

Flagstaff Junior Academy 2012 - 2013 School Year At a Glance

Main Office: 306 West Cedar Avenue Flagstaff, Az. 86001
(Cedar Campus)
(Children's House) Phone: 928-774-6007
Fax: 928-774-7268
E-mail: fja@unneedspeed.net
Web site: fjacademy.com

Middle School: 2301 N. 4th Street Flagstaff, Az.
(7th & 8th Campus) 86004

Phone: 928-214-7317 or 214-7320
Fax: 928-214-8876

School Hours

Monday - Thursdays

8:30 a.m. - 3:00 p.m. Cedar Campus
8:00 a.m. - 3:15 p.m. Middle school
8:30 a.m. - 3:30 p.m. Children's House

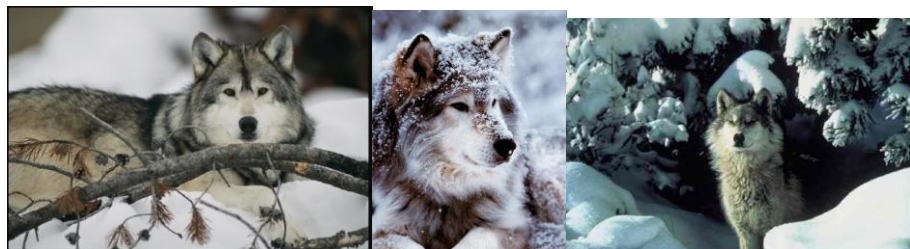
Fridays

8:30 a.m. -12:00 p.m Cedar Campus
8:00 a.m. -12:15 p.m. Middle school
8:00 a.m. -11:30 p.m. Children's House

SNOW-DAY INFORMATION; 774-6007 ext. 73 / www.fjacademy.com
FJA will post on the website by 6:30 a.m. when there is a time
change due to snow-day schedule.

School Colors: Blue and Silver

School Mascot: SnowWolf



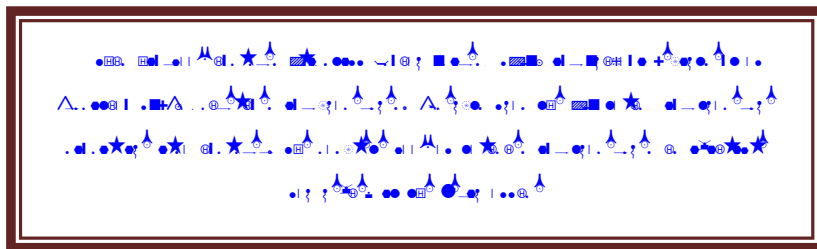
Monthly Board meetings are primarily held on the 2nd Tuesday of every month at 5:15 p.m. Meeting agendas are posted at each campus and on our school website at least 24 hours prior to the scheduled meeting.

Welcome to the 2012-2013 school year at Flagstaff Junior Academy.

This handbook is intended to help you understand the guidelines, policies, and procedures at FJA. We ask that you share and review it with your family so that they are aware what to expect this year. If you have any questions, please do not hesitate to call or drop in for a visit in the main office. Our Director's door is always open and welcomes communication and input.

Our goal as a school is to educate and motivate each student to be creative, independent, respectful, successful members of society. By working together, we ensure that everyone-- students, families, teachers, and staff--feels part of a productive and pleasant learning environment. Remember as the year goes on, that you are a member of a community of people united behind a common cause: the whole education of our children.

Thank you for choosing Flagstaff Junior Academy.



Sincerely,

The Staff and Board of Directors
Of Flagstaff Junior Academy

Goals

To observe, demonstrate, and measure academic progress while honoring and educating each individual student.

Mission Statement

An academic and exploratory experience that includes data-driven teaching practices, inclusive education and individual guidance to the development of independence.

An environment that promotes self-esteem and a desire for excellence as well as one that instills responsibility and community.

An atmosphere that encourages parents and families to become part of their child's school experience and education.



Flagstaff Junior Academy has been in operation as a non-profit charter school since 1996.



Philosophy

Educational Philosophy. We believe that all children, in order to develop to their fullest, must have freedom. This freedom will allow them to develop intellectually, spiritually and physically. This freedom is achieved through the order and self-correcting of a prepared environment. The teacher prepares the environment. A child is guided by modeling and motivated by the work itself. We hope to provide a framework in which social and intellectual disciplinary development go hand in hand.

Teachers. We also believe that commendable teachers deserve quality salaries. We strive to pay our teachers competitive salaries demonstrative of their abilities and talents.

Communication. Good communication flow with the teacher should be the principle vehicle for questions that arise. We should model problem solving for our children in this manner. Parent-teacher conferences are scheduled throughout the year for this purpose. The teacher will also inform parents of any matter concerning their child as the need arises.

Concerns regarding teaching personnel should be dealt with as it arises with the teacher. If this does not resolve the conflict, a phone call followed by a written communication should be made to the Executive Director.

Our Respectful Environment:

Our Montessori-based school is dedicated to assisting the physical, psychological, and emotional development of every student.

It is especially important to us that we present to each other on a daily basis the behavior that we want mirrored back to us from our students. To this aim, we strive to be honest, respectful, and courteous in our dealings with each other and with students, families, and visitors.

Being a cooperative community, we all share an equal responsibility. We remind parents to be cognizant of their behavior, both at home with their children, and at school with other families.

To complete our community circle, each student is expected to treat their peers with honesty, fairness, courtesy, and justice. Personal privacy and property will be respected.

Services Provided

Flagstaff Junior Academy is a free non-profit, charter school that provides educational services for children in grades K through 8. The Children's House is a non-profit Private Corporation that services 3 and 4 year olds. The Children's House is located on Cedar Campus and supports the Montessori philosophy of

combining 3, 4 and 5 year olds in their learning environment. Flagstaff Junior Academy's Governing Board also governs the Children's House.

School History / Charter

Flagstaff Junior Academy has been in operation as a non-profit, charter school since 1996. FJA is chartered as a public school under the Charter Board of the State of Arizona.

Organizational Structure

Executive Director

The Executive Director is responsible for the implementation of the broad educational policies established by the FJA Board of Directors within the limits of the financial policies set by that Board.

The Executive Director shall ensure that Board policies, as they relate to the day-to-day operations of FJA, are implemented. S/he oversees the business operations; develops and evaluates student programs and services; provides administrative and professional leadership for faculty, staff, students, and FJA Corporation members; and coordinates external relations.

The Executive Director shall ensure that all activities of FJA are conducted in accordance with the laws of the state of Arizona, the regulations of the Arizona State Board of Education and the Arizona State Charter School Board, and the policies of the FJA Board of Directors.

Board of Directors

Comprisal and Term Limits.

Flagstaff Junior Academy is organized as a non-profit corporation governed by a Board of Directors ("the Board"). The Board makes all administrative and policy decisions, including but not limited to, establishing policies, curriculum, personnel, finance and budget, and the overall operation of the school. The members of the Board of Directors shall be appointed by the board. No past or present FJA employee may serve on the board. The Board members shall be appointed for a minimum term of 2 years and may serve a maximum of three consecutive terms without a need for a re-vote. After three consecutive terms a member, after an absence of one year, may again be considered for a position on the Board of Directors.

Board Member Resignation/Advertisement/Application Protocol

When a Board member resigns remaining board members will be notified as soon as is reasonably possible.

If resigning board member waits until next regularly scheduled board meeting, the board may vote to approve resignation. If resigning board member prefers resignation to be effective immediately due to extenuating circumstances (and resignation is submitted between regularly scheduled meetings), the president may (1) approve the resignation on behalf of the board, (2) notify the board electronically, and (3) publicly acknowledge the resignation at the next regularly scheduled board meeting via presidential report.

(Note: Until board members are notified and resignation is officially accepted, ED, office staff and resigning board member are asked to refrain from sharing resignations with the general public)

The board identifies recruitment needs (such as a business or a parent or a community member) as needed. Available slots are advertised via FJA website, recruitment efforts and/or word of mouth. The following steps will follow:

- 1) Interested persons submit an online application
- 2) Applications are distributed to board members via packet of information received prior to any regularly scheduled board meeting for review at the next board meeting.
- 3) The applicants do a brief presentation
- 4) The Board votes on the applicant(s)
- 5) The chosen applicant is provided with necessary paperwork to be completed with deadlines
- 6) Chosen applicant is invited to next meeting.

Committees

The Board oversees the creation and development of various committees to aid in school activities and functions. Each committee can be comprised of parents, teacher, community members and Board Members. All committee decisions are subject to final approval by the Board.

Annual Gifts and Development

FJA is a non-profit organization that receives revenue from federal grants, state funding and donations. The Board may consider fund-raising activities to benefit the school. In addition, community members, parents, and corporations are encouraged to consider donations to the Academy for a tax deduction. FJA qualifies as a non-profit corporation under Section 501(c)(3) of the Internal Revenue Service code.

