Friendly House
Academia Del Pueblo

Student/Family Handbook
2020-2021

Academia del Pueblo (AdP)
201 E. Durango St, Phoenix, AZ 85004 | (602) 258-4353 | www.academiadelpueblo.org

PLEASE READ, SIGN, AND RETURN THIS PAGE AND THE NEXT (PAGES 2 & 3) TO THE SCHOOL WITHIN 10 DAYS of Receipt

Student & Family Handbook/Discipline Procedures

Acknowledgements and Verification

By signing this page, you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the documents referenced below which can be found in this handbook, including, without limitation, the annual notification regarding confidentiality of student education records (FERPA) and the school's policy on the designation of directory information, school bus privileges, due process and dress code.

Discipline Procedures – Discipline Expectations and Consequences

As a parent/guardian in Friendly House Academia Del Pueblo School (hereon after, Academia Del Pueblo), you have the right to a quality education for your children. To make sure that every student enjoys that right, the School has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair. We ask that you carefully read the infractions and consequences. Academia Del Pueblo has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long- term suspension or expulsion. Some infractions may result in a referral to a local law enforcement agency, in addition to school consequences, such as suspension or expulsion.

This form must be returned for each child to the school within 10 days of receipt.

Parent/guardian Name (printed): _____

Student Name (printed): _____

Grade: _____

K-8 Homeroom Teacher: _____

Parent Telephone: _____

Parent Email: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Electronic Information Systems User Agreement

Acknowledgements and Verification

By signing this page, you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the document referenced below which can be found in this handbook, including, without limitation, the policy/procedures for due process, email and internet use expectations, electronic devices expectations, and disciplinary consequences for such, and electronic information systems user agreement.

Electronic Information Systems Expectations and Consequences

As a parent of a student(s) at Academia Del Pueblo (ADP), you have the right to a quality education for your children, including access to technology and innovative instructional practices. To make sure that every student enjoys that right, the School has established procedures regarding use of electronic devices. The procedures for student use of electronic devices are designed to create a rich learning environment that is safe and productive for all students and staff. The expectations are reasonable and fair, and they are as consistent as possible at each school. We ask that you carefully read the expectations,

guidelines and consequences. Academia Del Pueblo has severe consequences for misuse of electronic devices and electronic information systems. Any violations may result in suspension, long-term suspension, expulsion, and/or referral to a local law enforcement agency.

Student & Parent Software Agreement

The student agrees to abide by the terms and conditions of all software and end user license agreements that are in place or that may be required for each piece of software issued and used for the student's specific use in the classroom. This includes, but is not limited to, products provided by Adobe, Microsoft, Apple Inc., and others not listed here that may have been or shall be provided at any future period by ADP. Under this agreement, students will:

- Abide by the license agreement associated with such software;
- Understand the minimum specifications to run the software as listed;

ELECTRONIC INFORMATION SYSTEMS (EIS) USER AGREEMENT

Internet access and E-Mail are available to students and teachers at Academia Del Pueblo. ADP believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, communication and educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents/guardians and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, Academia Del Pueblo has adopted the following policy:

Acceptable Use – Each user MUST:

- Use Electronic Information Systems (EIS) to support personal educational objectives consistent with the educational goals and objectives of Academia Del Pueblo.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.

Unacceptable Uses – Each user must NOT:

- Users will not harass, insult, attack others or use obscene language in written communications.
- Users may not use free web-based email, messaging, video conferencing, or chat services.
- Users will not download and use games, files, documents, music, or software for non- educational purposes. (i.e. Shockwave games/animations, audio and other visual files).
- Users will not take photographs/videos of other students and/or staff without their permission.
- Users will not upload any photographs/videos of students and/or staff to social media sites.

Your signature below acknowledges and verifies that you have received, and take responsibility to review with your child, the section entitled Electronic Information Systems User Agreement. This form must be returned for each child to the school within 10 days of receipt.

Parent/guardian Name (printed): _____

Student Name (printed): _____

Grade: _____

K-8 Homeroom Teacher: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

POR FAVOR LEA, FIRME Y REGRESE ESTA PÁGINA Y LA PRÓXIMA (PÁGINAS 2 Y 3) A LA ESCUELA DENTRO DE LOS 10 DÍAS DE RECIBIDO

Manual del estudiante y familia / Procedimientos de disciplina
Agradecimientos y verificación

Al firmar esta página, está reconociendo y verificando que ha recibido, y asume la responsabilidad de revisar con su hijo, los documentos a los que se hace referencia a continuación, que se pueden encontrar en este manual, incluida, sin limitación, la notificación anual sobre la confidencialidad de la educación del estudiante. los registros (FERPA) y la política de la escuela sobre la designación de la información del directorio, los privilegios del autobús escolar, el debido proceso y el código de vestimenta.

