permitted to return to the classroom.
    - The student is responsible for making up all coursework missed as a result of his/her suspension.Students who have been suspended from Presidio School may not return to campus or attend any school related activities (open to the public or as a guest of a Presidio School family member) for the length of suspension.

Explusions

- The term of an expulsion depends on the severity of the violation.
    - Typical expulsion terms are end of term, one year from the date of the expulsion, or permanent.
- Students who have been expelled from Presidio School may not return to campus or attend any school related activities (open to the public or as a guest of a Presidio School family member) for the length of expulsion.

Appeal Process for Disciplinary Action

- Parents/guardians and/or students must submit a written appeal to the Principal within two school days following the date of the disciplinary action.
- Principal will review appeal, conduct an investigation, and render a written decision.
- Should the student and/or parent/guardian disagree with the Principal's decision, the student and/or parent/guardian may submit a written appeal to the Presidio Board of Directors no less than 48 hours prior to the next regularly scheduled Presidio School Board Meeting.
    - Students and/or parents/guardians have the right to bring legal counsel (at student/parent/guardian's expense) to the Board Meeting, but must include that information in the written appeal submitted 48 hours prior to the Board Meeting.

CODE OF CONDUCT VIOLATIONS	MINIMUM CONSEQUENCES
Level 1: 1 point • Academic Dishonesty (1st offense) • Character Pillar violations (repeated) • Community Conduct violations (repeated) • Dress Code violations (repeated) • Driver Safety violations • Ditching (1st offense) • Excessive PDA (repeated) • Misuse of technology (1st offense)	• Meeting with a member of the Discipline Committee to devise a Behavior Intervention Plan
Level II: 2 points • Academic Dishonesty (repeated) • Ditching (repeated) • Excessive PDA (repeated) • Misuse of technology (repeated) • Possession of illicit substances and/or equipment (1st offense)	• Meeting with a member of the Discipline Committee to devise a Behavior Contract, including logical consequences to actions.
Level III: 3 points • Defiance/Refusal to Participate (repeated) • Graffiti/Vandalism ($500 or less to repair/replacement) • Social Aggression (1st offense) • Possession and/or Suspected Use of an Illicit Substances and/or equipment (1st offense)	• In-school suspension pending investigation • Meeting with a member of the Discipline Committee and parent/guardian to develop a Behavior Contract.
Level IV: 4 points • Bullying (1st offense) • Sexual Harassment • Social Aggression (repeated)	• Off campus suspension pending investigation • Meeting with the Discipline Committee and parent/guardian to develop a Behavior Contract.
Level V: 5 points • Assault • Bullying (repeated) • Disruption of Educational Process • Gang Activity, Theft, Weapons • Graffiti/Vandalism (repeated and/or in excess of $500) • Sale, Purchase, or Distribution of Illicit Substances • Use of Illicit Substances (repeated) • Violations of Laws • Weapons (excluding a pocket knife with a blade of less than 2.5 inches in length)	• Off campus suspension pending investigation • Possible contact with law enforcement • Meeting with the Discipline Committee and parent/guardian to develop a Behavior Contract and/or discuss terms of enrollment.

ELEMENTARY SCHOOL (GRADES K-5) SPECIFIC POLICIES

KINDERGARTEN ENTRANCE EXPECTATIONS

Initial Enrollment

The potential student must be 5 on or before January 1 of the enrolled year. If enrolling a 4 year old (as an early kindergarten student), the child must pass all skills and social/emotional expectations of the Kindergarten Readiness Assessment.

Continued Enrollment for Early Kindergarten Students

Grade level and social/emotional readiness will be assessed. If at any time Presidio School determines that the child is not prepared for kindergarten, then a meeting will be held to discuss the best option for that child and his/her academic future at Presidio School, including withdrawal for the remainder of the school year.

GRADING SYSTEM

Kindergarten

- E – Exemplary (90-100): Exceeds grade level standards in content area
- S – Satisfactory (75-89): Meets grade level standards in content area
- N – Needs Improvement (65-74): Making progress, but is not mastering grade level standards in content area
- U – Unsatisfactory (0-64): Making minimal to no progress in mastering grade level standards in content area

Grades 1-5

- A 90 - 100
- B 80 - 89
- C 75 - 79
- 2 65 - 74 (Below Mastery)
- 1 0 - 64 (Falls Far Below Mastery)

COMMUNICATION FOLDERS and CHARACTER CARDS/AGENDAS

COMMUNICATION FOLDERS

Communication folders are provided to all students in grades K-5 and are an important form of communication between Presidio and parents/guardians. Parents are encouraged to check the folders nightly for important information, flyers, graded work, and homework and should use the folders to return signed documents and communicate with the student's teacher.

CHARACTER CARDS/AGENDAS

Character Cards/agendas serve as a communication tool between Presidio staff and parents/guardians in respect to students' daily behavior. Students in grades K-1 receive Character Cards that track behavior and are sent home on a daily basis in the students' Communication Folders. New Character Cards are provided to students biweekly and the previous week's Character Card must be signed by a parent/guardian and returned to the teacher via Communication Folders.

Students in grades 2-5 receive agendas that are not only used as student planners, but also to track student behavior. Parents/guardians should review planners each evening to ensure homework is completed and behavior is addressed.

PRESIDIO UNIFORM

Students in grades K-5 must wear a green Presidio School uniform shirt, follow the definition for Appropriate Dress listed in the Code of Conduct, and refrain from wearing overalls, coverlets, pullover hoodies, sweatshirts, or any article of clothing that covers the Presidio School logo on the uniform shirt.

AFTER CARE (GRADES K-3)

Presidio provides child care services for students in grades K-3 from 2:40 PM-5:00 PM. An annual registration fee for each child is due at the beginning of each new school year and monthly usage fees will be applied. Refer to the After Care Statement of Services for additional information including rates, closing time policies, late fees, and identification of those authorized to pick up the child(ren) from After Care.

All students in grades K-3 must complete a blue After Care card and pay the annual $10.00 registration fee. Parents/guardians who have not availed themselves of After Care services will receive a refund of the $10.00 registration at the conclusion of the school year or upon withdrawal. This policy is in place to allow the students to be cared for by Presidio Staff if, for any reason, the parent/guardian or designated "pick up" person is late.

ACADEMIC LAB (GRADES 4-5)

Academic Lab will be open until 5:00 PM on school days and from 8:30 AM to 3:30 PM on Saturdays. In addition to the highly qualified Academic Lab teacher, student classroom teachers are available on a rotating basis after school to help with homework and to address additional instructional needs.

Academic Lab is for students who:

- Have missed a significant number of hours in class
- Are behind in a subject and need to make up work
- Are not passing one or more classes and need additional instructional support
- Want a quiet place to work or access school resources such as library books and the internet.
- Need to take a make up exam/assessment

Students in grades 4-5 who remain on campus after school must go to the Academic Lab at 3:45 PM until they are picked up by a parent/guardian/or authorized "pick up" person.

MIDDLE SCHOOL (GRADES 6-8) SPECIFIC POLICIES

GRADING SYSTEM

- A 90 - 100
- B 80 - 89
- C 75 – 79
- C- 70 - 74 **(Approaches Presidio Established Mastery)**
  - Students who consistently score "Approaching,"may be placed on an Academic Intervention/Probation Plan as they are not at a mastery level needed for success in subsequent grade levels.
- BM2 60 - 69 (Below Mastery)
- FB1 0 - 59 (Far Below Mastery)

AGENDAS/PLANNERS

Students are provided with agendas that are not only used as student planners, but also as a tool to track student behavior. Parents/guardians should review planners each evening to ensure homework, missing, and/or redo assignments are completed and behaviors that are negatively impacting student success are addressed. It is equally important to take this time to praise your student for academic accomplishments and noted positive behaviors.

