

TUCSON INTERNATIONAL ACADEMY

PREPARATION FOR A GLOBAL SOCIETY

PARENT AND STUDENT HANDBOOK



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***If you need further explanation in any language other than English,
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TUCSON INTERNATIONAL ACADEMY

GENERAL INFORMATION

Our Mission Statement

Tucson International Academy is a team based learning community preparing students for a global society through:

- High academic achievement and the pursuit of higher education;
- Foreign language and technology;
- Cultural understanding and community involvement;

Inspired by love, respect and responsibility.
We Make College Come True!



Our values are the following:

Clarity	Integrity
Team	Trust
Creativity	Organization
Discipline	Excellence
Respect	Love
Responsibility	Community

Charter School Definition

Charter schools offer another choice for parents to make in choosing a school for their child(ren)'s education. Every charter school has its own individual mission or vision. Each is organized and operated in a variety of ways. Each charter school has a governing board and a sponsoring entity, such as the State Board for Charter Schools. Charter Schools must participate in the state's nationally standardized norm essential skills tests (AzMerit and AIMS), and they must operate in compliance with all state, local and federal laws. They provide a comprehensive program of instruction, but may offer this curriculum with a specific learning philosophy. At Tucson International Academy, we have developed a **School Profile** (directly below) so parents can see what we offer.

School Profile

We provide:

- College preparation
- A dual college credit program in partnership with Pima Community College. Students may earn college credits prior to high school graduation.
- A qualified, experienced, highly motivated, and dedicated staff
- Small class sizes
- A safe learning environment
- A curriculum that is aligned with the Arizona College and Career Readiness Standards.
- Chinese and Spanish language classes to all grade levels K-12
- Computer technology at each school site
- A variety of after school activities such as National Honor Society, Future Educators of America, yearbook, and more.
- Full intramural sports program including flag football, volleyball, basketball, dance and more.
- National School Lunch Program (**Free or Reduced Breakfast and Lunch**)
- Community involvement activities that require students to contribute to the school community, the community of Tucson and/or the community locally, nationally and internationally. Events may include a TIA exclusive Career Fair, participation in national programs about our US government, Chinese Language Day at the Tucson Chinese Cultural Center, International Entrepreneur Business Program, and trips to historic national and international sites.
- Participation in various competitions annually, such as Spelling Bee, Math Bee, Geography Bee, School Debates, and more.

Guidelines for Success

All teachers, staff, parents and students at Tucson International Academy work together as a community to help every student reach his/her fullest potential. This is best achieved in an environment that reflects the following:

Love: To be patient and kind, to always hope for the best and believe the best about every student and teacher and staff member. We will not keep a record of wrongs nor hold grudges against one another. Love always hopes, always cares, and always tries to solve any problem.

Respect: Treat everyone with respect. Everyone must work at making Tucson International Academy a safe and friendly place. Any behavior that could hurt someone else will not be allowed. This means a “hands off” and “no put downs” policy. It also includes caring for our school, the equipment and personal property of peers. The language we speak to one another will reflect genuine respect.

Responsibility: Responsibility starts with recognizing that the part you play in matters. Being responsible is the willingness to deal with your life from the point of view that you are the source of how your world is – of what you have, what you do, and who you are. In responsibility, there is simply your commitment and what is so. This distinction is not offered as the truth. It is a grace you grant yourself – an empowering context that leaves you with the power to say how life will go, and have it go that way.

Integrity: Integrity is the source of workability in life. It is an authentic and profound discovery of who you are in the world in combination with aligned thinking, speaking and actions. Integrity is keeping your word – you either did what you said you would do or you did not. It is black and white, off or on. It is not a moral or psychological phenomenon; there is no good or bad, right or wrong. This distinction is not offered as the truth. This gives you a place to stand – an empowering context that leaves you with the power to say how life will go, and have it go that way.

Commitment: Commitment is what transforms a promise into reality. It is the words that speak boldly of your intentions, and the actions that speak louder than the words. It is making the time when there is none. By choosing T.I.A., parents (legal guardian) and students commit to mandatory meetings throughout the school year. In general K-8 has two mandatory school meetings, and high school has four mandatory meetings.

Charter schools allow many opportunities for children that otherwise would not be possible. This is an exciting endeavor, and we are so glad that you chose to be part of it.

What are the Guidelines Outlined in the “PARENT AND STUDENT HANDBOOK” and Why are They Needed?

Students need an environment that is safe and positive for learning. To help provide and maintain that environment, this “Parent and Student Handbook”:

- Specifies the rights and responsibilities of students and parents;
- Specifies the rights and responsibilities of TIA staff & faculty;
- Describes the conduct that violates those rights and responsibilities;
- Strives to standardize those procedures which the school will use in responding to conduct problems as based on developmental research.

The Tucson International Academy “Parent and Student Handbook” defines distinct violations identified by Principal/Lead Teachers, teachers, students, and community members which are representative of those acts which cause disruption of the orderly educational process.

As students progress through our public schools, it is reasonable to assume that an increase in age and maturity carries with it a greater responsibility for their actions. Differences in age and maturity are recognized in determining the type of disciplinary action to be taken.

All school personnel will follow discipline procedures that are applicable to each student, including those for students with an IEP, with section 504 accommodations, or who have a referral for a special education evaluation pending. **The procedures outlined in the “Parent and Student Handbook” apply to all students in all grades.**

When are the Guidelines for the Tucson International Academy “PARENT AND STUDENT HANDBOOK” In Force?

The guidelines are in force:

- During regular school hours;
- While being transported in designated school transportation provided by or sponsored by Tucson International Academy, Inc.;
- At times and places where the Principal/Lead Teacher or other school official or employee has jurisdiction over students;
- During school-sponsored events;
- During field trips;
- During athletic functions;
- When going to and from school;
- During other activities associated with the school in any way.

Additionally, the Principal/Lead Teacher or other school official or employee is authorized to begin disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process because the violation is directly connected to prior violations or disruptions at school, or threatens to produce further violations or disruptions at school.

When parents are present at after school programs, field trips, and/or events, parents are responsible for keeping their child(ren) with them for safety and conduct.

Code of Conduct for Parents, Guardians, and Visitors

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Tucson International Academy, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in this Parent and Student Handbook.

Parents are expected to communicate at home:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the school.
- Help their children deal effectively with peer pressure.
- Provide a place for study, and ensure homework assignments are completed and turned in on time.