Standardized Achievement Testing

Each April, all students in grades 2-8 will be administered the Stanford 10/AIMS state test in accordance with prescribed law. Second grade students will take the Stanford 10 test, and the students in grades 3-8 will take the Arizona Instrument to Measure Standards/Dual Purpose Assessment (AIMS/Standford10). The faculty and administrator will establish guidelines and procedures for the testing process and for reporting and utilizing test results. The office will provide parents with individual student's scores as these become available from the state.

Child Find

All public agencies must have in place an effective method to locate and identify children birth through 21 years of age who may have delays or disabilities and may require an evaluation in order to receive needed early intervention supports or special education services. For complete information on regulations of Child Find you may review the Individuals with Disabilities Education Act (IDEA) and Arizona Administrative Code, R7-2-401 C-D online.

Flagstaff Junior Academy offers comprehensive special education services to its eligible students. Children from birth to age 5 who have, or are suspected to have disabilities will be referred to appropriate agencies for services. All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

Our services include screening in areas of suspected disabilities, such as vision, hearing, motor skills, speech, language, cognitive, academic and/or social emotional development. Evaluations in the school are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, physical impairments, vision or hearing problems, mental retardation, emotional disturbances, autism/pervasive developmental disorders, health impairments, developmental disabilities or traumatic brain injuries.

A free appropriate public education with a full continuum of services is available for eligible children with disabilities. For more information concerning eligibility criteria and referral procedures, contact the Special Education Director or the Charter School Director.

The Family Educational Rights and Privacy Act (FERPA)

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest

A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;

A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;

Other schools to which a student is seeking to enroll;
 Specified officials for audit or evaluation purposes;
 Appropriate parties in connection with financial aid to a student;
 Organizations conducting certain studies for or on behalf of the school;
 Accrediting organizations;
 To comply with a judicial order or lawfully issued subpoena;
 Appropriate officials in cases of health and safety emergencies; and
 State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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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.

Title I Targeted Assistance Program

FJA provides targeted-assistance, supplemental intervention services for students who are identified as in need of academic assistance in reading and/or mathematics. Under the guidelines of the federal Title I program, requirements will be fulfilled as follows:

Meetings: Parents are invited and encouraged to attend informative meetings throughout the school year. Meetings will be held at convenient times in order to make it possible for as many parents as possible to attend. Meetings include:

- Fall Title One Open House
- Monthly Governing Board meetings and Parent/Teacher Conferences

Transportation

The student's parents or legal guardian assumes full responsibility for the manner, safety and protection of the student in traveling to and from school. Flagstaff Public Transit is available to students for a minimal fee.

Field Trips

1. The educational program in each classroom is expanded by the participation in purposeful, informative field trips taken throughout the year for students.
2. Parents are often asked to accompany the class to help in driving and supervision. By state law children who are five years old or younger must be in a car seat.
3. Please watch for field trip permission slips. If you do not sign one your child will not be permitted to attend the field trip.
4. Parent volunteer drivers need fingerprint clearance as well as proof of insurance and current driver's license on record in the office.
5. Parent chaperones are to complete and sign the FJA Driver/Chaperone policy.

Snow Days

The Director of FJA is responsible for issuing a snow cancellation. We are **not** bound in any way to follow NAU, Flagstaff Unified School District, or any other charter school's cancellations. This also means that FJA may be closed on days that other schools decide to remain open. The office will post a message on our **SNOWDAY HOTLINE 774-6007 ext. 73 (SD)** number by **6:30 a.m.** whenever we have severe weather. We also post on our website home page at www.fjacademy.com. Please keep your radio tuned to KNAU, The Mountain, and KAFF-FM for any reports of a cancellation.

There may be days when a cancellation is not required, but the roads are still covered with snow, or icy enough to cause delays. On these occasions, a snow delay is often called to allow the morning to start a little later. **SCHOOL STARTS PROMPTLY ON A SNOW-DELAYED SCHEDULE AT 10:00A.M. ON CEDAR AND MIDDLE SCHOOL CAMPUS.**



Lunch/Snacks

Families are responsible for packing a well-balanced, nutritious meal for their children. Children are encouraged to assist mom or dad. We encourage parents to use non-disposable containers that can be reused again.

Cedar Campus/Middle School offers an alternative lunch program. Orders need to be placed and paid for with classroom teacher each Friday for the following week. No late orders can be accepted.

If, for whatever reason, your child forgets his or her lunch, we will provide one. This typically consists of a top ramen soup. If your child ever uses any of our

stored food supplies, please help us by bringing in replacement items so that another child can also be assisted.

Every family in a 6-9 class needs to provide 2 week's worth of nutritious snacks for 22 children. Please check with your child's teacher about the year's schedule. Some have sign-up sheets available. This snack should combine at least 2 food groups. Things like bagels and cream cheese, muffins, and cheese cubes are often a hit with the students.

If your child is in one of the after-school programs, please make sure that they bring enough food for their after-school snack.



FJA Children's House

Age Requirements for Children's House

- Children entering the Pre-Primary program must be three years old by September 1, 2011 and completely toilet trained.
- Children entering Kindergarten must be five years old no later than September 1, 2011.

Tuition Fees for the 2011-2012 school year:

<u>Preschool (3-5 year olds, Toilet Trained)</u>	<u>Monthly</u>	<u>Annual</u>
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5 days per week

8:30 AM - 11:30 AM		400.00
3600.00		
8:30 AM - 12:30 PM	Lunch bunch	425.00
3825.00		
8:30 AM - 3:30 PM		500.00
4500.00		

Kindergarten

5 days per week

8:30 AM - 11:30 AM			Az State Funded
8:30 AM - 12:30 PM		25.00	225.00
8:30 AM - 3:30 PM		300.00	2100.00

Late Fee a \$25.00 late fee is added to your account whenever your monthly payment is made beyond the grace period.

Non-Refundable Registration (Pre-Kindergarten Only)-----\$50.00

**Second Child in Family-----
\$25.00**

Payment Procedures

1. Tuition is to be paid monthly, starting August 01. Tuition payments will be considered late after the 10th of each month.
2. Tuition is to be sent to the main office at 306 W. Cedar Avenue, Flagstaff, Az. 86001, or it can be dropped off at the office. Please be sure to include your child's name on the check.
3. If a tuition check is returned due to non-sufficient funds, it will be re-deposited one time. If it does not clear the second time it will need to be replaced with a money order or a cashiers check in the amount plus \$25.00. After three returned checks, all future payments must be made by cashier's check or by money order.
4. If a check is lost, all charges for a stop payment must be paid by the check writer and a new check issued.

Late Payments & Past Due Balances

1. Past due notices will be sent to those parents whose payments have not been received by the 10th of the month.
2. If a payment has not been received by the 10th of the month, a late charge of \$25.00 will be assessed.
3. If tuition and/or fees remain unpaid and other payment arrangements have not been made, the school reserves the right to:
 - a. Remove the student from after-school activities;
 - b. Terminate contract;
 - c. Dismiss the student without tuition abatement until the account is brought current;
 - d. Employ any and all rights and remedies allowed by law.
4. Families who fall more than one month behind in payment of tuition, without arranging for an alternate payment plan, may not be eligible for continued enrollment in the program. This will be firmly enforced.
5. Enrollment contracts will not be offered to students whose accounts are more than 30 days delinquent, unless payment arrangements have been made.
6. If you have any billing questions, please call the business office, (928) 774-6007 ext. 11.

If it becomes necessary to turn this contract over to an attorney to enforce any of the terms hereof, the School shall be entitled to recover collection costs, expenses and reasonable attorney fees.

Naps

According to DHS, all children who are three years old are required to bring a nap bag to school. The nap bag must contain a fitted crib sheet and blanket. A small pillow and stuffed animal are optional. Please label the nap bag and each item with your child's name. All nap bags must go home at the end of the week to be washed. Please remember to return them on Monday.

DHS:

Flagstaff Junior Academy's Pre-primary program is regulated and monitored by the Arizona Department of Health Services which is located at 1500 E. Cedar Suite 20,22,24 . Flagstaff, Az. 86001. All reports can be viewed in the school office at 306 W. Cedar Avenue, Flagstaff, Az. 86001

Reporting Child Abuse

Per state law, school employees must report suspected cases of child abuse to Child Protective Services (CPS) and local law enforcement agencies. Individuals required to report suspected abuse are protected by state law from criminal liability.

Biting Policy

In order to provide a safe and healthy environment for your child, the school has a biting policy in force. An occasional biting incident is a part of normal toddler development. However, if the child becomes a chronic biter, and if it is determined that the child would be better served in a smaller group setting, you may be asked to remove your child from school until the problem is under control.