PRESIDIO UNIFORM

Students in grades 6-8 must wear a blue or grey Presidio School uniform shirt, follow the definition for Appropriate Dress listed in the Code of Conduct, and refrain from wearing overalls, coverlets, hoodie sweatshirts, or any other article of clothing that covers the Presidio School logo on the uniform shirt.

ACADEMIC LAB

Academic Lab is open until 5:00 PM on school days and from 8:30 AM to 3:30 PM on Saturdays. In addition to the highly qualified Academic Lab teacher, students' classroom teachers will be available on a rotating basis after school to help with homework and to address additional instructional needs.

Academic Lab is for students who:

- Have missed a significant number of hours in class
- Are behind in a subject and need to make up/redo work to demonstrate mastery
- Are not passing one or more classes and need additional instructional support
- Want a quiet place to work/access school resources
- Need to take a make up exam/assessment

8TH GRADE TRANSITIONAL SERVICES

The Presidio School Guidance Counselor works individually with each student on his or her Educational Career Action Plan (ECAP). The ECAP reflects a student's current coursework and career and educational aspirations. The ECAP also identifies additional learning opportunities to further develop the student's individual academic and career goals. A key component of the 8th grade ECAP is determining where the student will attend high school. This decision is made in conjunction with the student's parents/guardians.

8TH GRADE PROMOTION CELEBRATION

Promotion ceremonies are important events honoring our students and their accomplishment in successfully meeting this important benchmark. During the ceremony, students are recognized for their accomplishments and presented with a variety of academic and social awards. Student centered performances, presentations and speeches are key components of the ceremony. In order to be promoted to Presidio high school and participate in the promotion ceremony, students are required to have completed all required coursework and pass Arizona's mandated year-end 8th grade assessment.

HIGH SCHOOL (GRADES 9-12) SPECIFIC POLICIES

GRADING SYSTEM

- A 90 - 100
- B 80 - 89
- C 75 – 79
- C- 70 - 74 **(Approaches Presidio Established Mastery)**
- BM2 60 - 69 (Below Mastery)
- FB1 0 - 59 (Far Below Mastery)
- Adaptations to the Grading System and/or credit requirements addressed in an IEP will take precedence over Presidio School High School Credit Requirements

HIGH SCHOOL CREDIT REQUIREMENTS

At a minimum, students must meet the Arizona Board Of Regents and Arizona Department of Education High School Competency Requirements and complete the following:

- 4 credits of English
- 4 credits of laboratory science
- 4 credits of mathematics
    - 1 credit must be advanced math for which Algebra II is a prerequisite
- 4 credits of social studies
- 2 consecutive credits of one foreign language
- 1 credit of fine arts
- 1 credit of Career and Technical Education (CTE) or vocational education
    - To include community education programs (e.g Upward Bound, JTED, internships, ROTC) and Post-secondary Preparation
- .50 credit of financial literacy
    - Credit can be earned with successful completion of personal finance modules that meet Arizona State financial literacy standards
- .50 credit of community service
    - To include approved community partnership programs (e.g. NHS, CCCR class, Post-secondary Preparation) and continuous participation in school community events (e.g. Cultural Festivals, Honors Dinners)
- .50 credits for passing the Arizona Civics Test and CPR training as mandated by Arizona State Law
    - Students will receive .25 credits upon completion/passage of each training/test
- 2.50 or more credits of elective courses

Students must take at least five credits (academic or elective) during their senior year at Presidio School. A list of specific courses and course descriptions are printed separately in the Presidio High School Course Description Book.

Although students may have completed most of their required credits by their senior year, Presidio School encourages students to take additional courses in their field of interest. Students may enroll in a maximum of two classes at the University of Arizona, Pima Community College, or approved post-secondary program and receive dual credit. In order to receive high school credit, students must obtain a letter of approval from the Principal and an official transcript must be sent to Presidio from the institution.

The Principal may petition the Presidio School Board for dispensation for meeting college entrance requirements and/or Presidio School credit requirements that are in excess of Arizona Department of Education requirements when meeting such requirements may present a hardship to the student (e.g. students receiving ESS services).

HIGH SCHOOL GRADUATION REQUIREMENTS

Presidio School is a college preparatory school. It is our mission to provide a challenging and self-empowering environment for students in order to prepare them for the rigors of a college curriculum. Students transferring from another high school must meet with Presidio's Director of Curriculum and Instruction prior to enrollment to determine course requirements and allocation of transfer credits. Official transcripts must be sent to Presidio School's registrar to receive credit for classes that were taken at another school.

Transferring students are required to meet the Presidio graduation requirements. In order to receive credit for transfer credits earned from another school, Presidio School may require the student to demonstrate mastery of the standards. If the student cannot demonstrate mastery, the transfer credit will be accepted as an elective credit. If the credit is for a subject required for graduation, the student must take the course again or demonstrate mastery of the content by other means as approved by the Director of Curriculum and Instruction.

To receive a Presidio School diploma and participate in the graduation ceremony, students must meet the following requirements:

1. Complete a minimum of 24 credits (a one-semester course is .50 credits) that include the required curriculum stated in the Presidio School Course Description Book and in this handbook.
2. Complete and pass all required courses.
3. Adhere to the student code of conduct.
4. Maintain at least a 90% attendance rate for the school year, regardless of age.
5. Pass state-mandated tests Arizona has determined to be required for graduation.

ACADEMIC TERMS OF ENROLLMENT

If a student fails to earn grade level credit during the school year, the student will be placed on an Academic Intervention plan. The student's high school team will meet to discuss the student's Academic Intervention Plan and determine whether to revise the plan or move the student to Academic Probation. Students who fail to meet the requirements of their Academic Probation plans will be placed on terms of enrollment for the remainder of the school year and/or next school year. Terms of enrollment may require students to complete Presidio approved summer school courses in order to receive credit. If at any time a student fails to meet the agreed upon terms, the student will not be able to return to Presidio the following school year as Presidio does not offer credit recovery courses.

SUMMER SCHOOL

In order to receive credit from another institution, the Director of Curriculum and Instruction must approve the course of study prior to the student enrolling in the course. Students who plan on enrolling in summer school, must meet with the Director of Curriculum and Instruction to ensure that they are enrolling in a suitable, approved summer program. Once the course has been completed, the transcripts will need to be reviewed by the Director of Curriculum and Instruction before the student will receive credit for summer school.

ADDITIONAL SERVICES OFFERED

HIGH SCHOOL AP COURSES

All high school students are required to take AP courses. Grades for AP courses are weighted heavier and therefore are more challenging. Students are not required to take annual AP tests, but are encouraged to do so. Although students are required to submit a deposit per test, Presidio School will make every effort to help students with the final cost. Presidio School will allocate Title I funds and tax credit donations to offset AP test fees. Parents and students should be prepared to fulfill some or the entire financial responsibility of taking the test should students underperform in their classwork and/or fail to demonstrate Presidio School mastery of course content.

STUDY HALL

Study Hall is offered to students who need additional assistance, desire a quiet place to complete assignments, or have academic deficiencies. Each high school teacher is scheduled for a minimum of one Study Hall session per week (2:15-3:10 PM). Students who have academic deficiencies may be assigned to attend Study Hall. Students who do not attend mandatory Study Hall and do not make other arrangements with their teachers will be assigned to Saturday Academic Lab. A Parent-Teacher conference will be required, and an Academic Probation Plan and/or Disciplinary action may be put in place, to address failure to meet the requirements of Study Hall and/or Saturday Academic Lab.