Procedimientos de disciplina - Expectativas y consecuencias de la disciplina
Como padre / tutor en Friendly House Academia Del Pueblo School (en adelante, Academia Del Pueblo), usted tiene derecho a una educación de calidad para sus hijos. Para asegurarse de que cada estudiante disfrute de ese derecho, la escuela ha establecido procedimientos con respecto a la conducta disruptiva. Los procedimientos para las responsabilidades de los estudiantes están diseñados para crear un ambiente ordenado que sea seguro para todos los estudiantes y el personal. Las reglas son razonables y justas. Le pedimos que lea atentamente las infracciones y consecuencias. Academia Del Pueblo tiene graves consecuencias por drogas, armas o comportamientos amenazadores. Cualquier acto de este tipo puede resultar en una recomendación de suspensión o expulsión a largo plazo. Algunas infracciones pueden resultar en una referencia a una agencia local de cumplimiento de la ley, además de las consecuencias escolares, como la suspensión o la expulsión.

Este formulario debe ser devuelto para cada niño a la escuela dentro de los 10 días posteriores a la recepción.

Nombre del padre / tutor (impreso): _____

Nombre del estudiante (impreso): _____

Grado: _____

K-8 maestro de aula: _____

Teléfono para padres: _____

Correo electrónico de los padres: _____

Firma del padre: _____ Fecha: _____

Firma del estudiante: _____ Fecha: _____

Acuerdo de usuario de sistemas de información electrónica
Agradecimientos y verificación

Al firmar esta página, está reconociendo y verificando que ha recibido, y asume la responsabilidad de revisar con su hijo, el documento al que se hace referencia a continuación, que se puede encontrar en este manual, incluyendo, sin limitación, la política / procedimientos para el debido proceso, el correo electrónico y las expectativas de uso de Internet, las expectativas de los dispositivos electrónicos y las consecuencias disciplinarias de los mismos, y el acuerdo del usuario con los sistemas de información electrónica.

Sistemas de información electrónicos, expectativas y consecuencias.
Como padre de un estudiante (s) en Academia Del Pueblo (ADP), usted tiene derecho a una educación de calidad para sus hijos, incluido el acceso a la tecnología y las prácticas educativas innovadoras. Para asegurarse de que cada estudiante disfrute de ese derecho, la Escuela ha establecido procedimientos con respecto al uso de dispositivos electrónicos. Los procedimientos para el uso de dispositivos electrónicos por parte de los estudiantes están diseñados para crear un entorno de aprendizaje rico y seguro y productivo para todos los estudiantes y el personal. Las expectativas son razonables y justas, y son lo más consistentes posible en cada escuela. Le pedimos que lea atentamente las expectativas, pautas y consecuencias. Academia Del Pueblo tiene graves consecuencias por el mal uso de dispositivos electrónicos y sistemas de información electrónicos. Cualquier violación puede resultar en suspensión, suspensión a largo plazo, expulsión y / o derivación a una agencia local de cumplimiento de la ley.

Acuerdo de software para padres y estudiantes
El estudiante acepta cumplir con los términos y condiciones de todos los acuerdos de licencia de software y usuario final que estén vigentes o que se requieran para cada pieza de software emitida y utilizada para el uso específico del estudiante en el aula. Esto incluye, pero no se limita a, los productos proporcionados por Adobe, Microsoft, Apple Inc. y otros que no figuran en esta lista que pueden haber sido proporcionados en cualquier período futuro por ADP. Bajo este acuerdo, los estudiantes:

• Cumplir con el acuerdo de licencia asociado con dicho software;
• Entienda las especificaciones mínimas para ejecutar el software como se indica;

CONTRATO DE USUARIO DE SISTEMAS DE INFORMACIÓN ELECTRÓNICA (EIS)
Acceso a Internet y correo electrónico están disponibles para estudiantes y maestros en la Academia del Pueblo. ADP cree que Internet ofrece recursos vastos, diversos y únicos tanto para estudiantes como para maestros. Nuestro objetivo al proporcionar este servicio es promover la excelencia educativa en las escuelas al facilitar el intercambio de recursos, la innovación, la comunicación y educar a los menores sobre el comportamiento en línea adecuado, incluida la interacción con otras personas en los sitios web de redes sociales y salas de chat, la conciencia y el acoso cibernético. Si bien nuestra intención es hacer que el acceso a Internet esté disponible para otras metas y objetivos educativos, los estudiantes también pueden encontrar formas de acceder a otros materiales. Creemos que los beneficios para los estudiantes del acceso a Internet, en forma de recursos de información y oportunidades de colaboración, superan cualquier desventaja; pero en última instancia, los padres / tutores y
Los menores de edad son responsables de establecer y transmitir los estándares que sus hijos deben seguir al usar los medios de comunicación y las fuentes de información.