Children's House Dress Code

1. Young children should come to school in clothing that is easy to slip on and off. We do not recommend belts, suspenders or overalls. For more peaceful play we ask that you do not send your child to school in clothing that encourages aggressive behavior.
2. Children are required to have a change of clothes in their cubbies at all times. Please keep the clothes in a small shoebox or basket. It is your responsibility to make sure that clothes are replaced as needed. If your child has a bathroom accident or gets wet outside and has no extra clothing, the parent will be called to come pick up the child, or to bring some clothes.
3. Please label all clothing and possessions with a black permanent marker or attach a printed name tag.

Student Policies

Taken from FJA Policy and Procedures Manual

Section 7.01 Statement of Fundamental Policy

FJA believes that school and life which benefits students and enhances their educational efforts is a product of rights and responsibilities which all must follow in order for students to study and to learn in harmony. Student rights and responsibilities are set forth in this Manual. The Manual explains what each student is entitled to expect, as well as responsibilities each student must accept and possible consequences for failing to act within these policies and procedures.

A student violating FJA policies and rules will be held accountable for his/her behavior or actions and is subject to disciplinary action as set forth herein. The penalty for an infraction may include, but is not limited to restrictions, suspension, and/or expulsion.

Section 7.02 Students' Rights

- Students at FJA have and shall be accorded the following rights:
- The right to an education.
- The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
- The right to freely express their spirituality and culture in a manner that does not infringe on the rights of others.
- The right of freedom of speech and expression so long as the speech and expression does not unreasonably disrupt the educational process or endanger the health and safety of the student and others.
- The right to freedom of the press, except where material in student publications is libelous, slanderous, obscene or harmful to other students, staff or the Academy's mission.
- The right to freedom from discrimination.

Section 7.03 Students' Responsibilities

General student responsibilities are as follows:

- To attend all classes each day except when ill or properly excused.
- Allow others the freedom to learn without upsetting the classroom environment.
- To not bring anything to school that is forbidden by law such as alcoholic beverages, drugs, weapons or stolen property.
- To fully comply with all of the Academy's policies, procedures and rules.
- To express their own religion and culture in a manner that is not prohibited by law or violates other individual's rights.
- To express opinions and ideas respectfully so as not to slander or offend others, and to understand that others should be allowed to express their ideas.
- To not discriminate against others.

Section 7.04 Admissions

Open Enrollment is the last week of each February. If more applications are received than openings, a lottery will take place.

Parents of pupils interested in enrollment may visit a classroom. This visit can then be followed by meeting with the Executive Director or Head Teacher. Those applying during the summer may request a meeting with the Lead Teacher or Director.

Applicants may visit the school without the parents as part of the application process. Application is not complete until an FJA enrollment packet is submitted along with any requested activity fees.

Siblings of children already enrolled in FJA, as well as current attendees, are given preference in enrollment.

An intent to continue form will be sent in January to parents of current students. Return of this form shall be considered adequate for continuing admission.

FJA does not provide transportation to and from school.

Section 7.05 General Rules

1. Students are to attend classes on weekdays, except for holidays. FJA staff will enforce the Arizona State mandated attendance policy.
2. Students must comply with FJA's policies, procedures, rules and regulations established by FJA at all times.
3. Use of tobacco products is prohibited. This includes possession, use, distribution or selling of the products.
4. The possession, use, distribution or selling of drugs, alcohol and controlled substances is prohibited. Law enforcement and parents will be notified immediately of any violation of this rule.
5. All visitors must report in at the front office.
6. Students, staff and visitors are to maintain buildings in good condition. Vandalism or property damage will not be tolerated. Law enforcement will be notified. Students causing property damage and their parents will be held responsible for all costs necessary to repair or replace said damage.
7. Stealing from students, school, and staff is prohibited. Law enforcement will be notified in the event of a theft.
8. Due to health, safety, and welfare factors, roller skates, roller blades, and skateboards are prohibited on campus.

Section 7.06 Student Dress Code

FJA believes that students should take pride in their attire and dress appropriately. In addition to the following guidelines, students should dress in a manner that takes into account the educational environment, safety, health and welfare for others. The following guidelines are provided to assist students, staff and parents in determining what "is" and what "is not" appropriate with respect to student attire. Failure to abide by the dress code may result in disciplinary action.

1. Sagging is prohibited. Sagging is wearing the pants on the hips or below which would allow underwear to show.
2. Clothing such as bare midriffs, halter-tops and spaghetti straps is unacceptable. See-through clothing is prohibited.

3. "Bandanas" or scarves used for gang identification, any size, color or shape, will not be carried, worn or displayed on school property. This may also include anything that may represent a display of "colors."
4. Any type of jewelry or body adornment presenting a health and/or safety hazard to self or others is prohibited (i.e., nose ring, excessive earrings, body studs).
5. Wearing chains in excess of twelve inches (12") long and with a chain link size greater than one-half inch (1/2") is prohibited. Chains not complying with the above-stated conditions will be confiscated, if found. Chains worn on the outside of the pants, hanging down and connected to a wallet are not allowed. These items will be confiscated, if found.
6. Any clothing or jewelry that symbolizes drugs, alcohol, sex, tobacco, or any lewd act is expressively forbidden. This includes profanity or defamatory writing on clothing or jewelry.
7. Gang-related personalization of any sort is not permitted on hats, clothing, or one's person. This includes anything worn or carried on campus. Any type of clothing or headgear which promotes gang activities or is worn in a manner that promotes gang activities is prohibited.
8. Sunglasses are to be worn outside only.
9. All belts will be tucked and will not be allowed to hang in front.
10. Offensive body language or movements and hand gestures (including gang related) will not be allowed.

Flagstaff Junior Academy middle school students are required to wear specific dress code. This will be strictly enforced. The uniforms consist of solid navy blue, gray, black or white color polo, t-shirt or FJA shirts. Students may wear FJA sweatshirts with educational institution logos or student sports teams such as gymnastics, skit team, etc, or solid color sweat shirts. Students may also wear shirts/sweatshirts that were purchased during an F.J.A. fieldtrip. Trousers must be solid black, blue, tan or gray color. (Absolutely no sagging!). Jeans are not acceptable. Shorts, skirts, and skorts in solid black, blue, tan or gray colors may be worn. No more than 3 inches above the knee. Capri pants may also be worn in solid black, blue, tan or gray colors.

Section 7.07 School Hours

FJA Cedar Campus hours are from 8:30 a.m. to 3:00 p.m. The elementary school office will accept telephone calls and messages from 8:00 a.m. to 4:00 p.m.

FJA Middle School hours are from 8:00 a.m. to 3:15 p.m. The middle school office will accept telephone calls and messages, Mondays through Thursdays from 8:00 a.m. to 3:30 p.m, Mondays through Thursdays and Fridays from 8:00 a.m. to 1:00 p.m.

FJA Children's House hours are from 8:30 a.m. to 3:30 p.m. Children's House office will accept telephone calls and messages, Mondays through Thursdays from 8:00 a.m. to 4:00 p.m. and Fridays from 8:00 a.m. to 1:00 p.m.

Fridays are early dismissal. FJA Cedar Campus will dismiss at 12:00 and FJA Middle School will dismiss at 12:15. Children's House will dismiss at 11:30.

Section 7.08 Attendance and Arrival/Dismissal

A. Attendance

The Student's education and well being are our priority. It is the goal of Flagstaff Junior Academy to do our best in teaching children the skills necessary for them to become active and contributing members of our community. In order for our staff to focus on the needs of the students, it is important that each child attend school on a regular basis and on time for class.

FJA recognizes that from time to time it is necessary for a student to be absent from regularly scheduled school for a parent supervised or sanctioned event, which may include an official religious holiday of a religious organization. Medical illnesses and injuries may necessitate being absent from school also. These absences are considered excused. Whenever possible, prior notice must be given to FJA of these events so that they are not mistaken for unexcused absences. FJA also suggests that parents of absent student who is absent, or planning to be, check with the student's teacher(s) to obtain homework if warranted and the student is able to work.

If a student's absence is not for one of the reasons stated above, it is considered unexcused.

A student is tardy if that student is not in the classroom and ready for school when the teacher begins class.

Three (3) unexcused tardies will equal one (1) unexcused absence. Three (3) unexcused absences will result in a documented three day at home suspension. Further infractions will result in a Board hearing which could result in more severe consequences, including expulsion.

The Executive Director has full authority to deal with unexcused absences and unexcused tardies and may enter into attendance contracts with a student and that student's parents or guardians, or take other appropriate action as the Director may determine rather than expulsion. However, if a student's expulsion is recommended, the matter shall be placed for hearing before the FJA Board of Directors or an independent hearing officer, with the student present, pursuant to Section 7.19 (C) of the Policies and Procedures Manual.