COURSE CREDIT FOR MASTERY

Course Mastery for Credit is an opportunity for students who failed a previous quarter to earn credit. Course Mastery for Credit must be completed in Study Hall prior to the end of the current school year. Students participating in Course Mastery for Credit may receive a maximum of 70% for the course and must demonstrate mastery of the course content prior to receiving credit.

POST-SECONDARY PREPARATION

Presidio School's Guidance Counselor works individually with each student on his or her Educational Career Action Plan (ECAP). The ECAP reflects a student's current coursework and career and educational aspirations. The ECAP also identifies additional learning opportunities to further develop the student's individual academic and post-secondary career goals. The initial plan, developed in 8th grade, is updated throughout high school. To maximize the student's opportunities, the Guidance Counselor assists the student in applying to one or more programs such as the Pima College Upward Bound Program, Joint Technological Education District (JTED) career cluster program, and educational opportunities offered at the University of Arizona or other approved universities/colleges. These are just some of the programs available to Presidio High School students. The Guidance Counselor also works with each student individually to locate and apply for college and university scholarships, apprenticeship opportunities, financial aid programs, military and/or vocational opportunities. Students who utilize the Transitional Services are better equipped to navigate the financial and academic requirements of post-secondary education. Parents/guardians are encouraged to work with the student and Guidance Counselor to ensure successful transition.

CO-CURRICULAR/EXTRACURRICULAR OPPORTUNITIES, PRIVILEGES and EXPECTATIONS

FESTIVAL DAYS

Festival days are required school days for all students and are an opportunity for students in grades 9-12 to earn community service credits. Festival day requirements for high school students are as follows:

- Attend and participate for the entire school day
- Complete volunteer duties and/or utilize the school day to complete missing/redo coursework.
- Students who receive an unexcused absence on a festival day are responsible for making up 6 hours of community service, as approved by the High School Master Teacher.

HIGH SCHOOL STUDENT LOUNGE

The High School Student Lounge is a privilege afforded to high school students who abide by the Presidio School Code of Conduct and demonstrate the 6 Pillars of Character. Students who use the High School Student Lounge must clean up after themselves, ensure all lunch trays are returned to the Cafeteria, and be respectful of others' belongings (e.g. food in the refrigerator).

SENIOR TRIP

Presidio School seniors have the opportunity to propose ideas for a Senior Trip. The Senior Trip must be age appropriate and approved utilizing the same process as other field study opportunities, with the exception of alignment to ADE Academic Standards. Students must raise a minimum of 90% of the required funds for the trip in addition to the following criteria:

- Pass all classes and have earned all the credits necessary for graduation
- Be in good academic, attendance, and behavioral standing
- Return a signed permission slip and ensure deposit is made by the specified due date
- Have the required number of faculty chaperones necessary to meet the trip guidelines
- Take an active role in fundraising activities

OFF CAMPUS PERMISSION

Off campus permission applies to students in grades 9-12 (including those who are 18 years of age or older) who have written consent from a parent/guardian and/or Principal/Guidance Counselor and meet the following criteria:

- Remain in good academic, attendance, and behavioral standing
- Receive permission from the High School Master Teacher
- Abide by the Presidio Code of Conduct on and off of the Presidio Campus during school hours
- Provide current student ID prior to leaving campus and retrieve said ID upon return.
- Remain on campus during scheduled classes, unless otherwise specified.

AFTER SCHOOL SUPERVISION

Students in grades 9-12 may remain on campus after dismissal (2:10 PM); however, they must continue to abide by the Presidio School Code of Conduct. Students who fail to abide by the Presidio School Code of Conduct and/or impede the education of younger students in any way may be asked to leave campus or asked to report to Study Hall/Academic Lab. Continued disruptions are subject to the consequences listed in the Code of Conduct.

Parent/Guardian Legal & Informational Notification Packet

- **The documents contained in this packet are notices that schools are required to provide to the parents/guardians of all students.**
- **These documents should be kept by the parent/guardian as a resource and are not required to be returned to the school.**
- **When you sign the Presidio School Registration Form, you are acknowledging that you have received, read and agree to abide by the notifications and policies contained within this packet.**
- **This packet is also available for download from the Presidio School website at www.presidioschool.com**

Revised August 2018

ESSA – Every Student Succeeds Act

The Every Student Succeeds Act was signed into law on December 10, 2015, replacing the No Child Left Behind Act. ESSA is to "provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close the educational achievement gaps". Under ESSA, Presidio School receives Title I, Title II and Title IV funding. All schools determine how to budget and expend these funds through a multi-step process called the Comprehensive Needs Assessment, Root Cause Analysis, and Integrated Action Plan. Schools use the 6 Principles to identify strengths and needs in order to increase student achievement and strengthen school systems leading to sustainable improvement. The six principles are Effective Leadership; Effective Teachers and Instruction; Effective Organization of Time; Effective Curriculum, Conditions and Culture; and Family and Community Engagement. The primary needs identified in the Comprehensive Needs Assessment become the foundation for the School's Integrated Action Plan. This plan is evaluated and revised on an annual basis. We have been working on the needs assessment for the past several months and are now about to start the development of the Integrated Action Plan. This is being done with a team of volunteers including teachers, staff, parents, grandparents, students and community members from local businesses and social service agencies.

A targeted assistance Title I school is one in which the Title I service can only be provided to those students with significant educational needs. A Title I School-Wide program may be used in a school that has a poverty enrollment greater than 40%. Presidio's Title I population is around 80% and we are a school-wide program. This means that Presidio is able to use ESSA funds to benefit all the students in the school. One of the best aspects to being school-wide is that all of our students needs are considered and addressed and not just those who are considered low-income. It also removes and stigma as to service provision.

Title I: The purpose of Title I funding, "is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments." Title I funds can be used to improve curriculum and program, instructional activities, class size reduction, counseling, parental involvement, increase staff, etc. The funding has one goal and that is to assist schools in meeting the educational goals of low-income students. In the case of School-Wide Title I Schools, all students may be assisted.
Presidio uses Title I funds in the following ways:

- Fast ForWord Reading Lab and Instructor
- Math Interventionist
- Academic Lab Instructors
- Kindergarten Paraprofessionals
- Teacher Professional Development
- Library Paraprofessional
- Math intervention resources such as Coach workbooks and assessments, Ladders to Success workbooks, and Math Clinics workbooks currently for grades 6-12. We plan on expanding to the lower grades next year.
- Fiction and non-fiction novels in support of ELA, Social Studies, Science and summer reading
- Sadlier Grammar and Writing intervention workbooks and resources
- Scholastic News for grades 2-4 and Scholastic Upfront for high school social studies related to current events
- Services and supplies needed to meet the needs of homeless students
- Brain Pop to enhance science and social studies at the lower grade levels. Brain Pop can be accessed by students at school and from home.
- Reading A-Z (Raz Kids) reading skills instruction and interventions that can be accessed by students at school and from home.
- Field studies such as Sea Camp, Wright Flight, Sky School, Bisbee Arizona History activities, Act One and other arts opportunities
- SAM Labs

- Keyboarding Licenses
- Student Agendas/Planners
- Galileo which provides ELA, Math and Science benchmark assessments and instructional interventions
- Technology including Chromebooks and cases for 1:1 Computing, TruTouch Interactive Television, iPads and or Tablet devises for teachers in support of instruction and their Professional Learning Communities

Title II: The purpose of Title II funding is to prepare, train, and recruit high quality teachers and principals. Presidio uses Title II funds in the following ways:

- Approximately 86% of Presidio's Title II funding goes towards teacher salaries.
- Approximately 14% is used for recruitment activities such as fair attendance and advertising on sources such as Zip Recruiter.