Para ello, Academia Del Pueblo ha adoptado la siguiente política:
Uso aceptable - Cada usuario DEBE:
• Usar los Sistemas de información electrónica (EIS) para respaldar objetivos educativos personales coherentes con las metas y objetivos educativos de la Academia del Pueblo.
• Acuerda no enviar, publicar, mostrar o recuperar cualquier material difamatorio, inexacto, abusivo, obsceno, profano, de orientación sexual, amenazante, racialmente ofensivo o ilegal.
• Comprenda que el correo electrónico o la comunicación electrónica directa no es privada y puede ser leída y monitoreada por personas empleadas por la escuela.
• No intente dañar, modificar, agregar o destruir software o hardware, ni interferir con la seguridad del sistema.

Usos inaceptables: cada usuario NO debe:
• Los usuarios no hostigarán, insultarán, atacarán a otros ni usarán lenguaje obsceno en las comunicaciones escritas.
• Los usuarios no pueden utilizar servicios gratuitos de correo electrónico, mensajería, videoconferencia o chat basados en la web.
• Los usuarios no descargarán ni utilizarán juegos, archivos, documentos, música o software para fines no educativos. (Es decir, juegos / animaciones Shockwave, audio y otros archivos visuales).
• Los usuarios no tomarán fotografías / videos de otros estudiantes y / o personal sin su permiso.
• Los usuarios no subirán fotografías / videos de estudiantes y / o personal a sitios de redes sociales.

Su firma a continuación reconoce y verifica que ha recibido, y asume la responsabilidad de revisar con su hijo, la sección titulada Acuerdo de Usuario de Sistemas de Información Electrónica. Este formulario debe ser devuelto para cada niño a la escuela dentro de los 10 días posteriores a la recepción.

Nombre del padre / tutor (impreso): _____

Nombre del estudiante (impreso): _____

Grado: _____

K-8 maestro de aula: _____

Teléfono para padres: _____

Correo electrónico de los padres: _____

Firma del padre: _____ Fecha: _____

Firma del estudiante: _____ Fecha: _____

Letter from Academia Del Pueblo Principal

Dear Academia Families,

Welcome Back!

I hope you had a safe and healthy summer. Despite the impact of the COVID-19 virus, we truly hope that all our families are recharged and ready to start a new school year. I am so delighted that you are part of our amazing school community. I welcome and value your positive energy and dedication to excellence in education, and I look forward to working with you and your children.

As we follow the guidelines from the CDC on social distancing, and keeping our environment safe, we have prepared three plans to re-open our school safely (Plan A, B and C. Please page 12 below). Dependent upon the mandatory guidance from the State of Arizona, we will make adjustments to the school schedule, that will ensure a safe and highly engaged learning environment for students. Our skilled and devoted staff is already planning and preparing for your child(ren). Our enthusiastic front office team is registering new families, ordering needed materials and updating student files. Our hard working and conscientious facilities team have spent the entire summer thoroughly cleaning the facility and installing various safety equipment upgrades. And, our much-appreciated Food Services team have worked hard on preparing a well-balanced meal program for your child(ren), which is aligned to the National School Lunch and Child Nutrition programs. We are indeed a joyous and caring community with the common goals of nurturing responsible, caring students and promoting high-level learning.

We have also been diligently working on implementing new safety measures on campus for the return of students for in-person learning. Working closely with guidance from the CDC, and various community leaders, we have implemented the following safety upgrades on campus:

- Additional cafeteria benches, allowing for 2 to 3 students per bench during lunch.
- Adding outdoor handwashing stations on campus for regular student handwashing.
- New and improved bottle filling drinking fountains to encourage students drinking from water bottles.
- Plexi glass shield for our front office staff and other high-traffic areas on campus.
- Hand sanitizing stations in every classroom, cafeteria, and on school buses.
- Disinfectant foggers to routinely spray down classrooms, playgrounds, equipment and surface areas.
- Restroom sanitary upgrades to include paper towel hand drying stations and antimicrobial soaps.
- Social distancing signage on campus to help students to adhere to appropriate social distancing.
- Revised lunch and recess schedules to allow for maximized social distancing and student safety.
- School buses will be disinfected daily before and after each use and students will be required to wear masks prior to boarding the bus.
- The addition of a full-time Licensed Practical Nurse (LPN) on campus doing daily temperature checks and tending to any medical or safety needs of students.

Teachers will also be implementing appropriate handwashing practices, social distancing procedures, effective mask wearing and other CDC safety recommendations into their regular teaching and learning day so that students fully understand the importance of these safety measures and how to do them.