B. Arrival and Dismissal

Flagstaff Junior Academy (FJA) is not responsible for nor does it provide transportation for its students. In accordance with school district policy and as a condition for your child's attendance at FJA, parents/legal guardians are responsible to make arrangements for the drop-off and pick-up of their child. School hours are from 8:30 a.m.- 3:00 p.m. at Cedar Campus, 8:00 a.m. - 3:15 p.m. at the Middle school and 8:30 a.m. - 3:30 p.m. at The Children's House Monday through Thursdays and 8:30 a.m. - 12:00 p.m. at the Cedar Campus and 8:00 a.m. - 12:15 p.m. at the Middle School and 8:30 a.m. - 11:30 a.m. at The Children's House on Fridays. Parents are responsible to make arrangements to have their child at school prior to the commencement of the start of school and to make arrangements for the child to be picked up from school no later than 15 minutes after the end of the school day.

In the event of an early release day or the closing of school for inclement weather or for an emergency, the parents will be notified and will be expected to pick up their child within 15 minutes from the close of the school day. Making arrangements for the prompt pick-up of your child from the school grounds is an essential requirement of your child attending school at FJA.

The school does provide for before and after school care of your children for a fee

The school shall allow a 15-minute grace period beyond the pick-up deadline in order to assist parents in arranging for the prompt pick-up of their children from school. This means that from Monday through Thursday the grace period shall extend to 3:30 p.m. at the Cedar Campus, 3:45 p.m. at the Middle School and 4:00 p.m. at the Children's House and on Fridays the grace period shall extend to 12:30 p.m. at Cedar Campus, 12:45 p.m. at Middle School and 12:00 p.m. at The Children's House.

Should a student still be on the FJA grounds beyond the fifteen minute grace period and FJA staff need to close and secure the premises, and all opportunities to get in touch with appropriate parents, guardians, and emergency contacts have failed, FJA may need to resort to contacting the appropriate authorities to become custodians of the student until the responsible parties can be contacted. While this is definitely a last resort, and FJA will make every effort to contact those responsible for the student, the occasion may arise where such action will be necessary.

Section 7.09 Report Cards

5th - 8th grade report cards/progress reports are issued four times throughout the school year. Parent/Teacher conferences are scheduled to coincide with report cards/progress reports. 1st - 4th grade progress reports for the Cedar Campus students are made available during Parent/Teacher conferences.

Section 7.10 Promotion or Retention

The decision of whether to promote a student to the next grade or to retain the student in the same grade shall be made by the combined efforts of the student's teacher(s), the Executive Director, and the parent/guardian. Efforts will be made to ensure the appropriate grade placement for each individual student. The Executive Director shall attempt to reach a consensual decision on promotion or retention; however, if this does not occur, the Executive Director shall make the decision to promote or retain the student and the Executive Director's decision shall be final.

Section 7.11 Property Damage

Any damage to FJA property by a student will be the responsibility of the student and the student's parent. The student and parent shall pay for any replacement and/or repair costs. Any such damage shall be paid within ninety (90) days of notice to the parent of the damage and amounts. If payments are not received within the above-stated ninety (90) day period, the student will not be allowed to return to school until the debt is cleared. Disciplinary action will apply to incidents of intentional property damage. Law enforcement may be notified.

Section 7.12 Extracurricular Activities

The Academy offers a variety of extracurricular activities. These may include and are not limited to: volleyball, cross-country, basketball, ultimate frisbee, and wrestling, Middle School Student Council, etc. Students must be academically

eligible to participate in extracurricular activities and school-related/off-campus activities. Some fees may apply.

FJA has a Middle School Student Council. The Student Council gives students an opportunity to organize in a meaningful and effective way. The purpose of the Student Council is to create good relationships between the members of the student body, staff, administration and the community and to teach leadership and develop pride in the Academy. Students are encouraged to support and participate in the Student Council and its activities.

Membership in clubs and organizations is open to all students. All students are encouraged to join FJA clubs and organizations.

Section 7.13 Students With Disabilities/Section 504 of the Rehabilitation Act of 1973

FJA will provide facilities for students with disabilities pursuant to Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, et seq. Students may only utilize said facilities with disabilities as set forth in Section 504.

Section 7.14 Health Policies

A. In General

Comprehensive health care remains the responsibility of the student's parent(s) and/or guardian(s). FJA does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol or any other intoxicating substance. However, it reserves the right to administer emergency first aid treatment in the above circumstances as needed and the student's parents shall be notified to immediately remove the student from the campus. In the event of an illness or injury during the school day, parents will be notified and may be asked to take their child home, as may be necessary.

B. Medication

If a licensed physician places a student on a special medication, the medication will be kept in a locked cabinet in a designated area. Medication will be dispensed by qualified personnel to the student in accordance with the directions given by the treating physician.

The parent must also sign a parent permission and release form in order for such medication to be distributed to their child.

C. Dental

When a student complains of a toothache, the parent may be notified and asked to take the student home.

Section 7.15 Student Sexual Harassment/Sexual Misconduct

FJA is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student or other person at school or at any school-related activity.

1. Examples of Sexual Harassment

- Behaviors that may constitute sexual harassment include but are not limited to:

- Intentional touching;
- Explicit or implicit propositions to engage in sexual activity;
- Gratuitous comments of a sexual nature such as explicit statements, questions, jokes or anecdotes;
- Remarks of a sexual nature about a person's clothing or body;
- Remarks about sexual activities or speculation about sexual experiences;
- Exposure to gratuitous sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;
- Deliberate physical interference with or restriction of an individual's movements;
- Persistent, unwanted sexual/romantic attention;
- Subtle or overt pressure for sexual favors; or
- Deliberate, repeated humiliation or intimidation based upon the sex of the individual.

2. Sexual Misconduct

FJA takes steps in prohibiting sexual harassment and also prohibits conduct of a sexual nature that, although not so serious or pervasive that it rises to the level of sexual harassment, is inappropriate in the classroom or on school premises. Examples of such misconduct include, but are not limited to:

- Repeatedly engaging in sexually oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the classroom, even if such conduct is not objected to by those present; and
- Gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting even if not objected to by those present.
- Any student who engages in the sexual harassment or sexual misconduct of anyone at school or a school-related activity shall be subject to disciplinary action. For students in pre-grades K through 3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension and/or expulsion.

3. Reporting Sexual Harassment or Sexual Misconduct

A. Confront the Offender: A student may, at any time, personally confront the individual whose conduct is offensive, unwelcome or intimidating and request that such conduct stop. If you choose to do this, be direct and consistent. Explain that the conduct is offensive or makes you feel intimidated or uncomfortable and ask that it stop. Make sure that your message to the individual is clear. *However, if that action is not feasible or successful, or if a student feels uncomfortable taking it, the options described below are also available.*

B. Report It: Persons who are sexually harassed or subjected to sexual misconduct may feel confused and helpless or blame themselves for the offensive behavior. They may also be afraid of retaliation and be reluctant to let anyone know about their situation. It is important for persons who believe they have been sexually harassed to report it and get help to protect themselves and others from unwanted sexual attention and advances that may interfere with academic opportunities and performance.

Any student or parent on behalf of a student, who believes that he or she may have been sexually harassed or subjected to sexual misconduct, is encouraged to report such conduct to the teacher, the Executive Director or a person designated by the Executive Director for that purpose.

No student will be required to report or make a complaint of sexual misconduct or sexual harassment to the person who is the subject of the complaint.

Within 24 hours, staff shall report complaints of sexual harassment to the Executive Director or his/her designee who will immediately log the complaint. Staff shall similarly report any such incidents they may observe even if the harassed student has not complained.

The Executive Director or designee shall immediately investigate any report of the sexual harassment of a student. If a more extensive investigation is necessary, Flagstaff Junior Academy may utilize an outside investigator who shall serve as a fact-finder.

Such investigation must be completed within thirty (30) days of receipt by the Executive Director of the complaint. Pending such an investigation, the Executive Director shall take any action necessary to protect the alleged victim.

Upon verifying that sexual harassment occurred, the Executive Director shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment.

Names, office locations and phone numbers of persons to contact for further information or assistance on how to use this policy:

Dulcie Ambrose, Executive Director
Flagstaff Junior Academy
Cedar Campus: 774-6007 Middle School: 214-7317

Section 7.16 Check-Out Procedures

Parents or legal guardians of students must designate those persons who are authorized to check out their children. Written designation of authorized person must be included in the student's enrollment packet.

The Academy reserves the right to deny a check-out if, in the Academy's opinion, such check-out appears to compromise the personal safety or welfare of the student. If the check-out is to be denied, it will be the responsibility of the Executive Director to hold a meeting with the parent and the student to discuss the matter. The parents are to be advised in writing if the privilege is denied.

Section 7.17 Student Discipline

Appropriate behavior is a necessary prerequisite to learning. Therefore, each student must conduct himself/herself properly and in accordance with school rules, regulations, and policies at all times. Each employee of the Academy is responsible for helping to enforce proper student conduct.

Cooperation between parent(s), legal guardian(s) (hereinafter "parents") and the Academy is essential to positive, effective student discipline. To facilitate and further this cooperation, the Academy will:

- Inform parents of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute to parents clearly stated discipline policies, rules, and regulations.