Title IV-Part A: Title IV, Part A was newly authorized under subpart 1 of Title IV, Part A is the Student Support and Academic Enrichment (SSAE) program. The purpose is to improve students' academic achievement by increasing the capacity of schools to provide all students with access to a well-rounded education; improve school conditions for student learning; and improve the use of technology to improve the academic achievement and digital literacy of all students.
Presidio School uses Title IV-Part-A in the following ways:

- Chess Club
- Theatrical performances in and outside of school
- Conferences for dance students
- Field students such as Voyager, Sky School, Arizona Marine Discovery and Model United Nations
- Costumes and shoes for dance
- Set designs and equipment for dance and music performances
- Equipment and supplies for Kung Fu
- Supplies for visual arts
- Supplies for music such as instruments, soundboards, picks, strings etc.

If you would like more information on any of these programs or information regarding your child's eligibility for services please contact Terry Garza, Presidio School Superintendent or Jessica Montierth Puls, Presidio School Principal.

If possible, please attend one of the bi-annual ESSA Informational Meetings. Dates and times will be announced vis School Messenger and on the Presidio School website at www.presidioschool.com

Presidio School Advisory Board

The Presidio School Advisory Board is a voluntary organization whose membership is open to faculty, students, parents, and interested citizenry such as business people, post-secondary educators, service providers, and Presidio neighbors. The Advisory Board meets on a monthly basis and is responsible for assisting the school with program planning, school improvement planning and the development and implementation of the NCLB (No Child Left Behind) Continuous Improvement Plan.

In order to facilitate the development and implementation of the NCLB Continuous Improvement Plan, the Advisory Board has established five sub-committees to address each of the six NCLB goals. The six goals are: **1) Continuous Improvement** - Presidio School will create a culture of continuous school improvement through data analysis, needs assessment, improvement planning, implementation, and monitoring while communicating at all levels of the organization a purpose and direction for continuous improvement founded upon high expectations for learning as well as shared values and beliefs about teaching and learning as measured by a Continuous Improvement Plan that results in high academic rigor and academic growth for all students; **2) LEA Leadership** - Presidio School will provide a constructive and caring campus climate that promotes student learning, student success, student college and career readiness, teacher effectiveness, and organizational effectiveness under transparent and student-focused governance and leadership as measured by annual faculty, parent, and student survey results; **3) Curriculum and Instructional Systems** - Presidio School will provide a Common Core aligned curriculum, a Mastery Learning instructional design; and integrated formative and summative assessment practices that will heighten teacher effectiveness and student learning across all grade levels as measured by the percent of Effective and Highly Effective teachers providing instruction and Presidio students consistently scoring above state averages on state mandated summative assessments; **4) Supplemental Supports & Interventions** - Presidio School will develop and implement a cohesive and comprehensive network of intervention services and academic support systems for teachers and students insuring that students at all grade levels (including students with disabilities, English language learners, and the economically disadvantaged and racial/ethnic subgroups) will evidence growth at or above state averages when compared to similar AZ students as measured by the proficiency or better attainment rate for each subgroup as measured by Arizona State Mandated Assessments; **5) Data, Assessment and Evaluation** - Presidio School will foster a dynamic cycle of continuous improvement using data to effectively examine student progress, teacher effectiveness, leadership effectiveness, and system-wide programs and practices as measured by the percent of Effective and Highly Effective teachers providing instruction and Presidio students consistently scoring above state averages on state mandated summative assessments; **6) Stakeholder Relations** - Presidio School will promote active participation by all stakeholders in a family-school-community partnership where meaningful involvement is encouraged in assisting the school develop and implement its Continuous Improvement Plan and where a broad range of avenues for participation in the creation and maintenance of a positive school climate dedicated to supporting each student overcome challenges, increase academic achievement, and be successful in a highly rigorous college preparatory learning environment are established as measured by the National Network of Partnership Schools (NNPS) Annual Progress Report.

Another primary duty of the Advisory Board is to support planning and implementing parent involvement programs and to develop an annual Parent Survey. The survey's content is different each year and the data collected is used to improve the school and assist in all aspects of school planning. Other committees that you may choose to serve on include the Technology, STEM, Strategic Planning and Garden. We would also enjoy having you participate in planning and implementing either of the two cultural festivals the school offers on an annual basis. If you are interested in volunteering at Presidio in any capacity, please leave your name, contact information, and the names(s) and grade level(s) of children attending the school with the front office personnel. Your information will be forwarded to the appropriate person and you be contacted within two school days.

You have the right to expect all NCLB services for which your child qualifies will be provided to your student and that you will be informed of said services on an annual basis.	Presidio High School has the responsibility to inform you of all NCLB services as well as your student's eligibility for said services on an annual basis.

Presidio School Parental Involvement Policy

Parental involvement is necessary to the continuing success of Presidio School, and parental participation is strongly encouraged. Presidio School welcomes and invites your suggestions and assistance in program planning, school improvement planning, as well as participation in events and activities. There are many ways in which you can contribute to Presidio and your child's education. If you are interested in volunteering in any way, contact Dr. Saliba, Presidio Principal and Chairperson for the Presidio School Advisory Board. If you do not have the desire or time to serve on a committee, we hope that you will always feel free to bring to the attention of Administration any situation or concern that you feel needs to be addressed. Your concerns are our concerns.

PART I. GENERAL EXPECTATIONS

Presidio School agrees to implement the following statutory requirements:

Presidio School will put into operation programs, activities and procedures for the involvement of parents in Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, Presidio School will ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

Presidio School will incorporate this school wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Presidio School will submit any parent comments with the plan when the school submits the plan to the State Department of Education.

Should Presidio School meet the funding level threshold requirement to expend 1% of Title I, Part A funds for parental involvement, Presidio will involve the parents of children served in decisions about how the funds are spent.

Presidio School will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

PRESIDIO SCHOOL PARENT INVOLVEMENT

Parental involvement is necessary to the continuing success of Presidio School, and parental participation is strongly encouraged. Presidio School welcomes and invites your suggestions and assistance in program planning,, school improvement planning, as well as participation in events and activities. There are many ways in which you can contribute to Presidio and your child's education. If you are interested in volunteering in any way, contact Dr. Saliba, Presidio's Principal and Chairperson for the Presidio School Advisory Board or Maria Marones, Chairperson of the Presidio Parent, Teacher, Student Organization. If you do not have the desire or time to serve on a committee, we hope that you will always feel free to bring to the attention of Administration any situation or concern that you feel needs to be addressed. Your concerns are our concerns.