We also know that each year brings positive change, which includes a few additions to our staff, and various staff moving into new roles. We are delighted to announce:

New Staff:

Ms. Celeste Henry- 1st grade teacher.
Mrs. Adorian Walker – 4th grade Math teacher.
Mrs. Ana Luisa Miller – 4th grade ELA teacher.
Ms. Ressie Chico – K5 Special Education teacher.
Licensed Practical Nurse (LPN) - Concentric Healthcare

Teachers With New Roles:

Mr. Jose Hernandez -moved from 4th grade Math, to 6th and 7th grades Math.

Mrs. Alejandra Hernandez – moved from 4th grade ELA, to 3rd Grade ELA.
Mrs. Maria Hererra - moved from 1st grade teacher, to 3rd Grade ELA.
Ms. Vanessa Armendariz- moved from K5 Special Education to Middle School Special Education teacher.

Back to School event:
This year our 'back to school" event will look and feel a bit different. We will not be selling uniforms, until after school starts in August, and uniform sales will be by appointment only. More details will be sent to parents regarding the start of uniform sales.

iPad and packet distribution:
All KG-8th grade students will be able to take home their school iPad to use for Online Learning. The iPads will be distributed by grade level on the following days and times:

KG- 2nd Grades – July 31: 7am-6pm
3rd-5th Grades – Aug. 3: 7am 6pm
Middle School – Aug. 4: 7am to 6pm

Please ensure to pick up your child's iPad on those days. If you have students in multiple grades, you may collect them all on one day.

Handbook:
Parents please ensure that you take the time to review the handbook, as there are some school wide changes that were made. ***Please sign the signature pages and return to school 10 days after receipt.**

- The school day begins at 8am. We will no longer be allowing for a 10-minute grace period. "If it's past 8, you are late".
- Food, treats and beverages are not allowed in the classrooms. NO Exceptions. Please do not send food, treats or beverages for classroom celebrations.

In response to COVID-19

- School wide assemblies, including awards ceremonies, are suspended until further notice.
- Teachers will be able to acknowledge students for their hard work, however we will not be hosting any awards recognition events on campus, until further notice.
- All classroom parties are suspended till further notice.
- Field trips will be canceled until further notice.

Distance Learning:
Distance Learning will look and feel a bit different than it did in the spring. This virtual platform will consist of teachers and students working online for whole group and small group lessons, students will also view pre-recorded lessons from their teachers, and students will be assigned independent work. Students are expected to log in daily at 8am for a morning check -in, and depending on the grade level, will be online for approximately 90mins to 3 hours per day. The day will end with an afternoon check-in as well. Attendance will be taken daily, and students will be earn grades for completed assignments and progress.

Detailed information and instructional videos will be provided to parents and students on their assigned Back to School day.

Student Placement
A great deal of time, effort and thought has gone into the process of student placement for the 2020-2021 school year.

Careful consideration was given to get input from staff and families as well as student learning styles. Classrooms have been balanced academically and socially. Our class lists are structured to provide equitable class sizes at each grade level. Moving students is difficult without causing imbalances and inequities.

Thank you so much for being positive with your child and helping him or her understand that it is impossible to place all students with a preferred best friend or teacher. ALL of our staff works hard to make school a positive experience for ALL students.

Academia del Pueblo is eagerly looking forward to enriching your child's life. Thank you for understanding that it can take a few weeks for a child to acclimate to a new grade, peer group and teacher.

Thank you to all who are helping prepare for the new school year. Your commitment to ensuring that Academia del Pueblo remains a celebrated and successful school is awe-inspiring. I eagerly look forward to greeting students and families again. It remains an honor and privilege to serve as your principal. Please stop by and say hello. Together, I know we will make this school year one of growth and achievement for all children.

Warmest Regards,

Frank Lomeli
Principal
Academia del Pueblo Elementary School

Carta del Director de Academia del Pueblo

Estimadas familias de Academia:

¡Bienvenidos de nuevo!
Espero que hayan tenido un verano seguro y saludable. A pesar del impacto del virus COVID-19, realmente esperamos que todas nuestras familias estén recargadas y listas para comenzar un nuevo año escolar. Estoy tan encantado de que formes parte de nuestra increíble comunidad escolar. Doy la bienvenida y valoro su energía positiva y dedicación a la excelencia en la educación, y espero trabajar con usted y sus hijos.