Parents are expected to communicate about school:

- Ensure that children bring only items appropriate and related to the instructional program at school.
- Build good relationships with teachers and other parents.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Review the Parent and Student Handbook and sign it.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and legal guardians who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building Principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- Due to current security concerns, no visitors are allowed past the front office without authorization.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave, and/or the police may be called as the situation warrants.
- Teachers are not permitted to take class time to discuss individual matters with visitors, parents, or guardians. Parents and guardians must make an appointment.
- All parents and guardians are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other school employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal or legal action, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute, exchange or be under the influence of alcoholic beverages, cigarettes or e-cigarettes, controlled substances, on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school officials performing their duties.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
- Use profanity or any offensive language (verbal, non-verbal, and/or written).

Persons in violation of the Code of Conduct

If a school visitor or parent/guardian violates any of these conduct provisions, the school may determine that they will no longer be authorized to remain on or to come on school grounds or at any school function in the future, and they shall be directed to leave the premises and/or advised that they are not allowed to return. If they refuse to leave, the school may take any and all legal action to remove them from the premises, including contacting law enforcement. The school reserves its right to pursue a civil or criminal legal action against any person violating these conduct requirements.

Legal Notices

Parents/guardians must give the school administration copies of all applicable court/legal documents that govern or relate to custody or parents'/guardians' rights related to the education of their children. Should the terms of any applicable orders be modified, parents/guardians must notify the school administration within a reasonable amount of time. School communications (such as report cards) are given to students to take home. Any additional copies of school communications may requested by any parent or guardian.

The school will NOT take sides in parental disputes regarding custody or legal decision-making arrangements. If a dispute arises between the parents, they are responsible for obtaining clarification from the court.

Rules and Regulations

General Hours

- * Breakfast will be served at 8:00 am. No breakfast will be served after 8:25am.
- * Tucson International Academy begins classes promptly at 8:30 a.m. Teachers reserve the right to have uninterrupted teaching time, and **late arrivals are very disruptive as are early pick-ups. Students in grades 6-12 who are late may serve a MANDTORY 15 minute afterschool detention the same day. Consistent early pickups may also be given a mandatory 15 minute afterschool detention the following day.**

Please do not pick your child up before 3:00 pm.

* School dismisses promptly at 3:00 p.m. Students who are **NOT** in tutoring, after school activities, in detention, and who are not picked up by 3:30 pm will be subject to **a \$1 per minute late fee attributable to the cost of after-school care.** If tardiness persists, further action may be taken.

We offer tutoring and activities after school, usually ending by 4:00 pm.

We ask that all students NOT in tutoring and/or after school activities be picked up at the regular time **or they will be placed in the after school program (Fees may apply). Students who are not picked up when their tutoring and/or after school activities are over, will also be placed in the after-school program (fees may apply). Any student left at school beyond 4:00 pm, after-school program hours, or tutoring hours will be assessed a \$1 per minute late fee attributable to the cost of after-school care.**

Good Attendance is a Key to your Child's Success

Regular attendance is essential for success in school; therefore, absences will be excused only with supporting documentation such as a doctor note. A parent/guardian should notify the school prior to the absence/tardy with a call, note or e-mail that his/her child is unable to attend or will be late to school. The call, note or e-mail must provide the date/time and reason for the absence.

Attendance should be **at or above** 95%. Attendance below 95% will be reason for considering retention or credit not earned for high school. A child who is habitually truant or has excessive absences may be adjudicated an incorrigible child under Arizona law. Absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days.

The moral of this story is, **“Come to school every day. Attendance is important to your academic success.”**

Birthdays

Every child at TIA is special, and we enjoy acknowledging our students' special day. We welcome students and parents bringing goodies to share with the class. **Please coordinate any birthday celebration with the classroom teacher**

Breakfast/Lunch

Tucson International Academy (TIA) is a part of the National School Lunch Program (NSLP). **To those who qualify, breakfast and/or lunch will either be free or reduced in price. The reduced price is .30 cents for breakfast and .40 cents for lunch. Please fill out the ANNUAL application at your school's Front Desk. You will be charged the full amount until you have received written notice that you have qualified for the program.**

For those not qualifying for NSLP, breakfast is available for \$2.10 and lunch is available \$2.90. However, be advised that the prices are subject to change. Failure to pay lunch balances will result in your child having to call parents to make payment arrangements. **Tucson International Academy will provide a menu for each month. If a student is unable to eat the scheduled meal due to a medical condition identified by a doctor, the school will use its best efforts to provide a modified meal.**

For students not participating in the school lunch program, Tucson International Academy requires parents to provide lunch for their student to eat on campus at his/her regular scheduled lunch period. Lunches delivered late will not be served. When your child brings a sack lunch, please make sure the sack or lunch box is clearly marked with the child's name. **There is no microwave or refrigerator for students. No fast food, energy drinks, or gum (except with teacher consent on AzMERIT testing days) will be allowed on campus.** Please refrain from taking your student out to lunch during school. *Soft drinks, such as Coke or Pepsi, are not available for sale during the hours of school, 8:30 am to 3:00 pm.*

Parents need to inform the school in writing about any food allergies their son/daughter may have.

Promotion and Retention Policy

Decisions regarding promotion and retention are the responsibility of the classroom teacher. The decision will be based on the following criteria:

- Records and conversations from prior schools
- State and other achievement test results (if appropriate), i.e. AzMERIT, etc.
- Assessment of projects and daily work
- Report card grades
- Other diagnostic measures (teacher designed evaluation, etc.)
- Attendance, which must be at or above 95%
- Galileo Benchmark assessments

As a result of the classroom teacher's assessment, one of two alternatives will be selected:

- Students who meet the school criteria will be promoted
- Students who do not meet the school criteria for promotion will be retained at their current grade level.

In compliance with Arizona law, any appeal of the teacher's decision must be forwarded to the Principal/ Lead Teacher and/or Governing Board in writing before June 30 of the current school year.

Homework

Research indicates that students who consistently do homework correctly develop good study habits, which results in higher academic achievement.

At TIA, students will receive a general basic skills homework packet every Monday except when it falls on a holiday, and it must be turned in on Friday mornings EVERY WEEK. The teachers will review the homework packs with the classes every Friday morning.

Helping children with homework is a wonderful way for parents and children to interact. Parents should never supply the answers but ask questions that help lead your child to find their own answers. Ways of helping:

- * designate a quiet place for your child to do homework (turn off the TV and limit house noise)
- * support the teachers by ensuring your child's homework is completed and turned in on time
- * help your child value the importance of doing homework by rewarding their efforts and consistency on a regular basis. (Praise them, buy them ice cream, go play some games, etc.)

