

FLAGSTAFF ARTS & LEADERSHIP ACADEMY

STUDENT HANDBOOK

2011 – 2012

BOARD OF TRUSTEES

Michele Legg, President
Teresa Morgan, Treasurer
David Eckert
David Edwards

Flagstaff Arts and Leadership Academy

Our Mission:

The Flagstaff Arts and Leadership Academy (FALA) is an educational community committed to academic excellence in the arts, sciences and humanities. We are dedicated to providing students with small class sizes, individualized attention and the leadership abilities necessary to participate and succeed in a rapidly changing world.

We achieve this through:

- *Providing rigorous academic, artistic and leadership programs*
- *Providing a safe, nurturing, and welcoming environment*
- *Preparing students for success in colleges and universities*
- *Committing to individual success for all students*
- *Developing individual creativity*
- *Developing critical thinking and problem solving skills*
- *Providing in-depth practical training in the visual and performing arts*
- *Ensuring that leadership is integrated into the curriculum*
- *Prioritizing environmental sustainability and our connection to the environment*
- *Developing partnerships with the community and encouraging student participation and leadership in their community*
- *Encouraging dialogue and participation of parents, students, employees and other community members in supporting FALA's values and mission*

Our Values:

The Flagstaff Arts and Leadership Academy values and celebrates:

- *A love of learning*
- *Individual creativity and the centrality of the arts in the lives and education of our students*
- *Integrity and respect*
- *Leadership*
- *Our students' connections to each other, our community, our region, and the world beyond*
- *Service to others*
- *Interconnectedness of the arts and sciences*
- *The natural and cultural history of our region*
- *Sustainability*

ATTENDANCE

The student and parent/guardian are responsible for consistent school attendance. State law requires that attendance records be maintained for all students. FALA will classify absences and tardiness as either FALA excused, excused, or unexcused.

FALA Excused Absences

Only illness (with medical documentation), family emergencies, bereavement, observance of religious holidays, medical appointments (with medical documentation), and adverse weather conditions will constitute as FALA excused absences or tardiness. Written documentation is necessary for all FALA excused absences. The attendance policy includes allowances for internships and community service obligations. Students with late arrival or early departure schedules **MUST** sign the departure/arrival log in the office.

Excused and Unexcused Absences and Tardies

To be excused, all absences or tardies must be called into the School office (779-7223) by the parent/guardian on the morning of an absence/tardy. If a student is absent from class without notification then the student's parent/guardian will be contacted. If the office does not receive a written note the day the student returns from his/her absence, the absence will be identified as unexcused. We ask that the parent/guardian come into the office to sign out a student for an appointment during the school day or that a note is sent with the student if the student is able drive himself/herself to the appointment. If and when a student turns 18 years old they still need parent authorization to arrive to school late and leave school early. If a student does not have a first period or 4th period class they will need to sign out in the front office but will not need parent authorization. Unauthorized absence from school, or leaving campus without permission, is considered truancy. This includes unexcused absences from any class or school activity during the school day. Only the Dean of Academy or Executive Director is authorized to excuse students from school for necessary and justifiable reasons.

Excessive Absences

Absences mean loss of class participation and knowledge gained, putting the student behind in their education. Five absences (unexcused or excused) in any class will result in required attendance at the Student Success Program (after school) or lunch detention. Students will remain in one of these programs until their teachers confirm that all of their missing work is completed. Only FALA excused absences will not count towards these limits. Ten absences (unexcused or excused) in a class during a semester will result in loss of credit. If loss of credit occurs, the student will remain in the class as an "audit." Students may petition for credit by writing a letter to their teacher and the Dean of Academy explaining their absences and outlining a plan for retaining credit and making up missing work. Petitions will be reviewed on a student-by-student basis. *Petitioning for credit does not guarantee that credit will be granted.*

Tardiness

Arriving after the beginning of each class period constitutes a tardy. Tardy students **MUST** sign in at the front office before going to their class. Tardiness is disruptive to the learning environment of the school. Any student tardy 3 times (unexcused) in one month (cumulative) will receive lunch detention. After a student reaches these limits each additional tardy will result in a lunch detention. Eight tardies (unexcused or excused) in any class will result in required attendance at the Student Success Program (after school) or lunch detention. Students will remain in one of these programs until their teachers confirm that all of their missing work is completed.

Attendance and Performances: Students must attend school on the day of and the day after major performances (i.e. theatre, dance, music, etc.). Students will not be allowed to perform if they do not attend school and this will impact their grade accordingly. Students who miss school after the day of a major performance will attend lunch detention to make up their missing work.