PARENT/SCHOOL COMPACT

Parent Rights and Responsibilities	*School Rights and Responsibilities*
You have the responsibility to be an interested party in your student's progress, to help ensure that your student stays on task and works to his/her ability in a self-paced environment.	Presidio School has the responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that assists your student in attaining Arizona State Standards. Presidio School has the responsibility to schedule parent conferences regarding lack of progress in coursework.
You have the right to track student progress other than through regular Student Progress Reports by utilizing Presidio Schools' weekly student progress form.	Presidio School has the responsibility to distribute Student Progress Reports at a minimum of four times per school year.
You have the right to participate in decisions regarding your student.	Presidio School has the responsibility to notify parents either telephonically or via mail of any problems or scheduled meetings regarding attendance, discipline or course progress.
You have the right to serve on parent advisory committees that assist with the development of various school activities, partnerships and annual review of the content and effectiveness of the Parental Involvement Policy.	Presidio School has the responsibility to post and mail information pertaining to regularly scheduled School Board meetings, Open Houses, advisory committees and various other school functions.
You have the responsibility to ensure that your student attends school on a regular, consistent basis. You have the right to request attendance inquiries on your student. You have the right to timely attention to problems or disputes regarding attendance.	Presidio School has the responsibility to notify parents via postcard when their student has been placed on attendance probation, to respond to attendance inquiries in a timely fashion and if requested, to conference with the student/parents regarding a behavior modification plans designed to remediate attendance problems.
You have the right to have access to information and school profiles in a language and form that you can readily understand and comprehend.	Presidio School has the responsibility to provide translation services in order to help facilitate an understanding of information provided.
You have the responsibility to ensure that your student understands and follows the rules and regulations outlined in the Presidio School Student Handbook.	Presidio School has the responsibility to provide a Student Handbook to each parent and student.
You have the responsibility to ensure that you and your student understand A.R.S. §35-798.03 regarding Tobacco usage/possession on school grounds, etcetera and the repercussions surrounding violation of A.R.S. §35-798.03.	Presidio School has the responsibility to provide parents and students with information pertaining to A.R.S. §35-798.03, which is readily available in the Student Handbook. Presidio School has the responsibility to enforce A.R.S. §35-798.03.
You have the responsibility to take advantage of communication opportunities provided at regularly scheduled Presidio School Open Houses.	Presidio School has the responsibility to provide opportunities for parents to discuss Student progress with teachers via regularly scheduled Open Houses.
You have the responsibility to participate in the annual written parent evaluation/survey which will include, but not be limited to, questions relevant to the content and perceived effectiveness of the Parent Involvement Policy.	Presidio School has the responsibility to distribute an annual written parent evaluation/survey to all parents of students enrolled at Presidio School.

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

For more information parents may go to the ADE Parental Information and Resource Center located at http://www.azed.gov/resource-center/parents-families/

PART II. IMPLEMENTATION OF PARENTAL INVOLVEMENT POLICY

1. Presidio School will involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA; involve parents in the process of school review and improvement under section 1116 of the ESEA; will provide the necessary coordination, technical assistance, and other support to assist Presidio School in planning and implementing effective parental involvement activities to improve student academic achievement and school performance; and will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under other programs such as Move On When Reading by the on-going operation of the following:
    - PRESIDIO SCHOOL ADVISORY BOARD

      The Presidio School Advisory Board is a voluntary organization whose membership is open to faculty, students, parents, and interested citizenry such as business people, post-secondary educators, service providers, and Presidio Schools' neighbors. The Advisory Board meets on a monthly basis and is responsible for assisting the school with program planning, school improvement planning and the development and implementation of the Continuous Improvement Plan. Another primary duty of the Advisory Board is to support planning and implementing parent involvement programs and to develop an annual Parent Survey. The survey's content is different each year and the data collected is used to improve the school and assist in all aspects of school planning. Other committees that parents/guardians may choose to serve on include the Technology Committee and Strategic Planning Committee. Anyone interested in volunteering to serve on the Advisory Board or any of the subcommittees may leave contact information and the name(s) and grade level(s) of children attending the school with the front office personnel. They will forward the information to the appropriate faculty member.
    - COMMUNICATION

      The Presidio Schools website, www.presidioschool.com, contains information for both the public and the Presidio School community. In addition, school information is communicated via electronic newsletters, and the Presidio School Facebook and Twitter pages. Any information that parents would like to have included on the website, calendar, published in the newsletter, or shared on Facebook or Twitter should be submitted to erinmf@presidioschool.com

      The Presidio School Parent Committee Bulletin Board is located in the front lobby just outside of the Dreamcatcher Library and contains information about volunteer opportunities and important events happening at the school
    - FAMILY LINK

      Presidio Schools has implemented a unique way for parents to check on student's academic progress. The service is called FAMILY LINK. Using FAMILY LINK, parents/guardians and family members can access a "Real Time View" of academic progress and other important information via the internet by visiting the Presidio Schools Web site (http://www.presidioschool.com), and clicking on the FAMILY LINK from the side menu.

      Once parents/guardians authenticate into the main FAMILY LINK page, they are able to view the following: attendance, current marks, GPA history, mark history, student schedule

and current daily assignment marks, test history, vaccination records, and the school calendar.

- PARENT/SCHOOL COMMUNICATION FOLDER FOR GRADES K-5

  Presidio School provides each student with a folder for communication between the school and the students' parents/guardians. Communication Folders go home on a daily basis and are used for three primary purposes: parent/school communications, incomplete or unfinished work and homework, and the mastery/enrichment support work. The Communication Folder allows parents to have ongoing daily communication with the school about student progress both behaviorally and academically by providing a secure and organized place for student work materials and school/parent communiques. The Communication Folders are to be reviewed by the student's parent/guardian each evening and returned to the teacher the following school day. The teacher, in turn, will review the folder to determine if there is any communication from the parent for the teacher.

2. Presidio School will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Presidio School will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. The Presidio School Advisory Board Parental Involvement Sub-Committee in conjunction with the Presidio School PTSO will develop and evaluation results of the annual evaluation. Presidio School staff will be responsible for distribution and compilation of the evaluation results. The results of the evaluation will be made available via the school's website, Facebook, and Presidio School PTSO Bulletin Board.

3. Presidio School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities:

   A. Presidio School will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by providing information regarding the specific topics through the school's website, Facebook, Communication Folders and periodic informational meetings.
      - the State's academic content standards,
      - the State's student academic achievement standards,
      - the State and local academic assessments including alternate assessments,
      - the requirements of Part A,
      - how to monitor their child's progress, and
      - how to work with educators

   B. Presidio School will provide resource materials and information about appropriate on-line services and websites to help parents work with their children to improve their children's academic achievement.

   C. Presidio School will work with the school's parents and guardians to help teachers, pupil services personnel, the principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. This will be accomplished through the work of the Presidio School Advisory Board and the Presidio School PTSO. These organizations will solicit input from the parents through meetings, surveys, and personal outreach.

D. Presidio School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with all other school programs such as Move on When Reading. Presidio School, the Presidio School Advisory Committee and the Presidio School PTSO will conduct activities, such as parent informational meetings, parental resource communications, and Family Link which will be directed at encouraging and supporting parents in more fully participating in the education of their children.

E. Presidio School will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Family Link
- Presidio School Facebook
- Presidio School Website
- Newsletters
- E-Newsletters
- Communication Folders
- Student Planners
- Lobby Bulletin Board

STUDENT RIGHTS AND RESPONSIBILITIES

Presidio will consider revisions to these rights and responsibilities on an annual basis. If you would like to be part of this process let Dr. Mark Saliba, Principal, know and he will add your name to the list. Any student who desires to participate must submit his/her name by April 30th of each school year. Revisions are done during the month of May.