The moral of this story is, **“Do your homework correctly and consistently EVERY WEEK.”**

Teacher & Paraprofessional Qualifications

If you would like to know the qualifications of your son's/daughter's classroom teacher and/or paraprofessional, their resumes may be reviewed at each site's administration desk. Just ask for the Resume Binder.

Tucson International Academy's Safety Measures

Along with providing the best educational experience, Tucson International Academy is also committed to promoting a safe and secure learning environment. In furtherance of this objective, Tucson International Academy is equipped with smoke detectors, audio/visual cameras, locked doors and gates during school hours, CPR certified staff and faculty, with lock down procedures and fire drills for every classroom and all other areas of our building(s).

Consistent with these safety measures, Tucson International Academy reserves the right to record via audio or visual means all at-school and after-school programs, field trips, and/or school-sponsored events (such as sporting events). All recordings are the sole property of Tucson International Academy and may be used at Tucson International Academy's sole discretion. Students, faculty, staff, and visitors have no reasonable expectation of privacy, and consent to audio or video recording of their communications and interactions, in classrooms.

Fire Drills & Emergency Lock Down Drills

Fire drills and lock down drills are held at regular intervals throughout the school year to help students stay safe during an emergency.

Remember these basic rules:

1. Check the instructions in each classroom indicating how to leave the building in case of fire.
2. Walk quickly with no talking to the designated area.
3. Monthly fire drills will be conducted by the Principal or designee.
4. Follow the instructions given by the teacher or supervisor.
5. Misconduct during fire drills and/or lockdown practices will result in disciplinary action. It is against state law for anyone to pull a fire alarm falsely, and TIA may choose to notify law enforcement if this occurs.

School Uniform and Appearance Guidelines

Tucson International Academy's philosophy is to provide an educational environment designed to motivate, teach and encourage students to attain the highest levels of proficiency in all areas. **Uniform and appearance guidelines are provided to promote the awareness of social, cultural and aesthetic forces that affect the school environment and prepare the student for future success in the real world.** Students are expected to dress appropriately and in a way which reflects school pride.

Clothing should be neat, clean, modest and in good taste. Well fitting tennis shoes must be worn at all times. Uniforms must be worn at ALL times while on school property. There is NO changing of clothes (i.e. non-uniform clothes) during or after school on school property.

These School uniform guidelines represent the **minimum** standards. Individual school sites may adopt additional guidelines.

All students are required to wear the school uniform consisting of:

- o **Dark blue pants or skirts** (no blue jeans) **or shorts** (no more than 2 inches above the knee)
- o **White/light blue shirt, MUST have a collar**
- o **Light/Dark blue or white sweatshirts or sweaters without logos may be worn in classrooms during cold weather. No hoodies.**
- o **Covered Shoes** (well-fitting tennis shoes) appropriate for physical exercise since P.E. is a part of every student's regular daily schedule.
- o Only minimal, small jewelry is permitted. **Please note that Tucson International Academy is NOT responsible for any personal lost, stolen, or broken items brought to school.**
- o *If you cannot financially afford a uniform, we will be happy to provide students with slightly used pants and shirts for free or at a reduced price. TIA offers a selection of uniform shirts for purchase that meets uniform requirements. Please see your School Office/Front Desk.*

The following are **NOT** permitted:

- **Jackets or Sweatshirts with hoods.** Also, no jacket or sweatshirt may be worn in place of a school uniform shirt with collar. No other color than blue (light/dark) or white can be worn for sweaters or sweatshirts.
- T-Shirts, unless they bear the T.I.A. name or logo. No college shirts may be worn unless it's a special school spirit or college awareness day (call front desk to confirm).
- Any clothing item that has large or repetitive designs that are not related to T.I.A. (such as AEROPOSTLE, Hollister, etc.).
- Tights or leggings worn in place of pants and in any color other than dark blue.
- Non-tennis shoes, e.g. shoes with wheels, slippers, flip flops, sandals, or uncovered shoes.
- No layering of clothing, such as a uniform shirt under a non-uniform shirt. Any questions please ask your teacher, front desk, or principal.

- Make-up is not permitted on students until Grade 8, and then it must be minimal and natural.
- Clothing that is inappropriate in a teaching and learning environment, such as swimsuits, halters, strapless tops, spaghetti straps, exposed undergarments, see-through clothing, shirts that bare the midriff or ill-fitting clothes of any type, short-shorts or short skirts that do not extend mid-thigh, garments with plunging necklines (wear a white undershirt), “muscle shirts” or basketball shirts, and baggy or oversized pants or shirts.
- Accessories and/or head coverings which identify or have been altered to identify with illegal organizations or that pose a distraction in class, including chains, spiked rings, and collars. Accessories with inappropriate and/or derogatory messages or pictures that can be interpreted offensively are prohibited.
- Distracting or extreme hairstyles such as **Mohawks or etchings, designs, or lettering shaved anywhere on the head/scalp.**
- No piercings at all except in the ear lobes (**studs and other jewelry must be removed from other visible piercing locations**). **Gauges are not allowed.**

Students wearing inappropriate clothing/accessory to school are given an opportunity to change clothing or they may be released from school in the company of the parent/guardian. Students with hair that violates the policy will be released from school in the company of the parent/guardian. Students in grades 4-12 may have 15 minutes of after-school detention or other disciplinary action on the day of the uniform, make-up or hair violation.

Students and parents are expected to keep uniforms clean and repaired. Students are required to tuck shirts inside pants.

T.I.A. reserves the right to regulate any uniform and/or appearance modifications that the staff perceives as a disruption to the educational environment.

Health Related Issues

Allergies

Parents need to inform the school in writing about any allergies their son/daughter may have.

Water

When the weather is extremely warm, please provide your child with a water bottle. Label it with your child’s name and grade. Dehydration is a serious risk because we live in the Sonoran Desert.

Medicine at School

When it is necessary for a student to take medicine during school hours, the school will cooperate with the family physician and the parents if the following requirements are met:

1. **All** medicines must be logged in the medical log, located at the front desk. Parent must fill out and give their signature on the Medicine Log in person.
2. There must be a written form or prescription bottle from the physician stating the name of the medicine, the dosage and the time it is to be given.
3. The medicine must come to the school in a prescription bottle or, if it is over-the-counter medication or supplements (such as vitamins), it must come with a note from the parent and in the original container with all of the warnings and directions

attached. We will not accept any opened bottles. **Bottles must have the original seal.**

4. Ibuprofen, Advil and/or Tylenol (or generic versions) may be available for students in grades 7 – 12 ONLY with parent permission on the student's green Emergency card.