Students must accept responsibility for their conduct. FJA will assist parents whenever possible by recommending services and agencies that may be of assistance

in correcting unacceptable student behavior. However, ultimately parents must assume the responsibility for the conduct of their children.

The following infractions are considered unacceptable and a cause for disciplinary action. The following infractions are broad in scope and call for the Executive Director and/or Board to exercise discretion (within the law and policies) based upon the facts and circumstances of individual cases in terms of what appears best for the students and the Academy. This list is not meant to exclude other infractions that might occur that could jeopardize the health, safety, or welfare of others or interfere with the educational process.

A. Infractions Against Public Order

1. Public nuisance
 - Explosives/Fireworks
 - Making bomb threats
 - Setting off false fire alarms
2. Loitering/trespassing
3. Disorderly conduct
 - Disturbing a school meeting, activity or school event
 - Vulgar or obscene language, gestures or ethnic slurs
 - Arson or attempted arson
 - Fighting
 - threatening violence or attempting violence
 - Possession and/or use of a weapon or dangerous instrument

B. Infractions Against Authority

1. Insubordination
2. Obstructing an investigative process
3. Insult or verbal abuse of faculty or staff members
4. Assault of faculty or staff members
5. Giving false identification or information
6. Resisting authority
7. Forgery
8. Violation of Board or School rules

C. Destruction of School Property

1. Vandalism
2. Theft/graffiti/larceny

D. Infractions Against Others

1. Endangerment
2. Creating a hazardous or physically offensive condition
3. Bullying, harassment, threats, verbal abuse
4. Slander
5. Extortion
6. Physical assault
7. Improper sexual advances
8. Fighting
9. Hazing

E. Substance and Alcohol Abuse - The Academy is a Drug-Free Zone

1. Use, possession, or sale of a controlled substance. A controlled substance is defined as: any substance defined as a controlled substance by Arizona or federal law; narcotic drugs, harmful drugs, hypnotic drugs, opiates, cocaine, marijuana, and alcohol-based substances, and vapor-releasing substances, and use of a prescription drug without a prescription or other than prescribed.

F. Being Under the Influence of a Controlled Substance as Defined Above

G. Use or Possession of Tobacco Products of All Descriptions

H. Sexual or Physical Abuse of Students

I. Date Rape or Statutory Rape

J. Sexual Harassment or Sexual Intimidation

Section 7.18 Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning
- Written warning/notification to parents
- In-school suspension (length contingent on infraction)
- Out-of-school short-term suspension (not to exceed ten (10) days)
- Long-term suspension (greater than ten (10) days)
- Expulsion

Loss of privileges will accompany written warnings/notifications and infractions warranting higher penalties. A non-inclusive list of privileges that may be revoked are: sports activities, trips, Student Council, clubs, other FJA activities, social contact and other extracurricular activities.

Depending upon the nature of the violation, student discipline may be progressive, i.e., a student's first violation could merit a lighter penalty than the subsequent violations. An FJA employee should take into account all other relevant factors in determining an appropriate penalty, including, but not limited to, the following: the seriousness of the offense, the number of violations, the repetitiousness of the violations, and whether there are any aggravating or mitigating circumstances surrounding the violations. Penalties may be imposed either alone or in combination. For example, a student may receive a written warning and a short-term suspension.

Section 7.19 General Due Process Rights

A. Discipline Which Involves Short-Term In School Suspension

For minor disciplinary offenses where the penalty is less than an out of school suspension or expulsion, the accused student has the right to an oral or written notice (at the discretion of the Academy) of the reasons for the discipline to be imposed. The student has a right to meet with the Executive Director and/or his/her designee to discuss the student's position on the discipline and the circumstances surrounding the discipline.

After the student has had an informal opportunity to discuss the matter with the Executive Director and/or his/her designee, the discipline will be imposed. The decision of the Executive Director and/or his/her designee is final.

The discipline shall be recorded in the student's file.

The intention of this section is to allow the accused student an informal opportunity to be heard before discipline is actually imposed on the student. Where appropriate, necessary or due to exigent circumstances, discipline may be imposed prior to an informal opportunity to be heard or reviewed by the Executive Director. In such exigent situations, the student will, shortly after the imposition of the penalty, be given an opportunity for an informal review with the Executive Director and an opportunity to be heard.

The parents shall be notified in writing of the school's imposition of any in school suspensions.

B. Discipline Which Involves Short-Term Out of School Suspension of 10 Days or Less

If the intended discipline to be imposed against a student involves a short-term out of school suspension of ten (10) days or less, the student shall receive oral or written notice of the intended discipline before imposition. The notice shall state the reason(s) for the proposed disciplinary action and the evidence supporting the proposed action. The student will be asked to explain the incident giving rise to the disciplinary action during a meeting with the Executive Director. Following the meeting, the Executive Director may, based upon the evidence, suspend the student for up to ten (10) days, impose other less severe disciplinary alternatives or, if appropriate, exonerate the student.

A written record of any disciplinary action shall be kept in the student's file.

If the disciplinary action involves suspension, the student's parents must be notified prior to the student being allowed to leave the school premises. If parents cannot be contacted, the student will be kept in an isolated area, under adult supervision, until dismissal time. If the parents cannot be contacted at that time, a written notification to the parents of the suspension will be given to the student.

As soon as possible following the decision to suspend the student, a letter will be sent to the student's parents, explaining the terms of the suspension, the reasons for the suspension and requesting a meeting to discuss the situation with the parents. Reasons for short-term suspension may include consideration of long-term suspension or expulsion proceedings.

C. Long-Term Suspension/Expulsion

When the intended discipline involves a long-term (either in school or out of school) suspension of more than ten (10) days or expulsion, the accused student

has a right to the following before discipline is imposed (unless an emergency suspension exists as set forth herein):

1. At least three (3) days prior to the time set for a formal hearing on the suspension, the Executive Director shall provide said student and/or his/her parents and/or legal guardians written notice of intent to impose long-term suspension. Notice shall be deemed given at the time the Academy deposits such notice in the U.S. mail, return receipt requested, to the parties' address of record on file at the Academy or, in the alternative and at the Academy's sole discretion, by actual delivery to the parties or to the parties' last known address. The written notice shall set forth the charges, the rules violated, the facts alleged to constitute the violation, and copies of any and all pertinent documents or exhibits that the Academy intends to use at the suspension/expulsion hearing.

Additionally, the letter shall contain the extent of punishment to be considered, the date, time and place of the formal hearing, a designation of the school's witnesses, and the name of the hearing officer, if one has been designated. The student and/or his/her parent or legal guardian shall also be informed of the student's right to obtain counsel (at his/her own expense) and to present witnesses on his/her behalf.

2. A hearing on the long-term suspension/expulsion shall be held within five (5) days of delivering the notice of intent to impose long-term suspension/expulsion. The hearing shall be held before an independent hearing officer designated by the Board. The Executive Director shall present the case on behalf of the school.

3. The parents or legal guardians of the student must be informed of the following:

- The student and his/her parents or legal guardians have the right to a statement of the charges and obtain a copy of the rules alleged to have been violated.
- Counsel may represent the student at the family's personal expense.
- The student may present witnesses.
- The student has a right to cross-examine the school's witnesses.
- Counsel may represent the school.
- The school has a right to cross-examine the student's witnesses.
- The burden of proof lies with the school.
- The hearing will be recorded.
- The hearing will be conducted in private, with only the parties and necessary witnesses being in attendance. Student's names shall be referred to by a number or alias so as to protect the privacy of student.

Long-Term Suspension

Within five (5) days of the conclusion of the hearing, the hearing officer shall issue a written decision, setting forth the reasons for the long-term suspension. The parents may appeal the decision by submitting a written notice of appeal to the Governing Board within five (5) days of receipt of the decision. If the parents do not appeal, the decision will be final after the expiration of the appeal's period. In the event of an appeal, the Governing Board will review the record of the proceedings and, based on the record, will issue a decision. The Board may uphold the hearing officer's decision or it may modify the decision. The Board's decision is final.

Expulsion

Within five (5) days of the conclusion of the hearing, the hearing officer shall issue a written recommendation for expulsion to the Board. The recommendation shall contain the reasons for expulsion. The parents shall be notified of the recommendation. The notification shall also contain:

The time and place of the Board meeting at which the recommendation will be considered;

That the parents or legal guardian have a right to appeal the recommendation at the time of the Board meeting;

That a written appeal shall be delivered to the Executive Director prior to the Board meeting;

That the Board may accept the recommendation or reject the recommendation and impose a different disciplinary action;

In the event that the Board accepts the recommendation, the expulsion shall become effective on the day following the Board meeting;

That the decision of the Board will be on the record only and will be final;

That any Board discussion on the recommendation shall be in executive session, unless the parents or legal guardian request that the discussion take place in open public meeting;

That the final decision by the Board shall take place in open public meeting.