Student Rights	Student Responsibilities
Students at *Presidio School* deserve the right to an education in a community that is supportive of the learning process. The following is a list of rights that belong to you and cannot be taken away by anyone. Your classmates, teachers, administrators and other school staff have these same rights. Violations of student rights will be addressed under the discipline code.	With every right comes a responsibility. Acceptance of these responsibilities will help ensure your success as a *Presidio School* student and will help create a safe atmosphere that promotes learning. The following is a list of your responsibilities. Violations of student responsibilities will be addressed under the discipline code.
1. **You have a right to an environment conducive to the learning process.**	1. **You have the responsibility to allow others to pursue their education without disruptions.**
2. **You have the right to be respected and treated fairly at school.**	2. **You have a responsibility to respect others regardless of your personal differences.**
3. **You have the right to expect your teachers to assist you in the learning process in a supportive and respectful manner.**	3. **You have a responsibility to be prepared for class, which includes working during class time and completing assignments to the best of your ability.**
4. **You have the right to be safe in your school.**	4. **You have a responsibility to make the school a safe and positive place to be by obeying all school safety rules and school and classroom discipline policies and procedures.**
5. **You have a right to be an individual and express your individuality.**	5. **You have a responsibility to accept the differences between people and to allow them the same freedoms afforded to you.**
6. **You have a right to be a member of the *Presidio School* student body and as such to be judged upon current behavior and deeds, not past actions.**	6. **You have a responsibility to come to school, be on time to all of your classes and be a positive force in the school community.**
7. **You have the right to express your beliefs and ideas.**	7. **You have a responsibility to refrain from using words or actions that may hurt or intimidate others.**
8. **You have a right to tell your side of the story.**	8. **You have a responsibility to present your side of the story honestly and in a calm, reasonable manner.**
9. **Based upon eligibility, you have the right to receive appropriate NCLB services.**	9. **You have a responsibility to take advantage of NCLB services offered to assist you achieve academic and personal success.**

1695 East Fort Lowell Road
Tucson, Arizona 85719
520-881-5222

NOTICE TO PARENTS
Regarding Rights to View Teacher Qualifications

To: All Parents

From: Jessica Montierth Puls, Principal JMontierth Puls

Date: February 21, 2020

We are pleased to notify you that in accordance with the *Elementary and Secondary Education Act* (ESEA), you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or substitute status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to view this information or receive copies, please contact Denice Chapman, Business Manager, at 520-881-5222 or dchapman@presidioschool.com and she will be happy to assist you.

It is Presidio's responsibility to inform the general public of our responsibility to make available special education services and/or to make appropriate referrals for services for students with disabilities aged three through twenty-one years. Presidio is further charged with providing information regarding how to access needed services. In particular, Presidio has a responsibility to provide information regarding early intervention services for children birth through two years and for making referrals to the Arizona Early Intervention Program (AzEIP) for evaluation and provision of appropriate services.

Any student who enrolls in Presidio will receive services aimed at identifying, locating, and evaluating all children with disabilities. As part of that process, all students new to Presidio will have a complete screening within 45 calendar days of enrollment. The areas of academics, vision, hearing, communication, social/emotional, adaptive development, and motor skills will be examined. If any concerns are noted the child may be referred for additional help.

Presidio is responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

Presidio School
Summary of Child Find Procedures for Parents

In compliance with federal legislation, Presidio School has established the following policies and procedures for Child Find purposes:

1. Presidio will maintain documentation of the public awareness efforts to inform the public.
2. Screening activities will be implemented for all newly enrolled students.
3. The screening will be completed within 45 calendar days of school entry.
4. The screening will include consideration of academic or cognitive skills, vision, hearing, and communication, emotional, motor and adaptive development.
5. Review referral and follow-up will be done on screenings and documented in the child's cumulative file, with backup data on Presidio's student tracking system, School Master.
6. Presidio will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated.
7. Children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition, including:
    a. transition conferences will be arranged for children between the ages of 2 years, 6 months, and 2 years, 9 months;
    b. by a child's third birthday, an IEP or IFSP will be developed and implemented to ensure a Free and Appropriate Public Education; and
    c. for children who turn 3 years of age during the summer, the IEP team will determine the date of initiation of services including eligibility for extended school year services.
8. Presidio School will refer children aged birth through two years suspected of having a developmental delay to the Arizona Early Intervention Program to determine eligibility for early services, using the Child Find Tracking Form to ensure follow up within 30 calendar days of initial referral.

If you have concerns about a child you know,
ask for a referral to see Dr. Saliba, Principal or Jessica Puls, Director of Exceptional Student Services.

INFORMATION FOR SCHOOL-AGE YOUTH

IF YOU LIVE IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter

❖

In a motel or campground due to the lack of an alternative adequate accommodation

❖

In a car, park, abandoned building, or bus or train station

❖

Doubled up with other people due to loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and is feasible.
    - * If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

Local Liaison	State Coordinator
Maria Morones, M.Ed. Presidio School (520) 881-5222	Alexis, Clermont, M.Ed. AZ Dept. Ed. (602)542-4963

If you need further assistance with your educational needs,
contact the National Center for Homeless Education:
1-800-308-2145 * homeless@serve.org * www.serve.org/nche

INFORMACIÓN
PARA LOS JÓVENES DE EDAD ESCOLAR

SI VIVES EN CUALQUIERA DE LAS SITUACIONES SIGUIENTES:

En un albergue

❖

En un motel o un sitio para acampar debido a la falta de una alternativa adecuada

❖

En un parque, un edificio abandonado, o una estación de trenes o de autobuses

❖

Compartiendo la vivienda de otras personas debido a la pérdida de tu casa o a una dificultad económica

Podrías calificar para recibir ciertos derechos y protecciones bajo la ley federal McKinney-Vento.

Estudiantes elegibles tienen derecho a:

- Recibir una educación pública gratuita y apropiada.
- Inscribirse en la escuela inmediatamente, aunque falten documentos normalmente requeridos para la inscripción.
- Inscribirse y asistir a clases mientras que la escuela obtiene los documentos necesarios.
- Inscribirse en la escuela local; o continuar asistiendo a la escuela de origen (la escuela a la cual asistió el estudiante cuando tenía una residencia permanente, o la última escuela en la cual estaba inscrito), si esto es su preferencia y es factible.
  - * Si el distrito escolar cree que la escuela escogida no es la mejor para el estudiante, el distrito tiene que darle al estudiante una explicación escrita de su posición e informarle de su derecho de apelar su decisión.
- Recibir transporte a/de la escuela de origen, si se lo pide.
- Recibir servicios educacionales comparables a los que están provistos para otros estudiantes, según la necesidad del estudiante.

Si crees que podrías ser elegible, contacta al oficial para la educación de los niños y jóvenes sin hogar del distrito escolar para averiguar los servicios y ayudas que podrían estar disponibles.

NCHE National Center for Homeless Education at SERVE

Oficial para la educación de los niños y jóvenes sin hogar	Coordinador estatal
Maria Morones, M.Ed. Presidio School (520) 881-5222	Alexis Clermont, M.Ed. AZ Dept. of Ed (602) 542-4963

Si necesitas ayuda adicional con tus necesidades educacionales, contacta al Centro Nacional de Educación para los Niños y Jóvenes sin Hogar

1-800-308-2145 * homeless@serve.org * www.serve.org/nche

Presidio Schools
Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
    - School officials with legitimate educational interest.
        - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
        - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
    - Other schools to which a student is seeking to enroll;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements. For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877- 8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Arizona Department of Education
Exceptional Student Services
1535 W. Jefferson, BIN 24
Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Presidio Schools
Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
    1. Political affiliations;
    2. Mental and psychological problems potentially embarrassing to the student and his/her family;
    3. Sex behavior and attitudes;
    4. Illegal, anti-social, self-incriminating and demeaning behavior;
    5. Critical appraisals of other individuals with whom respondents have close family relationships;
    6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
    7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Presidio Schools

NOTIFICATION OF CONFIDENTIALITY RIGHTS REGARDING EDUCATION RECORDS OF STUDENTS WITH DISABILITIES AND THEIR PARENTS

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.
The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.
Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

> (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal

will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U. S. Department of Education