Illness/Accidents/Student Injuries

Any accidents that may occur, whether in the building or outside, will be documented. If your student is ill during school hours, he/she will report to their teacher who may send student to office where the parents may be notified. We do not send students home unless they have fever of 101 degrees or above. We do not have an office to house sick students, therefore parents or others on the student's emergency contact card must pick the student up within 30 minutes of the school notification. If the student is not promptly picked up, we will notify the appropriate authorities. **If there is an emergency, EMT's or other emergency personnel will be contacted.**

Immunizations

Subject to the exemptions as provided by law, various immunizations are required for attendance of any student in this school. **A student who fails to provide current and up-to-date immunization records will not be allowed to attend or continue to attend our school.** Waiver forms are available upon request.

Basic School Rules

Students come to school to learn. In order to guarantee a fair opportunity for all to learn, we have basic rules that absolutely must be followed:

1. No use of profanity to any student or adult or written on any paper or other property. In addition, no racist or derogatory remarks will be tolerated. This also includes unacceptable body language, such as raising the middle finger, etc.
2. Speak with respect. If an adult is talking to a student, the student should not walk away, argue or interrupt while the adult is speaking.
3. Students must listen to instructions and directions and follow them.
4. No disruptions in class. This includes rough play, bursting into classrooms, interrupting speakers and disruptive discourse.
5. No physical contact with students or adults. This includes kicking, hitting, pushing, putting arms around one another, etc. Keep hands and feet to yourself. T.I.A. prohibits any verbal or physical display of affection with a sexual intent (including, but not limited to, hugs, kissing, hand holding, texting, etc.).
6. Students must remain in their designated area of instruction.
7. The school's phones are not to be used by any student, unless it is an emergency and teacher permission has been given. Phones and/or calls are monitored by the Staff.

8. Cell phones or other electronic devices must be turned off during school hours, may not be used during school at any time and are required to be turned in to staff during school hours. All plans and social calls must be made when at home, before and after school hours.
9. Students in grades 4-12 may **not** use the restrooms while younger children are in the restroom. Restrooms are to be used at designated times only. Emergencies outside of those designated times require a hall pass. Restrooms are to be maintained in clean condition by students.
 - Personal electronics may be used only at the discretion of the classroom teachers or any T.I.A. staff. **T.I.A. staff are not responsible for lost or stolen electronics.**
 - **Use only small, clear backpacks, and not mesh or colored backpacks.** Bring **only** school supplies, materials, and work. On a site by site basis, backpacks may be eliminated at any grade level. **Grades 6 – 12 may bring small, clear backpacks, binders or folders which MUST be turned in to a designated area (not kept with students in class). Small personal items may be kept in a small zip pocket of the folder/binder.**
 - **Confiscated electronic devices will be held in the school office until the end of the school day. Parents may claim these items then. All other confiscated items, including an weapons, will be disposed of as agreed-upon between the school and parents. All unclaimed items will be disposed of by T.I.A. at the end of the school year.**

The Rights of Students

A student has:

- The right to a quality education;
- The right to an education without undue interruption, disruption, fear, or inhibition;
- The right to freedom of expression through first amendment rights as long as there is not interference with the orderly conduct of classes and activities, no forcing others to participate, and no violation of the rights of persons who may disagree;
- The right to clear guidelines for rights and responsibilities conduct and to know the consequences of misconduct;
- The right to receive respect from school staff and other students, and the right to tell the Principal/Lead Teacher and other school staff about persons who show disrespect;

- The right to freedom of speech and symbolic expression, within the guidelines and policies of the school district and school, which does not include inflammatory dress, speech, behavior, or publication;
- The right to privacy and safeguards of confidentiality dealing with student records;
- The right to participate in Tucson International Academy sanctioned functions, such as student government, clubs, programs, and extracurricular activities, **subject to the student's meeting academic qualifications, other criteria and qualifications, and/or standards of behavior;**
- The right to full access of opportunities within the educational environment without discrimination by sex, sexual preference, religious belief, ethnic background, nationality, or disability. This includes the availability of all support services which promote the development of student potential;
- The right to protection and confidentiality when fulfilling responsibility to report violations of the guidelines;
- The right to a bully free environment.

Title I Schoolwide Assistance Program

Tucson International Academies are Schoolwide Assistance Title I schools that provide academic interventions for students in grades K-12 in reading and math. These intervention programs occur before and after school and also, in a pull-out and push-in program.

Schoolwide Title I students are selected based on the past years' state test scores, school assessment results, classroom assessment results, parent referrals, teacher observations, and student populations that come from varied needs based educational programs e.g. Head Start, Homeless Youth and Migrant Youth.

Examples include:

- in-school intervention during regular school hours and.
- after school.

Student Discipline and Due Process

When students violate a provision of the code of conduct, a school policy or otherwise act in a way that is disruptive to the learning environment, they will be subject to disciplinary action. In determining appropriate disciplinary consequences for inappropriate behavior, T.I.A. strives to identify the discipline that will result in positive student behavior. A variety of administrative actions, dependent upon the severity of the misconduct, may be taken. At the elementary level, the age and developmental level of the child may be considered in interpreting the severity of the discipline imposed.

Any student whose conduct may warrant suspension or expulsion will be provided due process. The amount of due process that is provided and constitutionally-required depends upon the disciplinary consequences being considered. For example, short-term suspension (fewer than 10 school days) requires substantially less due process than an expulsion.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity to present the student's side of the story in an informal hearing or meeting (short-term suspension) or in a formal hearing (long-term suspension or expulsion);
- Parents will be informed of all suspensions and they have the right to a scheduled conference with the Principal/Lead Teacher or other school official as appropriate;
- Parents are expected to communicate appropriately with teachers/staff and to consider teachers'/staff's presentation of events;
- Parents may **not** have any direct contact or communication (verbal, written, and/or physical) with any other student and/or parents and/or teacher/staff involved.
- For all disciplinary consequences other than expulsion, once a decision has been made by the Principal, the decision is final and cannot be appealed except if new information affecting discipline and consequences has been discovered.
- Determinations regarding expulsion will be made by the school's Governing Board and will comply with all due process requirements for expulsion decisions. Decisions of the Governing Board regarding expulsion cannot be appealed. (Refer to "Know the Consequences" section of this Handbook.)