D. Emergency Suspension

In a situation where exigent circumstances require the immediate removal from campus of a student, the Academy may impose an immediate, emergency suspension of a student prior to a due process hearing as outlined above. The decision to execute an emergency suspension may be made by the Executive Director or his/her designee or by the Executive Director or his/her designee. Emergency removal of a student from the campus is justified where there is a serious, immediate, and continuing danger to the health, safety and welfare of the student or others on campus. Emergency removal of the student from campus is not in and of itself considered disciplinary action, but simply a means to protect the health, safety and welfare of the student or others.

The student suspended in an emergency situation shall be readmitted to the Academy as soon as the emergency has passed. Additionally, the student suspended on an emergency basis has the right to a due process hearing on the suspension within 3 days of the emergency suspension. Which due process hearing applies depends upon the discipline being imposed as set forth above. If the discipline intended to be imposed is a suspension for 10 days or less, the suspension for 10 days or less discipline policy shall apply. If the discipline intended to be imposed for more than 10 days, the long-term suspension policy will apply.

At the time of the emergency removal, the student must be immediately informed orally by the Academy staff of:

- The precise rule alleged to have been violated;
- The facts which constitute the violation;
- The right to a formal disciplinary hearing within 3 days from the emergency suspension; and
- The facts, which justify the emergency removal.

This oral notification shall be reduced to writing and mailed to the student and his/her parents and/or legal guardian within 24 hours of the emergency suspension. A full written report of the details surrounding the emergency suspension shall be provided to the Executive Director within 24 hours of the incident.

E. Expungement

Allegations of misconduct and information pertaining to shall be expunged from a student's school record in the event it is found that the student did not commit the violations of laws, rules or policies as alleged.

Section 7.20 Discipline of Special Education Students

All disciplinary action relative to special education students must be taken pursuant to 34 C.F.R. §§ 300.519 through 300.529, references therein and amendments thereto. Copies of the above CFRs shall be kept by the Director of Special Education and provided to the staff as needed. It shall be the duty of the Special Education Director of the Academy to review said CFRs in January of each year and to supplement and amend these attachments as necessary to maintain their currency.

It should be noted that in general, removal of a child with a disability from the child's current educational placement for more than ten (10) consecutive schooldays and/or a series of removals that constitute a pattern and cumulate to more than ten (10) schooldays in a school year constitute a change of placement. The procedures set forth in 34 C.F.R. §§ 300.519 through 300.529 must take place prior to the expiration of that time. It shall be the duty of the Special Education Director to ensure that the appropriate procedures take place in a timely manner.

A. Suspension for up to 10 days

A student with a disability may be suspended from the regular classroom for up to ten (10) days at a time whenever discipline is appropriate and is administered consistent with treatment of non-disabled students.

The student shall receive oral or written notice of the misconduct and shall be provided an opportunity to present an explanation. Following the meeting, the teacher may suspend the student for up to ten (10) days, may impose a lesser penalty or may exonerate the student.

No appeal is available from a short-term suspension.

A suspended student is not allowed to leave campus until parents have been notified. If parents cannot be contacted, the student will be kept in an isolated area, under adult supervision, until dismissal time. If the parents cannot be contacted at that time, an explanatory message to the parents will be given to the student.

A letter to the parents will be written as soon as possible after suspension is imposed, to explain the terms and reasons for the suspension and requesting a meeting to discuss the student's conduct.

A change of placement occurs if the suspension is for longer than ten (10) days or is one of a series of suspensions for up to ten (10) days that constitute a pattern. Factors to be considered in determining whether a change in placement has occurred include the length of each removal, total time the child is removed and proximity of removals to each other.

B. Long-term Suspension and Expulsion

If a suspension of more than ten (10) school days is imposed, the disciplinary action is considered a change in placement. The school will continue to provide services to the extent determined necessary by the IEP team during long-term suspensions or expulsion.

If the student commits an offense which may be subject to long-term suspension or expulsion, the school will immediately do the following:

Place the student on short-term suspension pending a decision on the long-term suspension or expulsion.

Immediately, but in no case later than ten (10) school days after the decision to take that action is made, the school will hold a manifestation determination hearing for the purpose of determining whether or not the offensive conduct is a manifestation of the student's disability.

If the student's conduct is determined to be a manifestation of the student's disability, then the suspension shall not be extended beyond the initial ten (10) school days. In that case, placement shall be as determined by the multidisciplinary conference.

If the student's conduct is determined not to be manifestation of the student's disability, then discipline shall be administered consistent with treatment of non-disabled students.

C. Interim Alternative Educational Setting

The school may unilaterally remove a student from regular placement into an alternative educational setting for no more than forty five (45) days, if the student has committed a weapon or drug offense or where a Due Process Hearing Officer has determined that injury to the student or others is likely if the current placement is maintained.

While the student is in the alternative placement, the student will continue to receive those services described in the current IEP. The student will, in addition thereto, receive services and modifications which are designed to prevent the conduct giving rise to the placement.

Section 7.21 Incident Report Procedures

A. Search and Seizure Policy

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the Academy's responsibility to protect the health, safety, and welfare of all of its students and staff.

Academy employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students or staff may be in danger. Any school employee making a search or seizure will follow these guidelines:

General search of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that jeopardizes the Academy, staff, or students' health, safety, welfare and mission, or violates a law or a school rule is on school property. This search of school property may be made without the student being present.

Illegal items (firearms, weapons, drugs, alcohol) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purpose, may be seized by school employees.

Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

A student's person may be searched by Academy employees when there is reasonable cause to believe that the student has on his/her person illegal items, items that may interfere with Academy purposes, or which may constitute evidence of the violation of an Academy rule.

The Academy maintains ownership of student lockers. The Academy may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students or to discover evidence of violations of school rules. General searches of lockers may be made without notice. The students should therefore adjust his/her expectations of privacy with respect to lockers accordingly. The personal footlockers or luggage items of students are subject to search if there is reasonable cause to believe that lockers or luggage containing illegal items, items that interfere with school purposes, or evidence of the violation of a school rule.

B. Student Interrogation - Arrest

While the student is within the care or custody of the Academy, it is the responsibility of the Academy to make an effort to act on behalf of the parents with respect to interrogation by law enforcement officials. A parent may and a school staff person will be present during these interrogations, except when interviews are conducted by a child protective service worker pursuant to A.R.S. § 8-224(B) or similar federal statute.

When a student is taken into custody (arrested) the arresting officer shall be requested by the Academy to notify the student's parents or guardians. The arresting officer shall be responsible for the care and custody of the student and shall be responsible for reporting the arrest to the parents. However, the Academy personnel shall make every reasonable effort to ensure that parents have been notified of the fact that the student has been taken into custody. Personnel of the Academy shall cooperate with the police. After an arrest has been formally made the Academy and its employees no longer exercise jurisdiction or control of the student.

C. Student Grievances

Any student who has a grievance with a school staff member, other than a disciplinary matter, shall raise his/her grievance with the Academy official most directly involved with the circumstances giving rise to the grievance. If such an informal resolution is unsuccessful, then the student shall make an appointment to see the Executive Director for resolution for the grievance. The decision of the Executive Director is final.

Grievance procedures may not be used by the student for disciplinary actions. Disciplinary procedures and appeals are addressed under Student Discipline.

Section 7.22 Student Freedom of Expression

Students at the Academy have the right to freedom of expression that is appropriate for children in school. To ensure the educational mission of the

Academy is not materially and substantially disrupted or interfered with, the following expressions are prohibited:

- Expression which for any reason causes or is likely to cause a material and substantial disruption or interference with teaching of the Academy or the orderly operation and discipline of the Academy or school activity;
- Cursing, profanity and other vulgar or indecent language;
- Speech which is obscene to minors;
- Speech which is slanderous or libelous;
- Speech which invades the rights of other persons;
- Speech which advertises or promotes alcohol, tobacco, illegal drugs, or any product or service harmful to minors and not permitted to minors by law;
- Speech which could result in tort liability for the Academy;
- Rude and discourteous speech inconsistent with habits and manners of civil discourse;
- Insulting or fighting words (including but not limited to, slurs of another person's character, family, race, religion, sex, ethnic origin, physical appearance, sexual preference, intellectual ability or handicapping conditions);
- Threats of violence or other intimidating statements;
- Abusive or harassing conduct (including speech) sufficiently severe and pervasive as to create a hostile learning environment for any student;
- Speech which is likely to cause the commission of unlawful acts or the violation of lawful school regulations;
- Statements reflecting biases or prejudice in school sponsored expressive activities such as student newspapers, yearbooks, and school plays.
- Students shall obey the directions of school personnel and cease prohibited expressions and activities noted above.

Section 7.23 Parent Code of Conduct

This Parent Code of Conduct sets forth the expected behaviors of parents/guardians and visitors when on school property or when engaging with school personnel. The Parent Code of Conduct is established to ensure a positive working relationship between the school, parents/guardians, and the general community.