Sickness: Please keep your students home if they are sick. If they have a fever, do not send them back to school until they are fever-free (without the use of fever-reducing medications) for at least 24 hours.

FALA Attendance and Tardy Policy

	Short-term consequences (for each semester)	Long-term consequences (for each semester)
FALA Excused Absences	None	None
Excused Absences	No initial consequences	5 absences (excused or unexcused) in any class = Student Success Program or lunch detention until missing work is completed 10 absences (excused or unexcused) in any class = loss of credit
Unexcused Absences	Detention, in-school suspension	
FALA Excused Tardiness	None	None
Excused Tardiness	No initial consequences	8 tardies (excused or unexcused) in any class each semester = Student Success Program or lunch detention until missing work is completed
Unexcused Tardiness	3 cumulative tardies in a month = lunch detention Each additional tardy = lunch detention	

Terminology

FALA Excused: Absences or tardiness due to illness or medical appointments, family emergencies, bereavement, observance of religious holidays, adverse weather conditions, or absences pre-approved by petition

Excused: Absences or tardiness excused by either a note or phone call from a parent/guardian

Unexcused: Unapproved or unexplained absences or tardiness

Student and Parent Notification of Absences and Tardies

Notification regarding excessive absences and tardies will be sent home to parents/guardians with the progress reports during each semester. Appropriate documentation and petitions must be received at least 1 week before the end of the semester.

STUDENT CONDUCT

Students at FALA will be held to the highest standards of conduct in order to maintain a safe and orderly learning environment for everyone. As a school, we are committed to fostering a community of learners and providing students the tools and confidence to construct their own successes. Students will take responsibility for their actions, and anyone who chooses to interfere with the learning of others will be held accountable. The support and involvement of parents/guardians is essential for the success of this program.

The Board of Trustees has provided a list of behaviors and consequences. In fairness to all students, these consequences will be applied consistently. Students are encouraged to take responsibility for their own actions, including attendance and academic performance. Emphasis is placed on the importance of each student working to his/her own ability level. The student conduct code allows all students to make mistakes, within defined limits, without cumulative, punitive action. Effort is expected, rewarded, and there is frequent positive feedback.

Dress Code

Students at FALA are expected to dress appropriately for school. The following, regarding dress, will be prohibited on campus:

- Clothing that in any way signifies gang relationships.
- Clothing that is distracting to our learning environment, such as but not limited to, tank tops, short shorts, short skirts, midriffs and halter tops.
- Any clothing that emphasizes drugs, alcohol, tobacco, sex, nudity, foul language/symbols.
- Clothing (skirts or shorts) with lengths that are above the mid-thigh.

Failure to comply with the above will result in asking the student to change (if appropriate) into a T-shirt provided by the school, or the parent/guardian will be called and asked to come with appropriate clothing. Those students who participate in internships or office aide roles, both on and off the school grounds, must comply with the professional dress standards of that agency or office. Shoes must be worn at all times on the school grounds.

Closed Campus Policy

FALA is a closed campus. Students will remain on campus for lunch. "Campus" is defined as the classrooms, the quad areas, the decks, the outdoor amphitheatre, and the administrative offices. Students are not permitted to leave these areas at any time throughout the school day without **prior** permission from the Dean of Academy or Executive Director.

Student Automobile Use, Parking, and Bus Transportation

Students must register their automobiles when they enroll and follow the designated rules for parking areas. Students are permitted to park on school property *as a matter of privilege*, not of right. The parking permit application must be filled out in a timely manner. Failure to comply with safe driving habits, or failure to abide by school attendance and insurance policies, will result in loss of the parking permit. If riding Mountain Line transit, students are expected to exhibit appropriate behavior while waiting to board the bus and riding the bus. All expectations for school conduct apply to the bus stop area. Failure to act appropriately will result in the loss of the privilege of riding the bus to and from our campus and possible disciplinary action.

Skateboards

Skateboards are allowed on campus but may not be ridden on the FALA grounds. Failure to comply with this policy will result in confiscation of the skateboard, parental involvement, and possible lunch detention.

Cell Phone Policy

Cell phones are to be turned off during school hours. Cell phones may be used before and after school, and during lunch. If a student is found using a cell phone during school hours the following consequences will occur:

- 1st Offense: Cell phone will be confiscated for the remainder of the day. Parents will be notified.
- 2nd Offense: Cell phone will be confiscated for the remainder of the year. Parents will be notified. Students will be required to drop off their cell phone at the office each morning.
- 3rd Offense: Lunch detention or short-term suspension.