Preventive and Responsive Disciplinary Actions

Teachers, counselors, and Principal/Lead Teachers strive to use a variety of informal disciplinary/guidance steps prior to, during, and after formal disciplinary action—with the goal of preventing misconduct, and when necessary, addressing misconduct in a manner most likely to effectively resolve the discipline problem.

Discipline measures are chosen on a case-by-case basis, as appropriate to the situation.

Potential preventative steps and discipline measures include, but are not limited to, the following:

Parent Contact – Communication between the parent and the Principal/Lead Teacher or other school official or employee.

Student Curriculum Adjustment – Change in class schedule, teacher, courses, instruction, or other academic area.

Monitoring of Student Behavior – Monitoring of student achievement and conduct through short-term progress reports and other strategies.

Conference – Meeting or contact between Principal/Lead Teachers, parents, teachers, counselors, students and other school staff members.

In-Class/School Disciplinary Action – Logical consequences which do not require suspension from school, such as loss of privileges, disciplinary probation, alternative to suspension program, work assignments, temporary removal from class, and/or other school-based consequences.

Work Assignments – Supervised activities related to the upkeep and maintenance of school facilities instead of suspension. The student and parent(s) may request this alternative; however, the final decision rests with the Principal/Lead Teacher.

Disciplinary Probation – Probation, including loss of the privilege of participation in extracurricular activities. The student will report, at times specified by the school, to a specified staff member who will assist in monitoring the student during this probationary period.

Temporary Removal from Class – Temporary exclusion from class. During such a removal from class, the student shall report to a pre-designated area determined by the school Principal/Lead Teacher or other school official or employee.

Permanent Removal from Class – The permanent removal of a student from class, pursuant to the factors in A.R.S. § 15-841(A).

Short-Term Suspension – Suspension of ten (10) days or less. During the term of the suspension, the student is prohibited from attending Tucson International Academy, Inc. schools and activities. If it is necessary to come to a school, the student must make prior arrangements with the Principal/Lead Teacher or other school official or employee.

Long-Term Suspension – Suspension of more than ten (10) days. During the term of the suspension, the student is prohibited from attending Tucson International Academy, Inc. schools and activities. If it is necessary to come to a school, the student must make prior arrangements with the Principal/Lead Teacher or other school official or employee.

Expulsion – The permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege. This is the most serious disciplinary step available.

As part of any decision to expel, the Governing Board reserves the right to permit the student to apply for readmission after any period of time it may set.

The Governing Board may establish further conditions within the readmission process with which the student must comply prior to their admission to the instructional process.

Crimes and/or Behaviors Which Must Be Reported To Law Enforcement

It is important for all staff, students, and parents to understand that **in addition to taking disciplinary action at the school level** (for consequences, please refer to tables on pages 20–22), certain criminal and/or disruptive behavior must be reported to appropriate law enforcement agencies. Such behaviors include, but are not limited to:

- Homicide/Suicide;
- Rape;
- Arson;
- Kidnapping;
- Neglect;
- Aggravated assault;
- Possession of weapon;
- Bomb threats and/or setting of a false alarm;
- Possession, sale, or distribution of illegal and dangerous substances, including tobacco and alcohol; and possession of paraphernalia;
- Sexual misconduct;
- Burglary/breaking and entering;
- Any involvement in illegally removing a student from the school or other places where the Principal/Lead Teacher has jurisdiction over the student, such as on school designated vehicles, on field trips, at athletic functions, and/or during school-sponsored events;
- Non-accidental injuries;
- Assault;
- Demonstration by students which could create unsafe conditions;
- Extortion;
- Theft/possession of stolen property;
- Vandalism;
- Any attempt to try to convince a student or school employee to disrupt any school function or classroom;
- Trespassing;
- Bullying (including cyber bullying).

KNOW THE CONSEQUENCES

Refer to Definitions, starting on page 26 to define words in italics.

Crimes and/or behaviors which must be reported to law enforcement are listed on page 19.

“MANDATORY” means the minimum consequence(s) or disciplinary actions to be taken.

“MAXIMUM” means the maximum consequence(s) or disciplinary action(s) to be taken.

<i>PROBLEM AREAS</i>	<i>FIRST OCCURRENCE</i>	<i>REPEAT OCCURRENCE</i>
<ul style="list-style-type: none"> • Possession of <i>Legal Drugs</i> 	<p>MANDATORY <i>Parent</i> Contact Administrator/Student Contact (Teacher may be required to attend).</p>	<p>MANDATORY <i>Parent</i> Contact Administrator/Student Contact Administrator/Student <i>Conference</i> (Teacher may be required to attend) In-class/School Disciplinary Action</p> <p><u>MAXIMUM</u> <i>Expulsion</i></p>

<i>PROBLEM AREAS</i>	<i>FIRST OCCURRENCE</i>	<i>REPEAT OCCURRENCE</i>
<ul style="list-style-type: none"> • <i>General Misconduct</i> - Includes, but is not limited to excessive displays of affection, disruption of the educational process, and disrespect to teachers/staff. • Dress Code Violations • Use of <i>Profane</i> or <i>Abusive Language</i> • Possession/Use of <i>Tobacco</i> and/or <i>Alcohol Products</i> 	<p>MANDATORY <i>Parent</i> Contact Administrator/Student Contact Administrator/Student <i>Conference</i> (Teacher may be required to attend) In-Class/School Disciplinary Action</p> <p>MAXIMUM <i>Expulsion</i></p>	<p>MANDATORY <i>Parent</i> Contact Administrator/Student Contact Administrator/Student <i>Conference</i> (Teacher may be required to attend) Temporary Removal From Class</p> <p>MAXIMUM <i>Expulsion</i></p> <p>Referral to law enforcement agency for legal action</p> <p>Seek restitution or restoration</p> <p>*Any combination of the listed Problem Areas constitutes a Repeat</p>