As a parent/guardian or visitor I agree to:

- Be courteous in speech and actions.
- Be supportive of the efforts of the school to educate or behavior of my child(ren) and the children of others.
- Meet with school staff when requested to discuss the education or behavior of my child(ren); Work with school staff members to solve any discipline or other problems. Please let the school know if something has happened at home that could affect how your child does in school.

- Contact my child's teacher first regarding classroom matters. Refrain from disciplining your own or other children while at school.
- Sign in at the office upon entering the school and seek permission prior to going to other areas of the building.
- Refrain from the use of profanity when talking with school personnel.
- Refrain from use of physical contact or force at all times when meeting with school personnel or when on school property. Verbal threats, intimidating behavior and/or physical violence on school property will result in police involvement and the pursuance of the appropriate legal actions.
- Each year provide your child's school with your current telephone number, home address, work telephone number and emergency contact number. Parents must immediately notify the school of any changes in contact information.
- Understand and support the rules in the Parent/Student Handbook and talk to your child about them.
- Teach your child to follow the dress code as outlined in the handbook. It is important to dress neatly and appropriately for school, because it is a place to work and learn.
- Make every effort to ensure that your child arrives at school on time every day.
- Contact the school when your child is absent and explain the reason for the absence.
- Be aware that when parents are divorced or separated, both parents have full rights to participate in the child's school activities and to know what is happening at school, unless there is a court documentation limiting that access. If such an injunction exists, you must provide the director a certified copy. The non-residential parent will not be allowed to remove the child from the school without the permission of the residential parent. A non-residential parent has the right of access to student records and information unless a court order prohibits such access.
- Give the school written permission if you want a stepparent who is not the legal guardian of the child to have information about the child or to sign forms related to the child. Permission must be submitted to the school every year.
- Be aware that only people listed on the Emergency Information Form or on the Enrollment Form may pick up a student from school during the school day.
- Adhere to school developed, on-site traffic plans for vehicles when bringing students to school or picking them up after school. Do not park in handicapped parking space unless medically necessary and only with an appropriate Handicapped sticker. Do not park in the apartment parking lot across the street.

CONSEQUENCES :

Consequences will be enacted by the Director when the Parent Code of Conduct is not followed. Consequences may include: conference with the director and/or FJA Board, written reprimand from the Director and/or Board and/or meeting before the Board to discuss the inappropriate action(s). Serious violations of the Code of Conduct may result in legal sanctions or injunctions. Any abusive or profane language or physical contact with employees or among visitors will result in charges being filed and the parties will be issued a No Trespassing notice. Additionally, the Local Law Enforcement Department will be contacted in the event of any physical or verbal abuse.

Printed Name of Parent/Guardian

Signature or Parent/Guardian

Date

Section 8.01 Gifted and Talented Policy

The agency, Flagstaff Junior Academy (FJA), is committed to ensuring equity and excellence in education by providing each student with an instructional environment that nurtures potential and enhances academic success. With this central mission in mind, the Board believes that every student in FJA K-8 who gives evidence of high achievement capabilities should have access to high quality gifted and talented educational services regardless of that student's race/ethnicity, gender, socio-economic status, geographical location, primary language, or disability.

FJA believes that students with outstanding talents perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. Outstanding talents are present in students from all cultural groups, across all economic strata, and in all areas of human endeavor. Therefore, the agency should provide a continuum of appropriately differentiated educational experiences and services, kindergarten through grade 8, that are research-based and aligned with the system's mission and goals.

The Director shall provide to the Board a semi-annual status and growth report for the Gifted and Talented Education Program detailing disaggregated student enrollment, retention and achievement, curriculum and professional development, program implementation, and recommendations for improvement.

During the first 45 calendar days of school all students will be screened by teachers to determine which students might be likely candidates for identification as being gifted and/or talented. If a teacher or parent suspects that their student is gifted or talented, the teacher will nominate in writing that student to be identified as such. The student will then be given a research based, norm referenced test to determine their current academic achievement. The results of the testing, along with any other pertinent information will be shared at a meeting. This meeting should include at a minimum, a representative qualified to make financial decisions on behalf of the school, a regular education teacher, and the student's parent. This team will determine whether a student should or should not be identified as gifted or talented. The school shall obtain parental or guardian permission before administering a test to the student not routinely administered to all students and used in formal identification. If it is determined that their child is eligible, parents/guardians also shall be notified annually of the services included in the gifted and talented student services plan (GSSP) and specific procedures to follow in requesting a change in services.

GRIEVANCES

Students or parents who wish to file a grievance/request for consideration or appeal concerning the following areas may do so under the process outlined in administrative procedures:

1. The District's process for selecting students for talent pool services;
2. The District's process for formal identification of gifted and talented students; or
3. The appropriateness and/or adequacy of talent pool services or services addressed in a formally identified student services plan.

Section 8.02 Homeless Policy

Homeless children and youth are defined by the McKinney-Vento Act, as "individuals who lack a fixed, regular, and adequate nighttime residence."

Homeless children and youth will receive equal, free and appropriate education as other children. Each child, including preschool aged children, will have access to educational and other services they need to enable them to meet academic achievement standards to which all students are held. Children will not be separated from the mainstream school environment for the bases of being considered homeless. Homeless children and youth will be immediately enrolled into school, with or without required documentation (including immunization). The agency (Flagstaff Junior Academy) will use their best efforts to assist the family in attaining required records at a later date, if necessary (and/or assisting child in getting required immunizations).

Section 8.03 Homeless Dispute Policy

If a dispute arises over any issue covered in this policy, the child or youth in transition shall be immediately admitted to the school on which the enrollment is sought, pending final resolution of the dispute. The student shall also have the rights of any student in transition to all appropriate educational services, transportation, free meals and Title 1 services while the dispute is pending.

FJA shall provide the parents if unaccompanied youth with a written explanation of its decision and the right to appeal and shall immediately refer the parent or youth to the liaison. The liaison shall ensure the student is enrolled in the school of his or her choice and receiving other services to which he or she is entitled and shall resolve the dispute as opportunity to participate meaningfully in the resolution of the dispute. The liaison shall keep records of all disputes in order to determine whether particular issues of schools are repeatedly delaying or denying the enrollment of children and youth transition.

The parties mentioned above have the right to appeal the liaison's decisions all the way to the state level.

Section 8.04 Anti-Bullying Policy

In keeping with the mission of Flagstaff Junior Academy Charter School to provide a safe and nurturing educational environment this policy is designed to create a climate in which all types of bullying and intimidation are regarded as unacceptable and to promote consistency in our approach to this issue. We believe that it is the right of members of the school community - students, faculty, staff, and families - to be free of bullying and, if bullied, to be provided with help and support.

We define bullying as harmful behavior that is generally conscious and is often part of an on-going pattern of behavior. We also recognize that bullying can take many different forms and these included:

- Emotional bullying which involves attacks against a person's emotional well-being and includes spreading rumors and excluding others from activities.
- Verbal bullying which involves name calling, insults, and other verbal forms of humiliation and harm.
- Physical bullying, which involves bodily aggression such as hitting, kicking, and punching.

The purpose of this policy document is to outline our responsibilities as staff, faculty, students, parents/guardians, and families to eliminate social, emotional, and physical intimidation and bullying in any form within the Flagstaff Junior Academy community. It is our intention to take positive and supportive action for the prevention of, and intervention in, bullying situations. It is our goal to inform students and parents of the school's expectations and to foster a productive partnership, which helps maintain a bully-free educational environment.

Bullying may involve, but is not limited to:

Hitting, kicking, punching, choking, pinching, slapping, pushing, taunting, teasing, Name-calling, excluding, threatening, intimidating, insulting, stealing, rejecting, spreading rumors, using racial slurs, scaring, sexual harassment.

Faculty and Staff Responsibilities

- Be a positive role model in word and action at all times.
- Work to remove opportunities for bullying and/or harassment through active supervision at all times.
- Be observant of signs of distress or suspected incidents of bullying and/or harassment.
- Intervene appropriately when acts of bullying and/or harassment are suspected or observed.
- Report suspected or observed incidents of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian.
- Complete documentation when appropriate.
- Work to build, support, and maintain a bully free campus environment.
- Attend annual policy manual meeting. Read, sign and uphold the policy.

Student Responsibilities

- Treat others with respect, kindness, and courtesy.
- Be aware of how your words and actions affect others.
- Read, sign, and uphold the Flagstaff Junior Academy anti-Bullying policy.
- Refrain from participating in acts of bullying and/or harassment.
- Report suspected or observed acts of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian.
- Work to build, support and maintain a bully free campus environment.

Parent Responsibilities

- Be a positive role model in word and action at all times while on the Flagstaff Junior Academy campus.
- Demonstrate respect and courtesy in all Flagstaff Junior Academy relationships.
- Read, sign, and uphold the Flagstaff Junior Academy anti-Bullying policy.
- Discuss and clarify the policy with your child/children.
- Take an active interest in your child's social relationships and friendships.