600 Independence Avenue, SW

Washington D.C. 2929204605

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

> The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights are available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

AHERA AMP parent, teacher, and employee notification

Importance: High

The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act, was passed by Congress in 1986. AHERA requires local educational agencies to inspect their schools for asbestos-containing building material and prepare management plans that make recommendations for the reduction of asbestos hazards. Public school districts and nonprofit private schools (collectively called local educational agencies) are subject to AHERA's requirements. This includes charter schools and schools affiliated with religious institutions. EPA provides local education agencies and parents and teachers with information about the AHERA asbestos-in-schools requirements. The rules implementing AHERA are published in the Code of Federal Regulations, Chapter 40, Part 763, Subpart E. The AHERA rules require local education agencies to take actions, including the following:

Perform an original inspection and re-inspection every three years of asbestos-containing material;

- Develop, maintain, and update an asbestos management plan and keep a copy at the school – Presidio's asbestos management plan is kept in Principal's office is available upon request.
- Provide yearly notification to parent, teacher, and employee organizations regarding the availability of the school's asbestos management plan and any asbestos abatement actions taken or planned in the school -- Presidio School's AMP is distributed to the parent/guardian of each enrolling students as part of the enrollment packet.
- Designate a contact person to ensure the responsibilities of the local education agency are properly implemented – Thomas Drexel, Presidio School Superintendent, is Presidio School's contact person. The certified person of record for the AHERA Designated Person is Joe Roos, Presidio School Office Manager.
- Perform periodic surveillance of known or suspected asbestos-containing building material;
- Ensure that properly accredited professionals perform inspections and response actions and prepare management plans; and
- Provide custodial staff with asbestos awareness training.

Concussion Management Plan

Overview

In response to the growing concern over concussion in athletics there is a need for schools to develop and utilize a "Concussion Management Plan". While regional limitations in the availability of specifically trained school and medical personnel are acknowledged, the following document serves as a standard for concussion management.

What is a Concussion?

Concussion, or mild traumatic brain injury (mTBI), in accordance with the 3rd International Conference on Concussion in Sport (2008), is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Common elements include but are not limited to:

Confusion	Disequilibrium	Post-traumatic Amnesia (PTA)
Feeling 'in a fog', 'zoned out	Retrograde Amnesia (RGA)	Vacant stare (Glassy eyed)
Disorientation	Emotional labiality	Delayed verbal and motor responses
Dizziness	Inability to focus	Slurred/incoherent speech
Headache	Excessive Drowsiness	Nausea/Vomiting
Loss of consciousness (LOC)	Visual disturbances including light sensitivity, blurry or double vision	

Concussion Education for Student Athletes and Parent(s)/Guardian(s)

- At the beginning of individual sport seasons, student-athletes shall be presented with a discussion about concussions and given a copy of the CDC's "Heads Up Fact Sheet for Athletes".
- At the beginning of individual sport seasons, parent/guardian(s) shall be presented with a copy of the CDC's "Heads Up Fact Sheet for Parents".
- By signing the Presidio School Registration Form, all student-athletes and their parents/guardians acknowledges receipt of the Presidio School Concussion Management Plan and accepts the responsibility for reporting their injuries and illnesses to the coaching/athletic faculty and staff, parents, or other health care personnel including signs and symptoms of concussion. This statement will also acknowledge having received the above-mentioned Plan and educational handouts.
- All student-athletes shall be **required** to participate in the above education prior to their participation in any sport at Presidio School.

Section 3: Concussion Education for Coaches and School Personnel

- It is required that the school's administrative staff, campus monitors, coaches, and fitness teachers complete a course dealing with concussion, its signs, symptoms and management. This course shall be completed prior to working with or supervising students.
- Each year the school's administrative staff, campus monitors, coaches, and fitness teachers shall review the Concussion Management Plan and the CDC's "Heads UP Fact Sheet for School Professionals.
- As determined by Presidio School Administration successful repetition of the course may be required in subsequent years.

Section 4; Pre-season student athlete concussion assessment

- Optimally a concussion history should be included as part of an athlete's pre-participation physical health examinations with their health care professional. A concussion history or physical health examination will not be required for fitness courses at Presidio School such as tumbling, dance, or Tae Kwon Do. It is up to parents/guardians to determine if their student(s) should be examined by a personal physician prior to participation and to provide documentation to the school should participation be restricted or prohibited due to medical/health considerations.

- It is recommended that prior to initial participation and at least every two years, student-athletes complete a baseline assessment prior to the beginning of the school year or their individual sports seasons as appropriate.

Section 5: Concussion Action Plan

- When a student shows any signs, symptoms or behaviors consistent with a concussion, the student shall be removed immediately from fitness class, practice or competition and evaluated by school personnel or other health care professional with specific training in the evaluation and management of concussion.
- School personnel, including coaches and campus monitors will be provided with a CDC pocket guide and will be are encouraged to utilize it to assist them in recognizing a possible concussion.
- A student displaying any sign or symptom consistent with a concussion shall be withheld from the fitness class, competition or practice and shall not return to activity until receiving clearance from a licensed physician (MD or DO). The student's parent/guardian(s) shall be immediately notified of the situation.
- The injured student will receive serial monitoring for deterioration and their parent/guardian shall be provided with written instructions upon dismissal from the fitness class/practice/game. **See Appendix A for a copy of the instructions.**
- In accordance with Presidio School's emergency action plans, immediate referral to Emergency Medical Services will be provided for any of the following "Red Flag Signs or Symptoms":
    - Loss of Consciousness
    - Seizure like activity
    - Slurring of speech
    - Paralysis of limb(s)
    - Unequal pupils or dilated and non-reactive pupils
    - At any point where the severity of the injury exceeds the comfort level of the on-site school personnel
- Parents/guardians will be contacted immediately and advised to consult a health care profession experienced in concussion management shall occur for all students sustaining a suspected concussion. A health care professional who is trained in management of concussion is:
    - A licensed physician (M.D./D.O.)
    - Advanced nurse practitioner
    - Neuropsychologist
    - Physician assistant (PA) or Licensed athletic trainer working under the direction of a physician (M.D./D.O.)
- Subsequent management of the student's concussion shall be at the discretion of the parents/guardians and their personal health care provider.
- A health care professional will need to provide the school with written accommodation should there be a need for adjustment of academic coursework, including the possible need to be withheld from coursework obligations while still symptomatic. **See Appendix B for possible accommodations required.**
- A health care professional will need to provide the school with a written release indicating that the student is able to return to school and/or physical activities or competitive play. **(see Appendix C for return to play protocol)**
- The incident, evaluation, continued management, and clearance of the student with a concussion shall be documented.

APPENDIX A: Immediate Post Concussion Instructions

The following instructions are to be given to each athlete and their parent/guardian after sustaining a concussion, as identified in section 6.4 of the Presidio School Concussion Management Plan

Head Injury Precautions

During the first 24 hours:

1. Diet – drink only clear liquids for the first 8-12 hours and eat reduced amounts of foods thereafter for the remainder of the first 24 hours.
2. Pain Medication – do not take any pain medication unless specifically directed and prescribed by a physician.
3. Activity – activity should be limited for the first 24 hours, this would involve no school, video games, extracurricular or physical activities or work when applicable.
4. Observation – several times during the first 24 hours:

   a. Check to see that the pupils are equal. Both pupils may be large or small, but the right should be the same size as the left.

   b. Check the athlete to be sure that he/she is easily aroused; that is, responds to shaking or being spoken to, and when awakened, reacts normally.

   c. Check for and be aware of any significant changes. (See #5 below)
5. Conditions may change significantly within the next 24 hours. Immediately obtain emergency care for any of the following signs or symptoms:

   a. Persistent or projectile vomiting

   b. Unequal pupil size (see 4a above)

   c. Difficulty in being aroused

   d. Clear or bloody drainage from the ear or nose

   e. Continuing or worsening headache

   f. Seizures

   g. Slurred speech

   h. Inability to recognize people or places – increasing confusion

   i. Weakness or numbness in the arms or legs

   j. Unusual behavior change – increasing irritability

   k. Loss of consciousness
6. Improvement - The best indication that a student who has suffered a significant head injury is progressing satisfactorily is that he/she is alert and behaving normally.