Care of School Property

FALA takes a zero tolerance stand against any students who may damage school property in any way. Students are expected to take pride in the appearance of the school property. Any student responsible for the marking, marring, breaking, or other damage to school property will be reported to the office at once.

Public Displays of Affection

FALA is a safe learning environment so conduct should be appropriate and not cause anyone to be uncomfortable.

“Grandma” PDA RULE: Don’t do anything you wouldn’t do with your grandmother.

- One arm rule - when sitting, it is appropriate to have one arm around a person.
- No full body contact - it is appropriate to give someone a hug as you would hug your grandmother.
- No kissing - so there is no hedging.
- No laps - it is inappropriate to sit on someone’s lap.
- Side by side sitting and holding hands is allowed outside of class.

Consequences

- 1st Offense: Verbal warning.
- 2nd Offense: Verbal warning and parents will be notified.
- 3rd Offense: Lunch detention. Since the student has been unable to show maturity and respect for FALA guidelines the student must attend lunch detention for a set number of days. If lunch detention is skipped, there is a potential for expulsion.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature. It is the policy of the Board of Trustees that sexual harassment shall not be tolerated. Any student who believes that he or she has been the victim of sexual harassment should report such incident or incidents to the teacher in charge or the Dean of Academy. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged harassment and the context in which the alleged incidents occurred will be investigated promptly.

Bullying

Bullying involves the abuse of power, including harassment and intimidation of students perpetrated by individuals or a group. For behavior to be considered bullying it must include verbal aggression, physical aggression, or social aggression (such as spreading rumors),

demonstrated dominance of the aggressor, and persistence (i.e. the aggressor does not fail to stop when asked). Bullying may include cyber-bullying or cyber-threats. Cyber-bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. It is the policy of the Board of Trustees that bullying shall not be tolerated. Bystanders who fail to intervene are also, to a degree, responsible for bullying. Students who are aware of bullying have a duty to report it, even if the victim asks them not to do so. Any student who believes that he or she has been the victim of bullying should report such incident or incidents to the teacher in charge or the Dean of Academy.

Weapons in School

FALA has a zero tolerance policy against the possession of weapons at school. No student is allowed on school property with knives, firearms, or explosive instruments displayed as weapons, whether or not they may be loaded. The Dean of Academy, Executive Director, and/or the Board of Trustees will deal directly with students responsible for violating this policy, and appropriate disciplinary action will be administered.

Firearms are defined as:

- Any weapon designed to discharge a projectile.
- Any explosive device.
- Any bow, crossbow, or slingshot.

Knives are defined as:

- Any folding pocket knife with a blade length of at least two and one-half inches.
- Any fixed handle knife with a blade length of at least two and one-half inches.

School property shall include:

- School grounds.
- School owned or leased vehicles.
- School sponsored events or activities.

Tobacco Use by Students

Arizona Revised Statute 36-798.03 states the following:

A. Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. For purposes of this subsection, "school" means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.

B. Subsection A of this section does not apply to an adult who employs tobacco products as a necessary component of a school sanctioned tobacco prevention or cessation program established pursuant to section 15-712.

C. A person who violates this section is guilty of a petty offense.

FALA takes a zero tolerance stand against the use of tobacco products. The school recognizes the hazards associated with smoking and prohibits the possession, smoking, or use of tobacco products by students, faculty and visitors on school grounds, vehicles, or at any related school event. The Dean of Academy, Executive Director, and/or the Board of Trustees will deal directly with students responsible for violating this policy and appropriate disciplinary action will be administered.

Drug and Alcohol Use by Students

FALA takes a zero tolerance stand against the unlawful use of drugs or alcohol. Any non-medical use, possession, sale, distribution or manufacture of drugs or alcohol by students on school grounds, buildings, vehicles, or events is strictly prohibited.

Drugs are defined to include, but not be limited to:

- Any controlled substance prohibited by law.
- Any beverage containing alcohol.
- Any prescription or over-the-counter drug, with the exception of those authorized by the school or parent/guardian.
- Hallucinogenic substances of any kind.
- Inhalants.

The Dean of Academy, Executive Director, and/or the Board of Trustees will deal directly with students responsible for violating this policy and appropriate disciplinary action will be administered.