A medida que seguimos las recomendaciones del CDC sobre el distanciamiento social y la seguridad de nuestro medio ambiente, hemos preparado tres planes para reabrir nuestra escuela de manera segura (Plan A, B y C,
Por favor, página 12 a continuación). Dependiendo de la orientación obligatoria del Estado de Arizona, haremos ajustes en el horario escolar para garantizar un ambiente de aprendizaje seguro y altamente comprometido para los estudiantes. Nuestro personal capacitado y dedicado ya está planeando y preparándose para sus hijos. Nuestro entusiasta equipo de recepción está registrando nuevas familias, ordenando los materiales necesarios y actualizando los archivos de los estudiantes. Nuestro equipo de instalaciones trabajadoras y concienzudas ha pasado todo el verano limpiando a fondo las instalaciones e instalando varias actualizaciones de equipos de seguridad. Y, nuestro muy apreciado equipo de Servicios de Alimentos ha trabajado arduamente en la preparación de un programa de comidas bien equilibrado para su (s) hijo (s), que está alineado con los programas Nacionales de Almuerzo Escolar y Nutrición Infantil. De hecho, somos una comunidad alegre y cariñosa con los objetivos comunes de fomentar estudiantes responsables y cariñosos y promover el aprendizaje de alto nivel.

También hemos estado trabajando diligentemente en la implementación de nuevas medidas de seguridad en el la escuela para el regreso de los estudiantes para el aprendizaje en persona. Trabajando en estrecha colaboración con la guía del CDC y varios líderes de la comunidad, hemos implementado las siguientes actualizaciones de seguridad en la escuela:

• Bancos adicionales en la cafetería, que permiten de 2 a 3 estudiantes por banco durante el almuerzo.
• Agregar estaciones de lavado de manos al aire libre en la escuela para el lavado regular de manos de los estudiantes.
• Nuevas y mejoradas fuentes para beber que llenan botellas para alentar a los estudiantes a beber de botellas de agua.
• Pantalla de vidrio Plexi para nuestro personal de recepción y otras áreas de alto tráfico en la escuela.
• Estaciones de desinfección de manos en cada salon, cafetería y autobuses escolares.
• Nebulizadores desinfectantes para rociar rutinariamente los salones, patio de recreo, equipos y áreas de superficie.
• Mejoras sanitarias en los baños para incluir estaciones de secado de manos con toallas de papel y jabones antimicrobianos.
• Señalización de distanciamiento social en la escuela para ayudar a los estudiantes a adherirse al distanciamiento social apropiado.
• Se revisaron los horarios de almuerzo y recreo para permitir el máximo distanciamiento social y la seguridad de los estudiantes.
• Los autobuses escolares serán desinfectados diariamente antes y después de cada uso y los estudiantes deberán usar máscaras antes de abordar el autobús.
• La incorporación de una Enfermera Práctica Licenciada (LPN) a tiempo completo en la escuela que verifica diariamente la temperatura y atiende las necesidades médicas o de seguridad de los estudiantes.

Los maestros también implementarán prácticas apropiadas de lavado de manos, procedimientos de distanciamiento social, uso efectivo de máscaras y otras recomendaciones de seguridad de los CDC en su día regular de enseñanza y aprendizaje para que los estudiantes comprendan completamente la importancia de estas medidas de seguridad y cómo aplicarlas.

También sabemos que cada año trae un cambio positivo, que incluye algunas adiciones a nuestro personal, y varios miembros del personal que pasan a nuevas funciones. Estamos encantados de anunciar:

Personal nuevo:
Sra. Celeste Henry, maestra de 1er grado.
Sra. Adorian Walker - Maestra de matemáticas de 4to grado.
Sra. Ana Luisa Miller - Maestra de ELA de 4to grado.
Ms. Ressie Chico - Maestra de Educación Especial K5.
Enfermera práctica con licencia (LPN) - Concentric Healthcare

Maestros con nuevos roles:
El Sr. José Hernández - pasó de matemáticas de 4º grado a matemáticas de 6º y 7º grado.

Sra. Alejandra Hernández - se mudó de ELA de 4to grado a ELA de 3er grado.
Sra. Maria Hererra - pasó de maestra de 1er grado a ELA de 3er grado.
La Sra. Vanessa Armendariz- pasó de K5 Educación Especial a maestra de Educación Especial de la Escuela Media.

Evento de regreso a la escuela:
Este año nuestro evento de "regreso a la escuela" se verá y se sentirá un poco diferente. No venderemos uniformes hasta después de que comience la escuela en agosto, y las ventas de uniformes serán solo con cita previa. Se enviarán más detalles a los padres sobre el inicio de la venta de uniformes.

iPad y distribución de paquetes:
Todos los estudiantes de KG-8 ° grado podrán llevarse a casa el iPad de su escuela para usarlo en el aprendizaje en línea. Los iPads se distribuirán por grado en los siguientes días y horarios:

KG- 2do Grados - 31 de julio: 7 am-6pm
3er-5to grado - 3 de agosto: 7am 6pm
Escuela Intermedia - 4 de agosto: 7am a 6pm

Asegúrese de recoger el iPad de su hijo en esos días. Si tiene estudiantes en varios grados, puede recogerlos todos en un día.