APPENDIX B: Return to School Recommendations

In the early stages of recovery after a concussion, increased cognitive demands, such as academic coursework, as well as physical demands may worsen symptoms and prolong recovery. Accordingly, a comprehensive concussion management plan will provide appropriate provisions for adjustment of academic coursework on a case-by-case basis. The following provides a framework of possible recommendations that may be made by the managing health care professional:

Inform teacher(s) and administrator(s) about your injury and symptoms. School personnel should be instructed to watch for:

- Increased problems with paying attention, concentrating, remembering, or learning new information
- Longer time needed to complete tasks or assignments
- Greater irritability, less able to cope with stress
- Symptoms worsen (e.g., headache, tiredness) when doing schoolwork

Injured Student_____ **Date**_____

Until fully recovered, the following supports are recommended: *(check all that apply)*

__May return immediately to school full time.

__Not to return to school.

__May return on (date) _____

__Return to school with supports as checked below. Review on (date) _____

__Shortened day Recommend ___ hours per day until (date) _____

__Shortened classes (i.e., rest breaks during classes Maximum class length: _____ minutes.

__ Allow extra time to complete coursework/assignments and tests.

__Reduce homework load by _____%.

Maximum length of nightly homework: _____ minutes.

__ No significant classroom or standardized testing at this time.

__ No more than one test per day.

__ Take rest breaks during the day as needed.

__Other:_____

Managing Health Care Professional (Please write legibly)

Name_____ Office Phone_____

E-mail_____ Alt. Phone_____

Health Care Professional Signature_____ Date_____

APPENDIX C: Return to Play Protocol & "Return to Play Clearance Form".

- Recovery from concussion and progression through the Return-to-Play stages is individualized and determined on a case-by-case basis. Many factors influence the rate of progression and include previous concussion history, duration and types of symptoms, age and sport/activity that the athlete participates in. Athletes with history of prior concussion, extended duration of symptoms, or participation in collision or contact sports may progress more slowly.
- The following table is adapted from the 3rd International Conference on Concussion in Sport and provides the framework for the return to play protocol.
- It is expected that student-athletes will start in stage 1 and remain in stage 1 until symptom free.
- The athlete may, under the direction of the health care professional progress to the next stage only when the assessment battery has normalized (including symptom assessment and cognitive assessment with computerized or other appropriate neurocognitive tool).
- It is anticipated that at least 24 hours will be required of being asymptomatic with each stage before progressing to the next stage.
- Utilizing this framework, in a **best case scenario**, a patient sustaining a concussion and being asymptomatic by the next day will start in Rehabilitation Stage 1 at post injury day 1 and progress through to stage 6, 'Return to Play' by post injury day 6.
- There may be circumstances, based on an individual's concussion severity, where the return to play protocol may take longer. Under all circumstances the progression through this protocol shall be overseen by the managing health care professional.
- Each student-athlete with a concussion shall be personally evaluated by a health care professional at least one time during this process.
- When the athlete has successfully passed through stage 5 (Full Contact Practice) and has previously been evaluated by a physician, verbal clearance to return to play may be obtained by the licensed athletic trainer or designated school personnel. Otherwise, a visit with a physician is required before such clearance to return to play will be granted.
- A completed "Return to Play Clearance Form" indicating the student is medically released to return to full competition shall be provided to school officials prior to a student's being allowed to resume competition after suffering a concussion.

Stage	Functional Exercise or Activity	Objective	Recommended Tests Administered before advancing to next stage
1. No structured physical or cognitive activity	Only Basic Activities of Daily Living (ADLs). When indicated, complete cognitive rest followed by gradual reintroduction of schoolwork.	Rest and recovery, avoidance of overexertion	Initial Post-injury test battery: - Symptom checklist - Computer based Neuropsychological Testing
2. Light Aerobic Physical Activity	Non-impact aerobic activity (e.g. swimming, stationary biking) at < 70%estimated maximum heart rate for up to 30 minutes as symptoms allow	Increase heart rate, maintain condition, assess tolerance of activity	- Symptom checklist
3. Moderate aerobic physical activity and Non-contact training drills at half speed	Non-contact sport specific drills atreduced speed; Aerobic activity at 70-85% estimated maximum heart rate;light resistance training (e.g. weights at<50% previous max ability)	Begin assimilation into team dynamics, introduce more motion and non-impact jarring activities	-Symptom checklist

4. Non-contact training drills at full speed	Regular Non-contact training drills; aerobic activity at maximum capacity including sprints; regular weight lifting routine	Ensure tolerance of all regular activities short of physical contact.	- Symptom checklist -Computer based Neuropsychological Testing
5. Full Contact Practice	Full Contact Practice	Assess functional skills by coaching staff, ensure tolerance of contact activities	- Symptom checklist
6. Return to Play	Regular game competition		

APPENDIX D: Implementation of NFHS and WIAA Playing Rule Changes Related to Concussion and Concussed Athletes

In its various sports playing rules, the National Federation of State High School Associations (NFHS) and the Wisconsin Interscholastic Athletic Association (WIAA) have implemented a standard rule change in all sports dealing with suspected concussions in student athletes. The basic rule in all sports (the rule may be worded slightly differently in each to reflect the language of the sport) states:

> *Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.*

The WIAA has taken additional steps to insure athlete safety and has added to the above rule by stating:

> *A student who displays symptoms of a concussion and/or is rendered unconscious may not return to practice or competition without a physician's written approval.*

The responsibility for observing signs, symptoms, and behaviors that are consistent with a concussion rests with school personnel, medical staff and sports officials. In conjunction with the *Presidio School Concussion Management Plan* and the rules stated above the following guidelines are given:

Role of the contest official:

• Officials are to review and know the signs, symptoms and behaviors consistent with a concussion.

• Officials are to direct the removal of an athlete who demonstrates signs, symptoms or behaviors consistent with concussion from the contest according the rules and protocol regarding injured contestants for the specific sport.

Role of school personnel:

• All coaches, licensed athletic trainers, fitness instructors, campus monitors and administrative personnel are required to complete a course dealing with concussion. The NFHS course *Concussion in Sport* satisfies this requirement.

• All coaches, licensed athletic trainers, fitness instructors, campus monitors and administrative personnel are required to annually review the *Presidio School Concussion Plan* and the appropriate CDC *Heads Up* publications.

• A student or student athlete who demonstrates signs, symptoms or behaviors consistent with concussion shall be removed immediately from the contest and shall not return to play or the school until cleared by an appropriate health-care professional. All students assessed and determined to have symptoms consistent with having suffered a concussion must have a physician's written clearance prior to returning to school, classes, competition or practice.

Appropriate health-care professional:

An appropriate health-care professional is one who is trained in the management of concussion and who is: A licensed physician (M.D./D.O.); Advanced nurse practitioner; Neuropsychologist; Physician assistant (PA) working under the direction of a physician (M.D./D.O.); or Licensed athletic trainer working under the direction of a physician (M.D./D.O.