Student Searches

Students possess the right of privacy of person, including freedom from unnecessary search and seizure of personal property. However, this right is balanced by FALA's responsibility to also protect the safety, health and welfare of all students. School employees may conduct searches as approved by the Dean of Academy or Executive Director if there is reason to suspect the safety, welfare and health of students may be in danger. A FALA employee upon approval of the Dean of Academy or Executive Director may search a student's person when there is reason to believe the student possesses illegal items or other items which interfere with the educational process of FALA, including items that might impact the health, safety, and welfare of the student body.

General searches of FALA property may be conducted at any time when there is reasonable cause to believe that something or someone is violating a law or school rule on FALA property. The search of school property may be made without the student being present. FALA also retains authority to conduct routine patrols of student parking lots and to inspect the exteriors of student automobiles on FALA property. The interiors of student vehicles may be inspected whenever a FALA authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities.

FALA will not distribute any medicine (either prescription or non-prescription) unless it is provided by the parents and includes either a doctor's note (for prescription medicine) with usage and dosage instructions, or a parent's note (for non-prescription medicine) with usage and dosage instructions. All medicine must be in the original container. All distributions of medicine will be noted. Students are not allowed to carry any kind of medicine on their person while at school without permission from the Dean of Academy. These policies are in place to legally protect FALA since we do not employ any medical staff.

ACADEMIC HONESTY

Students must submit work that is their own original creation. Assignments that contain ideas, written information, or images from other sources must be properly referenced. In addition, group collaborations or instances in which a student receives help from another person should also be noted. In cases where work is copied between students both the student copying the work and the student allowing their work to be copied will be subject to the same consequences. Copying assignments or copying information from another source without appropriate citation is plagiarism. Ignorance of appropriate referencing techniques is not an excuse for this type of academic dishonesty. If in doubt, ask a teacher about how to avoid plagiarism.

Consequences for Plagiarism:

1st Offense: Earn a zero on the assignment and/or detention

2nd Offense: Loss of credit for the course and/or expulsion

APPROPRIATE USE POLICY FOR TECHNOLOGY

(Policy Adapted from the Flagstaff Unified School District Student User Agreement)

Computers, networks (Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CD's), floppy disks, flash drives, or other electronic sources are available at FALA *for educational purposes only*. Student computer use is restricted to research, assignments, and program utilization with teacher direction and supervision. Non-educational purposes include using personal email and accessing Facebook and Myspace accounts.

Student users must:

- Use FALA technology for educational purposes.
- Agree not to submit, publish, display or knowingly retrieve any defamatory, slanderous, obscene, profane, sexually offensive, racially offensive, abusive, threatening, or illegal material.
- Abide by all copyright regulations and licensing agreements and not use technology at FALA for commercial gain.
- Not reveal their home address or personal phone numbers of themselves or others.
- Not use the network in any way that would disrupt the use of the network by others.
- Understand that many services and products are available for a fee and acknowledge the user's personal responsibility for any expenses incurred without FALA authorization.
- Not attempt to harm, modify, or destroy software or interfere with system security and FALA servers.
- Agree to not engage in cyber-bullying. You can prevent cyber-bullying by:
 - Guarding your personal information. Never give out personal information online,

- whether in instant message profiles, chat rooms, blogs, or personal web sites.
- Never giving out your passwords to anyone except your parents. That includes friends.
 - If someone sends a mean or threatening message, don't respond. For a bully, a reaction constitutes victory. Instead, save the message or print it out and show it to an adult.
 - Never opening e-mails from someone you don't know or from someone you know is a bully.
 - Don't put anything online that you wouldn't want your classmates to see, even in e-mail.
 - Don't send messages when you're angry. Before clicking "Send," ask yourself how you would feel if you received the message.
 - Help kids who are bullied online by not joining in and showing bullying messages to an adult.

Consequences for Inappropriate Computer Use

- 1st Offense: Loss of computer privileges and/or detention.
- 2nd Offense: Suspension and possible expulsion.

Range of Consequences for Violations of FALA Policies

Consequences in response to violations of FALA policy will be administrated by any of the following: Dean of Academy, Executive Director, or the Board of Trustees. Violations of FALA policy are listed and their consequences may include but not be limited to the following:

Infraction	1st Occurrence	2nd Occurrence
Academic dishonesty	Zero on the work Detention	Loss of credit Expulsion
Inappropriate use of the computers/Internet	Loss of computer privileges Detention	Suspension Expulsion
Engaging in conduct disruptive to learning	Warning Detention	Suspension Expulsion
Willful damage to FALA property	10 day suspension Expulsion	Expulsion
Possessing or using any form of tobacco product	5 day suspension	10 day suspension Expulsion
Possessing, buying, selling or using non-medical drugs	10 day suspension Expulsion	
Possessing a dangerous weapon	10 day suspension Expulsion	
Fighting	5 day suspension 10 day suspension	Expulsion
Gambling	Warning	Suspension
Use of profane, vulgar, or abusive language (including ethnic slurs)	Warning Detention	Suspension Expulsion
Repeated violations of a teacher or FALA policy	Warning Detention	Suspension Expulsion
Violations of boundaries which FALA has identified	Warning Suspension	10 day suspension Expulsion
Harassment, bullying, or assault (verbal or physical)	Detention 5 day Suspension	10 day detention Expulsion
Theft from any person or property	Suspension Expulsion	Expulsion
Activating the fire alarm under false pretenses	5 day suspension	10 day suspension Expulsion

Note: The school also has a separate policy regarding long-term suspension and expulsion that is available upon request and provided immediately to parents in the case of disciplinary situations.

STUDENT ACADEMIC CONDUCT

FALA recognizes that all students can succeed in a rigorous academic and artistic setting. FALA faculty is dedicated to ensuring that success.

High School Academic Requirements for Graduation

Content Areas	FALA Requirements – Class of 2010-2012	FALA Requirements – Class of 2013 and above	FALA Requirements – Class of 2015 and above
Math	3 credits	4 credits	4 credits
English	4 credits	4 credits	4 credits
Science	3 credits	3 credits	3 credits
Social Studies	3 credits	3 credits	4 credits
Foreign Language	2 credits	2 credits	2 credits
Fine/Performing Arts	4 credits	4 credits*	4 credits*
Electives	5 credits	5 credits	5 credits
Other courses (from any content area)	2 credits	2 credits	1 credit
Total	26 Credits	27 Credits	27 Credits

Note: 1 credit = 2 semesters of coursework

*CARE (Core Arts Requirement Emphasis) applies to all FALA students and requires a minimum of one course within each artistic discipline (Theatre and Creative Writing, Dance, Art, and Music). This requirement applies to all students graduating on or after 2013.

High School Academic Requirements for Each Semester

Students must be enrolled in a minimum of 3 courses each day (for a total of 6 courses each semester). Study Hall and Office Aide and Teacher Aide positions are not included in these totals.

High School Advanced Placement (AP) Courses

All students enrolled in AP courses are required to be enrolled in the class for the entire year and to take the AP exam in May and pay the required testing fees. Fee reductions are available based on family income. Arrangements must be made ahead of time with the school counselor.

8th Grade Academic Requirements for Promotion

Content Areas	FALA Requirements
Math	2 credits
English	2 credits
Science	2 credits
Social Studies	2 credits
Liberal Studies	2 credits
Electives	4 credits
Total	14 Credits

Note: 1 credit = 2 semesters of coursework

Middle School Academic Requirements

Middle school students must be enrolled in 4 courses each day (for a total of 8 courses each semester). Students must earn a “C” or better in each required academic class (Math, English, Science, Social Studies and Liberal Studies) to advance to the next level. Students must earn at least a “D” or better in at least 2 electives each year. Students attending FALA for high school may take advanced elective classes if they earn a “B” or better in the middle school elective (in the same area) and have the recommendation of their teacher.

Honor Roll, High Honor Roll, and Valedictorian Awards

Students with a GPA from 3.5-3.74 (by semester) will be placed on Honor Roll. Students with a GPA of 3.75 and above (by semester) will be placed on High Honor Roll.

The senior valedictorian will be chosen based on cumulative, unweighted GPA as of May 1. In the case of a tie, the faculty will vote to choose the valedictorian.

Academic Consequences

- Any high school student who does not have a minimum grade point average (GPA) of a 2.0 at the time of any quarter grade or progress report will attend the Student Success Program after school from 3:30 – 5:00 (Tuesdays, Wednesdays, and Thursdays), or attend lunch study hall every day until their GPA is raised to at or above a 2.0 (with no failing grades). These measures may be used separately or concurrently as needed. These students may be required to drop some of their elective classes.
- All high school students will receive a minimum grade of a “C”, or 70% for all foreign languages before advancing to the next level in that subject.
- Any middle school student who has below a “C” in any of their required academic classes will attend the Student Success Program after school from 3:30 – 5:00 (Tuesdays, Wednesdays, and Thursdays), or attend lunch study hall everyday until they have a “C” or better in all of these classes. These measures may be used separately or concurrently as needed.