Manual:
Padres, asegúrese de tomarse el tiempo de revisar el manual, ya que se hicieron algunos cambios en toda la escuela. *** Firme las páginas de firmas y regrese a la escuela 10 días después del recibo.**

• El día escolar comienza a las 8am. Ya no permitiremos un período de gracia de 10 minutos. "Si son más de las 8, llegas tarde".
• No se permiten alimentos, golosinas y bebidas en el salon. Sin excepciones. Por favor no envíe alimentos, golosinas o bebidas para las celebraciones en el salon.

En respuesta a COVID-19
• Las asambleas de toda la escuela, incluidas las ceremonias de premiación, se suspenden hasta nuevo aviso.
• Los maestros podrán reconocer a los estudiantes por su arduo trabajo, sin embargo, no seremos anfitriones de ningún evento de reconocimiento de premios en la escuela, hasta nuevo aviso.
• Todas las fiestas en el salon se suspenden hasta nuevo aviso.
• Las excursiones se cancelarán hasta nuevo aviso.

La educación a distancia:
El aprendizaje a distancia se verá y se sentirá un poco diferente de lo que era en la primavera. Esta plataforma virtual consistirá en maestros y estudiantes que trabajan en línea para lecciones de grupos enteros y grupos pequeños, los estudiantes también verán lecciones pregrabadas de sus maestros y se les asignará trabajo independiente a los estudiantes. Se espera que los estudiantes inicien sesión diariamente a las 8 am para un check-in por la mañana, y dependiendo del nivel de grado, estarán en línea durante aproximadamente 90 minutos a 3 horas por día. El día terminará con un registro de la tarde también. La asistencia se tomará diariamente, y los estudiantes obtendrán calificaciones por las tareas completadas y el progreso.

Se proporcionará información detallada y videos instructivos a los padres y estudiantes en el día asignado de regreso a clases.

Colocación de estudiantes
Se ha invertido una gran cantidad de tiempo, esfuerzo y reflexión en el proceso de colocación de estudiantes para el año escolar 2020-2021.

Se consideró cuidadosamente para obtener aportes del personal y las familias, así como los estilos de aprendizaje de los estudiantes. Las clases se han equilibrado académica y socialmente. Nuestras listas de clases están estructuradas para proporcionar tamaños de clase equitativos en cada nivel de grado. Mover estudiantes es difícil sin causar desequilibrios e inequidades.

Muchas gracias por ser positivo con su hijo y ayudarlo a comprender que es imposible colocar a todos los estudiantes con un mejor amigo o maestro preferido. TODO nuestro personal trabaja duro para hacer de la escuela una experiencia positiva para TODOS los estudiantes. Academia del Pueblo está ansiosa por enriquecer la vida de su hijo. Gracias por comprender que un niño puede tardar algunas semanas en aclimatarse a un nuevo grado, grupo de pares y maestro.

Gracias a todos los que están ayudando a prepararse para el nuevo año escolar. Su compromiso para garantizar que la Academia del Pueblo siga siendo una escuela célebre y exitosa es impresionante. Espero ansiosamente saludar nuevamente a estudiantes y familias. Sigue siendo un honor y un privilegio servir como su director. Por favor, pasa y saluda. Juntos, sé que haremos de este año escolar uno de crecimiento y logros para todos los niños.

El más cálido saludo,
Frank Lomeli
Principal
Escuela Primaria Academia del Pueblo

Academia Del Pueblo Response to COVID-19

Purpose

In response the novel COVID-19 virus, Academia Del Pueblo will plan and implement procedures and guidelines in order to keep our community safe, and functional at all times.

Goals:

Safety: Health and safety of all students and staff is TOP priority.

Well-being: Acknowledging and addressing the social-emotional state of students and staff.

Balanced Academics: Maintaining strong and effective teaching strategies, while allowing for flexibility and adjustment period, in the digital or physical environment.

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THREE-LEVEL COVID-19 Plans

As we follow the guidelines from the Arizona Department of Health and the CDC, Academia will be prepared to reopen school in the fall of 2020, with three plans ready to be implemented.

Plan A – Regular Schedule. All students Return
Students will follow regular school schedule, 5 days per week. Social Distancing and sanitizing measures in place

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Plan B – Students categorized into Groups A and B. Students within the same family/household will share the same group.
Full deployment of iPads
Monday & Tuesday:
Group A –Physically at school. Full day
Group B – ONLINE. Independent work
Wednesday -ONLINE
Thursday & Friday:
Group B – Physically at school. Full day
Group A – ONLINE. Independent work

Plan C – NO STUDENTS on campus. FULL online school
Full deployment of iPads

Outcomes & Expectations

Academia Del Pueblo Student Outcomes

Linking: Expert Educators | ***Relevant Curriculum*** | ***Engaged Learners***

(Based on the nine-year student experience at Academia del Pueblo)

We believe Academia del Pueblo students will become critical thinkers and problem solvers who think and act both locally and globally.