- Watch for signs of distress in your child or sudden changes in their behavior or demeanor. All of these may indicate a potential problem.
- Communicate with Flagstaff Junior Academy administrators, faculty/staff members about suspected, observed, or reported incidents of bullying and/or harassment.
- Commit to working with Flagstaff Junior Academy personnel when your child is involved in a bullying and/or harassment incident.

Consequences for bullying and/or harassment may included, but are not limited to:

- Meeting with administrator and/or appropriate school personnel
- Mediation
- Removal from classroom, playground, and/or classroom activities
- Individual behavior plans/contracts
- Disciplinary hearing
- Short term suspension
- Long term suspension
- Expulsion

Reporting Bullying Behaviors, including Sexual Harassment, Abuse and Molestation

Any student, employee, volunteer or school community member who believes he or she has been the victim of any form of bullying or sexual harassment by another student, employee, volunteer or school community member should report such incident to the Executive Director. If the Executive Director is the alleged perpetrator of the incident or incidents, then the report should be made to the Governing Board.

PARENT SIGNATURE _____

Section 8.05 Charitable Participation Policy

FJA supports and encourages the community participation of its student body in charitable and relief efforts to help in giving hope and relief to children and families. As such, FJA student body shall be involved in at least one annual community relief effort which may be as central as the local Flagstaff area and/or as broad as an international relief effort. However, because it is useful and rewarding for students to participate in a more "hands on" approach (e.g., working in the food bank, distributing to women's and children's shelters, etc.) the priority of relief efforts will be those assisting the immediate local area first.

As the First Amendment the Constitution of the United States requires that public schools be neutral toward religion. FJA can neither show religion hostility or favoritism. Charitable or relief efforts participated in by the student body may be approved so long as the relief effort does not have the effect of inhibiting or advancing religion, and it may not involve the distribution of religious material. Further, student participation is optional and should appear so to the reasonable observer.

FJA does support relief efforts condoned by the U.S. government, such American Red Cross, Salvation Army, United Way, and Operation Christmas Child.

Section 8.06 Constitutionally Protected Prayer Policy

Pursuant to Public Law 107-110 section 9524 it shall be the policy of Flagstaff Junior Academy Charter School to ensure that no policy, procedure or practice shall prevent, deny, or otherwise discourage the participation of any employee or student in any of the public elementary or secondary schools of the Flagstaff Junior Academy Charter School in constitutionally protected public prayer.

The authorized signatory of the local education agency (LEA) is designated by the Board as the Executive Director of the school. Said signatory shall affirm that no policy, procedure or practice shall prevent, deny, or otherwise discourage participation in constitutionally protected prayer in any elementary or secondary school in the LEA.

Section 8.07 Classroom Size Policy

The Primary class size limit will be thirty (30) with equitable age limits ages 3-5.

Grade 1-6 will be formed at twenty four (24) for the beginning of the school year. Students not showing up or withdrawing during the first month of school will be replaced. After this time period, students withdrawing may not be replaced unless class sizes go under 20, except that consideration may be given to those situations involving siblings and upon the agreement of affected teacher or classroom.

This policy is totally contingent on the state of the school's budget and can be altered with input from the Director and Office Financial Manager.

Section 8.08 Confidentiality Policy

All Parent, Guardian, and student information is strictly confidential and may only be used by FJA for official school sanctioned events or business. This information shall not be used or disclosed to any other entity for any reason except as required by law.

Section 8.09 Middle School Class Size Policy

Middle school classes shall be considered full beginning the second semester resulting in no further openings until fall enrollment.

This policy is totally contingent on the state of the school's budget and can be altered with input from the Director and Office Financial Manager. In such cases, the board will be notified of exceptions within the policy.

Section 8.10 Chaperone/Driver Policy

1. Teachers will always provide a very detailed map of the driving directions.
2. A phone sheet will be provided that has all of the chaperone's cell phone numbers on it.
3. For longer trips there will be a **pre-trip chaperone meeting** to go over responsibilities and ensure that all vehicles are **maintained** and **operating properly**.
4. There will be indicated expectations communicated by teachers to the Chaperones/ Drivers depending on the specific field trip:

Drivers must have fingerprint clearance and proof of insurance on file.

Forms can be obtained from the office.

Chaperones/ Drivers will be informed of the students whom they are responsible for.

Chaperones/ Drivers need to understand the immense importance of their assigned students.

Chaperones/ Drivers will always maintain the speed limit or slower and will try not to use cell phones, unless calls have to do with the field trip.

5. **Weapons, drugs and alcohol must be removed** from any car prior to transporting FJA students.

6. **Smoking is not allowed** within cars transporting FJA students other than your own.

7. Chaperones/ Drivers are not to have two or more moving violations in the last **12 months** with no more than 3 MVD points total on their record.

8. If your driver's license status changes, it is **your responsibility** to report this to FJA administration before being a chaperone/driver again.

Teachers/fieldtrip organizers are required to ensure the above 6 requirements are met.

I have read and understand my responsibilities as a chaperone/driver on fieldtrips

Signature: _____

Date: _____

Section 8.14 Film/Video Policy

Any film / video that a teacher desires to show needs to be communicated to and approved by the Director through Weekly Lesson Plans. There also needs to be verbal confirmation from the Director. Any film higher than a "G" needs to have a parent permission slip.

The Middle School has the option of having a standing permission form verifying that any film or commercial video recommended by the staff and approved by the Director is automatically accepted. If a parent chooses not to sign the standing permission form then it needs to be dealt with on an individual basis.

Section 8.15 Classroom Observation/Visitation/Volunteer Policies

Prospective Parent/Guardians

Parents/Guardians considering enrollment at FJA for their child(ren) may schedule an observation time with the office.

The pre-authorized classroom observation/visit will be limited to 30 minutes for the elementary and middle school classes and up to one hour for the Children's House.

Enrolled Parents/Guardians

Classroom observations time will be requested and authorized in advance by the classroom teacher of FJA Director.

Volunteers

Participation of volunteers in classroom and field trip activities shall be pre-authorized by the classroom teacher(s).

Volunteers shall be utilized at the discretion of the classroom teacher(s). Supervision of classroom volunteers and volunteer activities will be by the classroom teacher. Other volunteers shall be supervised by the director or her designee.

USE OF COMPUTERS, THE INTERNET, ELECTRONIC MAIL AND DEVICES

Section 9.01 Agreement and Permission Form

The Flagstaff Junior Academy (hereinafter "School") is pleased to offer students and staff (hereinafter jointly referred to as "Users") access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all Users must sign this Agreement and students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Section 9.02 What is Possible?

Access to e-mail and the Internet will enable staff and students to explore thousand of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purposes of the School are to use Internet resources for constructive educational goals, Users may find ways to access other materials. The School believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the School supports and respects each family's right to decide whether or not to apply for access.

Section 9.03 What is Expected?

Users are responsible for appropriate behavior on the School's computer network just as they are in their work, classroom or on a school playground. Communications on the network are often public in nature. General School rules

for behavior and communications apply. It is expected that Users will comply with School standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked and further disciplinary action may be taken if abused. The User is personally responsible for his/her actions in accessing and utilizing the School's computer resources. The Users are advised never to access, keep or send anything that they would not want their supervisors, parents or teachers to see.

Section 9.04 General Conditions for Use

Privacy - Network storage areas may be treated like School lockers. Network Administrators may review communications to maintain system integrity and ensure that Users are using the system responsibly and within the School's policies and guidelines.

Storage capacity - Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

Replacement - Any devices provided by the school, if lost or damaged, must be replaced or the cost reimbursed.

Illegal copying - Users should never download or install any commercial software, shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language - No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not consistent with the rules of School behavior. A good rule to follow is never view, send or access materials which you would not want your supervisors, teachers and parents to see. Should Users encounter such material by accident, they should report it to the Network Administrator or their teacher immediately. Rules for usage

These are rules and guidelines to follow to prevent the loss of network privileges and/or disciplinary action.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software,
shareware or freeware.
4. Do not violate copyright laws. Copyrighted material may not be placed on the
system without the express permission of the author who must be credited for the
material. Copyrighted material may be downloaded for a User's use only.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work or files.
9. Adhere to the rules of Internet etiquette set forth in the School's Internet policy.

10. Read and adhere to the School's Internet policy attached hereto.
11. Do not reveal your home address or personal telephone number or the addresses
and telephone numbers of students, staff or colleagues.
12. Do notify an adult immediately if, by accident, you encounter materials which
violate the Rules of Appropriate Use.
13. BE PREPARED to be held accountable for your actions and for the loss of privileges and disciplinary action if the Rules of Appropriate Use are violated.

Section 9.05 User Acceptable Use Agreement

USER:

Name

I understand that my computer use is not private and that the School will monitor my activity on the computer system.

I have read the School's electronic communications system policy and administrative regulations and net etiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or disciplinary action against me.

User's signature _____ Date _____

Network Administrator's signature _____ Date _____