<i>PROBLEM AREAS</i>	<i>FIRST OCCURRENCE</i>	<i>REPEAT OCCURRENCE</i>
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<ul style="list-style-type: none"> • Misconduct during school transport • <i>Reckless Endangerment</i> • <i>Gambling</i> • <i>Sexual Harassment</i> • <i>Illegal Organizations</i> • <i>Altering Official Document/Communication</i> • <i>Offensive Material</i> 	<p>MANDATORY <i>Parent Contact/or Conference</i> Administrator/Student Contact Administrator/Student <i>Conference</i> (Teacher may be required to attend) In-Class/School Disciplinary Action Seek restitution or restoration</p> <p>MAXIMUM <i>Short-term suspension</i> or other alternatives (i.e., possible recommendation for administrative assignment to an alternative to suspension program)</p> <p>Referral to law enforcement agency for legal action.</p> <p>Seek restitution or restoration</p>	<p>MANDATORY <i>Parent Contact</i> Administrator/Student Contact Administrator/Student <i>Conference</i> (Teacher may be required to attend) <i>Short-term Suspension</i> Seek restitution or restoration</p> <p>MAXIMUM <i>Long-term suspension</i>, if appropriate</p> <p>Referral to law enforcement agency for legal action.</p> <p>Seek restitution or restoration</p> <p>*Any combination of the listed Problem Areas constitutes a Repeat Occurrence.</p>
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<i>PROBLEM AREAS</i>	<i>FIRST OCCURRENCE</i>	<i>REPEAT OCCURRENCE</i>
<ul style="list-style-type: none"> • <i>Trespassing</i> • <i>Theft or Possession of Stolen Property</i> • <i>Vandalism</i> • <i>Fighting</i> • <i>Assault</i> • 16 through 20 occurrence (any combination of the numbers can be treated as a Repeat Occurrence) 	<p>MANDATORY <i>Parent Contact</i> Administrator/Student Contact Administrator/Student <i>Conference</i> (Teacher may be required to attend) <i>Short-term Suspension</i></p> <p>MAXIMUM <i>Long-term suspension.</i></p> <p>Referral to law enforcement agency for legal action.</p> <p>Seek restitution or restoration</p>	<p>MANDATORY <i>Parent Contact</i> Administrator/Student Contact Administrator/Student/Parent <i>Conference</i> <i>Short-term Suspension</i> (with Hearing) Long-term Suspension</p> <p>MAXIMUM Expulsion</p> <p>Referral to law enforcement agency for legal action.</p> <p>Seek restitution or restoration</p>

<i>PROBLEM AREAS</i>	<i>ANY OCCURRENCE</i>
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<ul style="list-style-type: none"> • <i>Aggravated Assault Without Weapon</i> • <i>Extortion</i> • <i>Robbery</i> • <i>Sexual Misconduct</i> • <i>Possession of Illegal and Dangerous Substances, including Alcohol and Paraphernalia</i> • <i>Use of Illegal and Dangerous Substances, including Alcohol and Tobacco</i> • <i>Setting Off a False Fire Alarm</i> • 22 through 28 Occurrences (any combination of the numbers can be treated as a Repeat Occurrence) 	<p>MANDATORY <i>Parent Contact</i> Administrator/Student Contact Administrator/Student/Parent Conference Long-term Suspension</p> <p>Referral to law enforcement agency for legal action.</p> <p>When applicable, seek restitution or restoration</p> <p>MAXIMUM EXPULSION</p>
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<i>PROBLEM AREAS</i>	<i>ANY OCCURRENCE</i>
<ul style="list-style-type: none"> • <i>Arson</i> • Possession and/or Concealment of <i>Weapon</i> • <i>Aggravated Assault With Weapon</i> • <i>Sale or Distribution of Controlled Legal (prescription) or Illegal Substances</i> • <i>Bomb Threat</i> • Commission of any felony, as defined by state law 	<p>MANDATORY <i>Parent Contact</i> Administrator/Student Contact Administrator/Student/Parent Conference EXPULSION</p> <p>Report to law enforcement agency</p> <p>When applicable, seek restitution or restoration</p>

NOTE: All parents are expected to communicate appropriately with teachers/staff and to consider teachers'/staff's presentation of events. Parents may **not** have any direct contact or communication (verbal, written, and/or physical) with any other student and/or parents and/or teacher/staff involved.

NOTE: This list is not all inclusive. A student committing an act of misconduct not listed will, nevertheless, be subject to appropriate discipline.

NOTE: A student who solicits, willingly assists or forces another student to commit a conduct violation, will be held equally accountable for the violation.

Bullying/Intimidation and Harassment

Bullying is a form of harassment. Bullying is the repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, (including verbal taunts, name-calling and put-downs, and extortion of money or possessions). Students who engage in any act of bullying while at school, at any school function, in connection to or with any T.I.A.- sponsored activity or event, or while en route to or from school, are subject to disciplinary action up to and including suspension or expulsion.

Child Find and Special Education Policies and Procedures

Tucson International Academy's Special Education Policies and Procedures are available for parent review on our website at www.TucsonInternationalAcademy.com.

We are responsible for identifying all children who may have disabilities within our school and for making appropriate referrals to:

1. Arizona Early Intervention Program (AZEIP) for children birth through 2.9 years of age for evaluation and services if needed: and
2. School district of residence for children aged 2.9 through 5 for evaluation and services if needed.

We are also responsible for providing, at public expense, a free and appropriate public education (FAPE) which includes special education and related services for students with qualifying disabilities under the Individuals with Disabilities Education Act.

For all new students to the school, the classroom teacher will complete screening activities within 45 days of enrollment, or notification by parents of concerns regarding developmental or educational progress by their child. The teacher will look at the child's ability on the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted, parents will be notified and the child may be referred for additional help and potential referral for a full and individual evaluation or other services.

If you have concerns about a child you know, please contact Tucson International Academy at (520) 792-3255 for more information.

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:
 - o 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;
 - o Other schools to which a student is seeking to enroll;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o 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:

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

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

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.

La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son “estudiantes elegibles.”

□ Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.

□ Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos crean sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados.

□ Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.

- Autoridades escolares con interés educacional legítimo
 - Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
 - Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;
- Otras escuelas en las que el estudiante está solicitando inscripción;
- Autoridades especificadas para propósitos de auditoría o evaluación;
- Partes competentes en relación a asistencia de financiamiento para un estudiante;
- Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
- Organizaciones de acreditación;
- Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
- Oficiales competentes en casos de emergencias de salud y seguridad; y
- Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de “directorio” tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS) al (602) 542-4013. O puede usted contactar:

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D. C. 20202-5901
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Este aviso está disponible en inglés y en español en la website del ADE en www.ade.az.gov/ess/resources bajo formas. Para asistencia para obtener este aviso en otros idiomas, contacte al ADE/ESS en el número de teléfono/dirección que se da arriba.