We believe that Academia del Pueblo students will make meaning from and engage in scholarly discussions about what they think and learn.

We believe that Academia del Pueblo students will be leaders in recognizing the importance of their role in our world.

We believe that Academia del Pueblo students will actively engage in learning with a positive belief in themselves and others.

We believe Academia del Pueblo students will be decision makers in using technology to innovate, create, and share.

We believe that Academia del Pueblo students will strive to achieve sustainable digital, mental, and physical health in all areas of their lives.

Adopted – April 5, 2017

Academia Del Pueblo Staff Expectations

Linking: Expert Educators | ***Relevant Curriculum*** | ***Engaged Learners***

(Expectations that guide students to desired outcomes)

Academia del Pueblo staff will create a joyous and supportive learning community with a focus on student motivation and lesson authenticity while leveraging each instructional moment.

Academia del Pueblo teachers will utilize collaborative engagement strategies and encourage risk taking to optimize student discourse.

Academia del Pueblo staff will disrupt the status quo so that our students have a model for social justice and inquiry.

Academia del Pueblo teachers will lead with learning and integrate technology with intention.

Academia del Pueblo teachers will teach cognitive and problem-solving strategies to develop our students into critical thinkers.

Academia del Pueblo staff will cultivate moral judgement and civic responsibility.

Academia del Pueblo staff will promote a school wide philosophy of Kids At Hope on a daily basis.

Adopted – April 5, 2017

History & General Information

Academia Del Pueblo is a K-8 charter school located in Phoenix. Academia del Pueblo is part of the Friendly House organization and has been operating for over 20 years. The school offers a comprehensive elementary school curriculum that employs high academic standards and strategic curriculum interventions designed to meet and excel Arizona College and Career Readiness State Standards in Kindergarten through eighth grade. Our highly qualified teachers create innovative lesson plans to challenge and inspire our students to become global thinkers and community leaders. All students receive rigorous instruction: in English Language Arts,Mathematics, Science, Social Studies, Computer Education, and Physical Education. Friendly House's Academia del Pueblo is located next door to the Early Childhood Development Center (ECDC) at:

201 E. Durango Street
Phoenix, AZ 85004
Phone: 602-258-4353

School Colors:
Burgundy, Blue, and Gold

School Mascot:
The Mighty Eagle

Academia Del Pueblo Administrative Team:

Principal: Frank Lomeli
Assistant Principal: Dr. Stacey Boucher
Director of Teaching and Learning: Michaela Claussen
Operations Manager: Lorena Gutierrez
Administrative Assistant: Alicia Lopez
SAIS and Data Coordinator: Montserrat Salazar Ortiz

Academia Del Pueblo Governing Board:

President: Isabel Garcia
Member: Todd Blass
Member: Crystal Carrillo
Member: Marcos Tapia
Member: Sonia Gomez

Friendly House CEO: Jerry Mendoza

Statement of Equal Opportunity
ADP does not discriminate on the basis of race, religion, national origin, gender, sexual orientation, gender identity, gender expression, language, or ability. ADP is in compliance with state and federal laws covering health, safety, disability, and insurance. Information on special education policies is separate from this handbook. School special education policies are available in the school office.

Student Rights and Responsibilities

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. Academia shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the School exists and the educational program designed to achieve that purpose.

All School personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and procedures established for the orderly conduct of the educational mission of the School. Students who violate the rights of others or who violate rules and procedures of the School are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials to deal with disruptive students. These guidelines will be reviewed annually by a committee of stakeholders and updated when required.

Student Rights

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the School.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the School.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and procedures may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school procedures.
- Students have the right to express their viewpoints in a respectful manner, under the guidance of school personnel.

Student Responsibilities

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and procedures.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make- up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.

- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

Teacher Rights and Responsibilities

Teacher Rights

- To work in a safe environment, conducive to teaching and learning.
- To receive support services required to provide optimum learning in the classroom.
- To work with students who make an honest effort to learn.
- To have distractions from educational tasks kept to an absolute minimum.
- To be treated with respect by all students, parents, and school personnel.

Teacher Responsibilities

- To come to school dressed appropriately for a professional environment, prepared to teach all students.
- To be on time and to perform all assigned duties and tasks.
- To provide well-planned instruction each day.
- To make every effort to address the needs, concerns, and problems of each student and parent.
- To provide assessments, data, and feedback to students and parents.
- To know and follow school and Friendly House policies and procedures.