Inclusion Education Philosophy

Inclusive education means that all students in a school, regardless of their strengths or weaknesses in any area, become part of the school community. They are included in the feeling of belonging among other students, teachers, and support staff. The federal Individuals with Disabilities Education Act (IDEA) and its 1997 amendments make it clear that schools have a duty to educate children with disabilities in general education classrooms.

The FALA inclusion model is referred to as "full inclusion". Full inclusion is the integration of all students, even those with educational disabilities, into regular classes and an avoidance of segregated special education classes. Special education services are delivered within the normal classroom. Teacher aides are assigned to help the children with special needs progress. With a full inclusion program we have no separate special education classes.

Field Trips

Field trips are integral parts of many courses and provide students with valuable real-world experiences. To attend field trips, a student must maintain a GPA of 2.0 (with no failing grades). For major trips that require large initial outlays of money (such as going to Europe, etc.) a student must have all passing grades at the end of the semester before the scheduled trip. In addition, the Dean of Academy and the teacher leading the field trip have final authority over student attendance decisions.

Correspondence Courses, Summer School, and Online Coursework

Credits earned through correspondence courses, Flagstaff Unified School District summer school (or other district summer school programs), or online courses to meet requirements shall be taken from a regionally accredited institution. Students may take as many correspondence courses as necessary to make up for failing grades in any course or grades that do not grant FALA credit. Students may also gain credits through correspondence courses, summer school, or online courses for elective courses that are not offered at FALA or for foreign language courses that are not offered at FALA. In addition, if a student has extreme schedule challenges the Dean of Academy may approve correspondence courses, summer school, or online courses for credit that are offered at FALA and necessary for graduation. All correspondence courses, summer school, or online courses must be completed by April 15 to allow for adequate time to process the grades and credit.

High School Concurrent Enrollment

It is the responsibility of the student and parent/guardian to properly concurrently enroll for a course not offered at FALA, at NAU (Northern Arizona University), CCC (Coconino Community College) or any other accredited institutions. If the student is planning to obtain FALA credit for the course, it is the student's and parent/guardian's responsibility that the School Concurrent Enrollment Form is completed and signed by the Counselor or Dean of Academy prior to the student obtaining final credit and a grade for the course. It is also the responsibility of the parent/guardian and student to submit an official transcript from that institution to FALA immediately upon completion of the concurrent enrollment.

High School Study Abroad Policy

Students are encouraged to seek experiences abroad when appropriate; however, it takes careful planning. Exchanges should take place junior year and should, typically, only be one semester. **Students are expected to earn the graduation credits they'll miss during the exchange prior to the exchange.** At a minimum, this means they'll need to take U.S. History and American Literature (one semester of each if exchange is one semester) before leaving. There may be additional classes needed. Students are required to meet with the counselor and/or dean to create an approved schedule. Note that, in many cases, instruction will not be English resulting in significantly lower marks. We do not need to include these marks on the FALA transcript if graduation requirements are met elsewhere, but **colleges will ask to see the transcripts from your exchange.**

High School Service Learning Program

The Service- Learning program at FALA encourages students to become active members in their local, national and global communities through service experiences related to classroom curriculum. Options include:

- Volunteering in activities at non-profit and community organizations.
- Assisting with the varied needs of community members
- Participating in student/faculty initiated projects

Students must participate in 5 service-learning hours per year connected with FALA courses and will be responsible for completing an additional 25 hours per year either through additional FALA service learning activities or doing community service, volunteer work, or service learning on their own. All students must complete a total of 30 hours per year (120 hours upon graduation, pro-rated per year of attendance). Any student who does not complete the service learning requirement by the date of graduation will be allowed to participate in the ceremony, however, he/she will not receive a diploma until verification of completion of hours is submitted

to the service-learning coordinator. The school website is updated regularly with service learning, volunteering, and community service opportunities.