DEFINITIONS

ABUSIVE LANGUAGE – *obscene language, vulgarity, profanity, harassment, insult, racial or ethnic slurs.*

AGGRAVATED ASSAULT WITH WEAPON – any *assault* committed when the person uses a deadly *weapon* or dangerous instrument.

AGGRAVATED ASSAULT WITHOUT WEAPON – *assault* not using a *weapon* committed under any of the following circumstance: 1. causes serious physical injury to another person; 2. is knowingly committed on a teacher, administrator, any other school employee, or a peace officer.

ALCOHOL – the intoxicating agent in fermented and distilled beverages.

ALTERING OFFICIAL DOCUMENTS/COMMUNICATION – the *forgery*, falsifying or unauthorized alteration or misappropriating of an official document, including grades, permission slips, hall passes, transcripts, *parent* notes, other school-*parent*/legal guardian communications, etc.

ARSON - any willful ignition of a fire which causes damage, is capable of causing damage, or is intended to cause damage to school property or the property of another while under the school's jurisdiction.

ASSAULT/BATTERY Assault–intentionally placing another in reasonable apprehension of imminent physical injury through verbal or physical means (*initiation/hazing*); Battery - unlawfully causing any physical injury to another; knowingly touching another with intent to injure, insult, or provoke such person. (Does not require actual physical contact. Example: pointing a gun.)

ATTENDANCE VIOLATIONS – includes *excessive absences, tardiness* and *truancies*.

BOMB THREAT – false reporting to others of the presence of, or intention to place, a bomb, explosive, or incendiary device.

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

BURGLARY/BREAKING AND ENTERING – forceful or unlawful entry into the property of another or into any portion of the school property

CHEATING – fraudulently obtaining information or property and claiming it as one's own in an attempt to enhance the assessment of achievement (See *General Misconduct*)

CONFERENCE – a meeting/discussion in person or by telephone between a school employee and a student and/or *parent*

CONTROLLED ILLEGAL SUBSTANCES INCLUDING ALCOHOL – any of the following substances:

14. Alcohol
15. Other unlawful *drugs*, including prescription *drugs* which are not prescribed by a physician for the user
16. Glue, paint, or intoxicating substance
17. Any other potential mind-altering substance or substance capable of producing a change in behavior

DESTRUCTION – the action or process of damaging or ruining a structure or property (See *Vandalism*)

DESTRUCTIVE DEVICE – (a) any explosive, incendiary or poison gas bomb, grenade, or similar device; (b) any *weapon* which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; (c) any combination of parts either designed or intended for use in converting any device into any *destructive device*, and from which a *destructive device* may be readily assembled (See *Weapon*).

DETENTION – temporary assignment of a student in a school, usually in a special room or area under the supervision of authorized school personnel.

DISRUPTION OF EDUCATIONAL PROCESS – breakdown in the orderly process of instruction and/or school activities (See *General Misconduct*)

DUE PROCESS – a safeguard that protects the rights of individuals

EXCESSIVE ABSENTEEISM – *absence* from school in excess of 5%. (See *Attendance Violations*)

EXCESSIVE DISPLAY OF AFFECTION – any verbal or physical display of affection including, but not limited to hugs, kisses, handholding, texting, etc. The appearance of “dating” or being involved in a dating relationship on school property. Inappropriate show of attachment or love (See *General Misconduct*)

EXPLOSIVE DEVICE – any device or material that may explode or is made to appear explosive. Examples of this category include bombs, cherry bombs, smoke bombs, stink bombs, firecrackers, combustible powder, sparkers, caps, live ammunition, blank ammunition or an incendiary device or devices (See *Weapon*; *Reckless Endangerment*)

EXPULSION – the permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege

EXTORTION – obtaining or giving money, information or anything of value from another by threat, intimidation, bribery, or misrepresentation

FALSE ALARM – activating an alarm for other than the intended purpose of the alarm

FIGHTING – a hostile, physical encounter between two or more individuals.

FIREARM - (a) any *weapon* (including a starter gun) which will, or is designed to, or may readily be converted to expel a projective by the action of an explosive; (b) the frame or receiver of any such *weapon*; (c) any firearm muffler or firearm silencer; or (d) any *destructive devices* (See *Weapon*)

FORGERY – the false making or alteration of a written document of another person’s name or signature (See *Altering Official Documents/ Communication*)

GAMBLING – illegal participation in games of chance for money and/or other things of value

GENERAL MISCONDUCT – behavior that *disrupts* the *educational process*. Examples of this category include refusal to obey school rules, refusal to obey reasonable instructions from school personnel or other persons in authority, *initiation/hazing, loitering, cheating, lying, leaving campus* without permission, *excessive displays of affection*, misuse of pagers, laser pointer, cellular telephones, other similar electronic devices, or pocket or utility knives not considered *weapons*.

HARASSMENT – continually annoying another person (See *Abusing Language*)

ILLEGAL AND DANGEROUS SUBSTANCES, INCLUDING ALCOHOL – all substances capable of producing a change in behavior or altering a state of mind or feeling, and *paraphernalia*. (See *Controlled/Illegal Substances, including Alcohol*)

ILLEGAL ORGANIZATIONS – clubs, fraternities, sororities, anti-social organizations, secret societies, criminal street gangs, and other sets of individuals that are not sanctioned by the Governing Board and which are determined to be disruptive to teaching and learning. This includes wearing of symbolic apparel, making gestures, writing on and marking property, or altering of personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.

INTIMIDATION – threats, verbal or physical, with intent to inflict fear, injury or damage (See *Bullying/Initiation/Hazing*)

INTERRUPTION – obstruction of the current educational process or events

LEAVING CAMPUS – going off the school grounds without receiving approval from the proper school authorities (See *General Misconduct*)

LEGAL DRUGS – over-the-counter *drugs* and prescription *drugs* prescribed for the user.

LOITERING – presence of an individual in or about a school under one or more of the following circumstances: (See *General Misconduct*)

- After a reasonable request to leave
- Does not have any legitimate reason for being there

- Does not have written permission to be there from anyone authorized to grant permission
- *Refusal to identify self*

LONG-TERM SUSPENSION – removal of a student from school and school activities for a period of time not fewer than eleven (11) days.