Advisory Program

The Advisory program is in place to make sure that all of our students are known well and supported to succeed. FALA students are assigned to an Advisor (FALA Faculty, Staff & Administrators) as 7th graders or freshmen and they loop with this Advisor for their 6 or 4 years at FALA. Advisory will meet for 35 minutes every Friday afternoon for the 2010-2011 school year. Advisory supports students to meet the unique expectations of FALA's service-learning program and leadership development, and to grow as healthy, self-sufficient, and empowered young adults. In all six years, Advisors will discuss our school-wide outcomes of Personal Responsibility, Social Responsibility, Critical Thinking, and Communication. Advisory Goals are as follows:

- Personal Development
 - Helping students with transition and change
 - Developing relationships that will increase student success and happiness at FALA and in the future
 - Supporting personal expression
- Culture and Community
 - Sharing a positive school environment and culture
 - Exploring relevant issues and concepts
- Leadership
 - Learning how to have a participatory voice
 - Engaging in meaningful projects and activities

Grading Periods and PASS Posting for 2011-2012

Progress 1 and PASS (for 1 st semester)	September 22, 2011
PASS Posting	October 10, 2011
Progress 2 and PASS (for 1 st semester)	October 25, 2011
PASS Posting	November 10, 2011
Progress 3 and PASS (for 1 st semester)	December 1, 2011
PASS Posting	January 3, 2012
1 st Semester and PASS	January 20, 2012
Progress 4 and PASS (for 2 nd semester)	February 23, 2012
PASS Posting	March 19, 2012
Progress 5 and PASS (for 2 nd semester)	April 4, 2012
PASS Posting	April 19, 2012
Progress 6 and PASS (for 2 nd semester)	May 8, 2012
PASS Posting	May 24, 2012
2 nd Semester and PASS	June 13, 2011

Testing Dates for the 2011-2012 School Year

Grades	Test	Date/s
10, 11	PSAT	Wednesday, Oct. 12
11, 12*	AIMS Re-test (Writing)	Tuesday, Oct. 25
11, 12*	AIMS Re-test (Reading)	Wednesday, Oct. 26
11, 12*	AIMS Re-test (Math)	Thursday, Oct. 27
10	AIMS HS Writing	Tuesday, Feb. 28
10	AIMS HS Reading	Wednesday, Feb. 29
10	AIMS HS Math	Tuesday, April 10
10	AIMS HS Science	Wednesday, April 11
7	AIMS MS Writing	Monday, April 16
8	AIMS MS Science	Monday, April 16
		Tuesday, April 17
	AIMS MS Reading and Math	Wednesday, April 18
7, 8		Thursday, April 19
9	Stanford 10	Monday, April 23
11, 12	AP Environmental Science	Monday, May 7 (8:00 am)
10, 11, 12	AP Calculus AB and BC	Wednesday, May 9 (8:00 am)
11, 12	AP US History	Friday, May 11 (8:00 am)
11, 12	AP Language and Comp.	Wednesday, May 16 (8:00 am)
11, 12	AP World History	Thursday, May 17 (8:00 am)

*Re-testing is only for students who are attempting to meet or exceed standards.

PARENT/GUARDIAN EXPECTATIONS

Parent and guardians are expected to take an active role in the education of their children. To that end, we ask that parents participate in FALA organizations and committees, support FALA-sponsored activities, read and review all FALA communications and policies, and communicate all pertinent information about their child to FALA. In addition, school volunteers are an important component in the success of our students and our school. Volunteers assist teachers by working with individuals and small groups, help office staff with clerical work, provide community connections for service learning opportunities, and develop fundraising programs.

Parents are also responsible for the following:

- Consistent student attendance and communication with FALA regarding absences and tardiness. Please see the attendance policy for more information.
- Prompt payment of fees. Fees at FALA allow teachers to provide classroom materials and support learning experiences outside the classroom. FALA will charge a flat fee of \$15.00 for all returned checks.
 - Depending on financial circumstances fees may be waived, fees may be paid on a graduated scale, or fees may be paid on a monthly basis. Any such needs must be communicated immediately to the Executive Director. All fees are due within 30 days of the start of school unless other arrangements are made with school personnel.
 - FALA will withhold final grades and transcripts until fees are paid or an alternate arrangement is made.
 - If two or more siblings attend FALA at the same time, FALA will discount the student activity fee (currently at \$200.00) by half for both students.
 - Parents must pay student fees before students can attend school field trips that cost more than \$250.00.
- Initiating communication regarding academic, social, and behavioral concerns with relevant teachers and staff members.

COMMUNICATION

Communication between all members of the FALA community is vital to our success as a school that supports leadership and nurtures respect and understanding. Students, parents, faculty, staff, and community members will all have opportunities to make their voices heard through open forums, service on committees, and other events sponsored by the Executive Director and Dean of Academy. Approximately every 4 ½ weeks FALA will send home student progress reports or grades and additional relevant information as necessary. By accessing the PASS system (you will need your student's Schoolmaster Identification and PIN) on our website you can also see your student's grades, missing assignments, immunization records, and fee information. News, upcoming events, the school calendar, and homework assignments are also posted and/or accessible through the FALA website. If you provide FALA with your email address we will send electronic newsletters to you on a regular basis.

FACULTY/STAFF RESUMES

Resumes for all faculty and staff are publicly available. They are located in a labeled binder in the front office. Please ask the Administrative Assistant if you need assistance.

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND DIRECTORY INFORMATION

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, "educational 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 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 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 in 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 educational 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 Director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Director 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 Director, clearly identifying 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 and 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
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605
202-260-3887 Voice
1-800-877-8339 TDD

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 is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

RIGHTS OF HOMELESS STUDENTS

FALA shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

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

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

Participate in programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the FALA Governing Board. The board must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will provide assistance during this process.

SNOW DAY NOTIFICATION

The cancellation or late start of school due to inclement weather will be made by 7 a.m. and this information will be available by: calling the school and accessing the outgoing message (928-779-7223); visiting the school's website (www.flagarts.com), and listening to local radio station KNAU (91.7 FM). The schedule for the year has 5 built-in snow days.

BELL SCHEDULE

Monday

8:45 – 10:10	1A
10:15 – 11:40	2A
11:40 – 12:15	Lunch
12:20 – 1:45	3A
1:50 – 3:15	4A

Wednesday

8:45 – 10:10	1A
10:15 – 11:40	2A
11:40 – 12:15	Lunch
12:20 – 1:45	3A
1:50 – 3:15	4A

Tuesday

8:45 – 10:10	1B
10:15 – 11:40	2B
11:40 – 12:15	Lunch
12:20 – 1:45	3B
1:50 – 3:15	4B

Thursday

8:45 – 10:10	1B
10:15 – 11:40	2B
11:40 – 12:15	Lunch
12:20 – 1:45	3B
1:50 – 3:15	4B

Friday – Early Release and Alternating Between A and B Days (with Advisory)

8:45 – 9:50	1A or 1B
9:55 – 11:00	2A or 2B
11:05 – 11:45	Advisory
11:45 – 12:20	Lunch
12:25 – 1:30	3A or 3B
1:35 – 2:40	4A or 4B

Snow Day (Late Start) Schedule

10:00 – 11:05	1 st Period
11:10 – 12:15	2 nd Period
12:15 – 12:55	Lunch
1:00 – 2:05	3 rd Period
2:10 – 3:15	4 th Period

Friday Snow Day (Late Start)

10:00 – 10:45	1 st Period
10:50 – 11:35	2 nd Period
11:35 – 12:15	Lunch
12:20 – 1:00	Advisory
1:05 – 1:50	3 rd Period
1:55 – 2:40	4 th Period

Before school classes will meet from 7:20-8:35 am Monday through Thursday and from 7:30-8:30 am on Friday. After school classes will meet on Monday-Thursday from 3:20-5:05 pm.

2011-2012 Student and Parent Contract with FALA

- I. Teachers, administrators, and counselors agree to:**
 - A. Present a program to all students, reviewing the FALA principles of respect-including appreciation of diversity and the promotion of positive interactions (language and non-verbal communication) with individuals or groups of students.
 - B. Promote the above ideas throughout the school, including between passing periods, lunch period and after school.
 - C. Provide all services required for learning to be accessible to all students.

- II. Student agrees to:**
 - A. Attend all classes/school events unless they have permission (from teacher or administrator as well as a parent) to leave
 - B. Follow teacher directions in class, e.g. work on tasks as assigned.
 - C. Abide by the FALA Code of Conduct
 - D. Abide by all school policies as stated in the student handbook
 - E. Respect the FALA physical environment as well as the school's efforts to create academic and artistic success for all students.
 - F. Follow the Appropriate Use Policy for Technology.

- III. Parents agree to:**
 - A. Contact teachers and administrators regarding all pertinent information regarding their student.
 - B. Monitor scholastic progress at home
 - C. Allow my student to use FALA technology, understanding that it is impossible for FALA to restrict access to all controversial, obscene, pornographic, or other inappropriate materials.

- IV. Consequences if student fails to keep this agreement shall generally be in accordance with the Student Handbook, and may include but not be limited to:**
 - A. Warning/Detention
 - B. Parent conference/Suspension
 - C. Recommendation for withdrawal or expulsion from FALA.

It is understood by all parties and agreed to by the student that continued/multiple infractions may result in any of the above consequences depending on the circumstances and degree of misconduct.

Student Date

Parent(s) Date

Dean of Academy Date

By signing this contract you acknowledge that you have read and understand the FALA student handbook and its policies.