LYING – intentionally giving untrue communication (See *General Misconduct*)

OBSCENE – statement or materials offensive to accepted standards of decency and without serious literary, artistic, political or scientific value (See *Abusive Language; Offensive Material*)

OFFENSIVE MATERIAL – materials that offend common decency or morals. These materials include *obscene* and pornographic materials, hate group materials, and *abusive language* and materials obtained through computers or other electronic devices

PARAPHERNALIA – accessories, apparatus or equipment that may be used in the manufacture or utilization of a *controlled illegal and dangerous substance, including alcohol and e-cigarettes*.

PARENT – natural or adoptive *parent*, legal guardian or surrogate *parent*

PHYSICAL ABUSE – any deliberate act causing or intended to cause injury to another

PRINCIPAL – school *principal*, administrator serving as acting *principal*, or assistant *principal*

PRINCIPAL’S DESIGNEE – an administrator or educator who is approved by the *principal* to act on the *principal’s* behalf, in the *principal’s* absence.

PROFANITY – the act of uttering contemptuous language for the purpose of debasing the dignity of another person; the departure in the use of language from what is normally considered to be acceptable within the environment of a school or school-related area (See *Abusive Language*)

RACIAL SLUR - an insulting or disparaging remark or innuendo about a person’s race or a racial group which is meant to produce a shaming or degrading effect (See *Abusive Language*)

RECKLESS ENDANGERMENT – any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, including possession of *explosive devices* or *initiation/hazing*

REFUSAL TO IDENTIFY SELF – refusing to give correct name when requested to do so by school personnel or the use of another person’s name as one’s own (See *Loitering*)

ROBBERY – taking of personal or school property; being in possession of another’s property accompanied by means of force or fear

SALE OR DISTRIBUTION OF CONTROLLED LEGAL (PRESCRIPTION) OR ILLEGAL SUBSTANCES – the act of selling or distributing *Illegal and Dangerous Substances or Controlled/Illegal Substances, including Alcohol* to others

SEXUAL HARASSMENT – unwelcome sexual advances, requests for sexual favors and other verbal, graphic, written or physical conduct of a sexual nature, or targeted towards someone because of his/her gender, which is sufficiently severe, persistent or pervasive to interfere with a person's learning or work environment.

SEXUAL MISCONDUCT – violations of State Statutes on illegal sexual conduct (A.R.S. 13-1404, 1405, 1406), indecent exposure (A.R.S. 13-1402) and public sexual indecency (A.R.S. 13-1403)

SHORT-TERM SUSPENSION – removal of a student from school and school activities for a period of time not to exceed ten (10) school days

TARDIES – arriving for class after the schedules starting time (See *Attendance Violations*)

THEFT/POSSESSION OF STOLEN PROPERTY – unauthorized taking or possession of the property of another without the consent of the owner

TOBACCO PRODUCTS – cigarettes, e-cigarettes, cigars, chewing tobacco or other tobacco products.

TRESPASSING - the unauthorized presence of an individual on school property

TRUANCY – a student being absent from his/her assigned class and/or school without consent of the proper school authority (See *Attendance Violations*)

UNEXCUSED ABSENCE – absence from class without a proper reason that is approved by school authorities (See *Excessive Absenteeism*)

VANDALISM – the willful or malicious defacement, *destruction* and/or damage of school property or the property of another that requires removal, repair or replacement

VULGARITY – the use of offensive, repulsive or *profane* language, expressions or actions (See *Abusive Language*)

WEAPON – any *firearm*, BB gun, pellet gun, knife, club, *explosive* or *destructive device*, or any other item or object which may cause bodily injury, death or which may be used to threaten others.

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES 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

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children 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 your preference.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



Local Liaison
Miss Jeannette Cannon
Liaison, Tucson International Academy
520-792-3255
jcannon@tucsoninternationalacademy.com

State Coordinator
Alexis Clermont
State Homeless Coordinator
602-542-4863
alexis.clermont@azed.gov

If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:
1-800-308-2145 * homeless@serve.org * <http://ncche.ed.gov>

INFORMACIÓN PARA LOS PADRES



SI SU FAMILIA VIVE 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 auto, un parque, un edificio abandonado, o una estación de trenes o de autobuses



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

*Sus hijos de edad escolar podrían calificar para recibir ciertos derechos y protecciones bajo la
ley federal McKinney-Vento.*

Sus hijos 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 su hijo asistió cuando tenía una residencia permanente, o la última escuela en la cual estaba inscrito), si esto es su preferencia.
 - * Si el distrito escolar cree que la escuela escogida por usted no es la mejor para sus hijos, el distrito tiene que darle a usted una explicación escrita de su posición e informarle de su derecho de apelar su decisión.
- Recibir transporte a/de la escuela de origen, si usted lo pide.
- Recibir servicios educacionales comparables a los que están provistos para otros estudiantes, según las necesidades de sus hijos.

Si usted cree que sus hijos podrían ser elegibles, contacte al oficial para la educación de los niños y jóvenes sin hogar de su distrito escolar para averiguar los servicios y ayudas que podrían estar disponibles. También puede haber apoyo disponible para sus hijos de edad preescolar.



Oficial para la educación de los niños y jóvenes sin hogar
Miss Jeannette Cannon
Liaison, Tucson International Academy
520-792-3255
jcannon@tucsoninternationalacademy.com

Coordinador estatal
Alexis Clermont
State Homeless Coordinator
602-542-4963
alexis.clermont@azed.gov

Si usted necesita ayuda adicional con las necesidades educacionales de sus hijos, contacte
al Centro Nacional de Educación para los Niños y Jóvenes sin Hogar:
1-800-308-2145 • homeless@serve.org • <http://nche.ed.gov>

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.
 - * 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.



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If you need further assistance with your educational needs,
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1-800-308-2145 • homeless@serve.org • <http://nche.ed.gov>

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 auto, 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.
 - * 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.



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Si necesitas ayuda adicional con tus necesidades educacionales, contacta al
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1-800-308-2145 * homeless@serve.org * <http://nche.ed.gov>

YOUR SCHOOL IS A **SAFE-T-ZONE**

If you see

- | | |
|------------|------------------|
| > DRUGS | > VIOLENCE |
| > FIGHTS | > WEAPONS |
| > GANGS | > NON-STUDENTS |
| > ASSAULTS | > GRAFFITI |
| > TRUANCY | > CONFRONTATIONS |

REPORT IT!

CONFIDENTIALITY GUARANTEED

TELL A SCHOOL OFFICIAL OR CALL

TUCSON INTERNATIONAL ACADEMY

(520) 792-3255