Schedules and Calendar

K – 8 SCHOOL DAY

7:30 am School campus open for student drop off
7:45 am Breakfast in classrooms
8:00 am-2:30 pm Instructional hours. We will no longer allow for a 10 minute grace period. **(If it is 8, you are late)**
2:45 pm Dismissal*

*Dismissal Notes:

- Half Day Dismissal on Wednesdays is at 12:30 pm
- If your child is leaving school early, you must notify the front office by 1:00 pm at the latest
- Students will not be dismissed between 2:30-2:45pm

Primary Schedule: Kindergarten, 1st & 2nd Grades

Class	8:00-10:30	10:30 -11:00	11:00-11:40	11:40-1:15	1:15-1:35	1:35-1:45	1:45-2:20
KG	Instruction	Lunch	Specials	Instruction	Recess	Snack	Instruction
	8:00-10:30	10:30 -11:00	11:00-11:15	11:15-1pm	1:00-1:40	1:40-2:30	2:30 to 2:45
1st Grade	Instruction	Lunch	Recess	Instruction	Specials	Instruction	Classroom Clean-up
	8:00-10:30	10:30 -11:00	11:00-12:30	12:30-12:45	12:45-1:45	1:45-2:25	2:30 to 2:45
2nd Grade	Instruction	Lunch	Instruction	Recess	Instruction	Specials	Classroom Clean-up

*Note: Specials rotate each day. Every student will have two PE classes and two Media classes per regular week. There are no Specials classes on Wednesdays due to early release.

Notes on Primary Meals

Activity	Time	Location
Breakfast	7:45-8:00 am	Classroom
Lunch	10:30-11am	Cafeteria

Intermediate: 3rd, 4th, & 5th Grades

Class	8:00-8:40	8:45-9:25	9:30-10:10	10:10-11:30	11:05-12:35	12:35-12:55	1:00-2:30	2:30-2:45
3A	Specials	Instruction	Instruction	Instruction	Lunch	Recess	Instruction	Homeroom
3B	Specials	Instruction	Instruction	Instruction	Lunch	Recess	Instruction	Homeroom
4A	Instruction	PE*	Instruction	Instruction	Lunch	Recess	Instruction	Homeroom
4B	Instruction	Media*	Instruction	Instruction	Lunch	Recess	Instruction	Homeroom
5A	Instruction	Instruction	PE*	Instruction	Lunch	Recess	Instruction	Homeroom
5B	Instruction	Instruction	Media*	Instruction	Lunch	Recess	Instruction	Homeroom

*Note: Specials rotate each day. Every student will have two PE classes and two Media classes per regular week. There are no Specials classes on Wednesdays due to early release.

Notes on Intermediate Meals

Activity	Time	Location
Breakfast	7:45-8:00 am	Classroom
Lunch	11:05-11:35 am	Cafeteria

Middle School: 6th, 7th, & 8th Grades

Class	8:00 -9:25	9:25-10:50	10:50-11:40	11:40-12:20 Specials/Lunch*	12:20-1:00 Specials/Lunch*	1:00-2:40	2:40-2:45
6A	Instruction Block 1	Instruction Block 2	Enrichment	Specials	Lunch	Instruction Block 3	Homeroom
6B	Instruction Block 1	Instruction Block 2	Enrichment	Lunch	Specials	Instruction Block 3	Homeroom
7A	Instruction Block 1	Instruction Block 2	Enrichment	Specials	Lunch	Instruction Block 3	Homeroom
7B	Instruction Block 1	Instruction Block 2	Enrichment	Lunch	Specials	Instruction Block 3	Homeroom
8A	Instruction Block 1	Instruction Block 2	Enrichment	Specials	Lunch	Instruction Block 3	Homeroom
8B	Instruction Block 1	Instruction Block 2	Enrichment	Lunch	Specials	Instruction Block 3	Homeroom

*Note: Specials rotate each day so that all Middle School students will have one PE, one Media, and one TOP/Life Skills class per regular week, and on Fridays, Specials are on a rotating schedule. (Ex. 6A may have PE again on one Friday and then Media on the next.) There are no Specials classes on Wednesdays due to early release.

**TOP is an opt-in program designed for 7th and 8th grade students. For 6th grade students and any 7th/8th students choosing not to participated in TOP, AdP offers a "Life Skills" class designed to set students up for success in Middle School and beyond.

Notes on Middle School Meals

Activity	Time	Location
Breakfast	7:45-8:00 am	Monday Homeroom Classroom
Lunch: 6B, 7B, 8B	11:40-12:20 pm	Cafeteria
Lunch: 6A, 7A, 8A	12:20-1:00 pm	Cafeteria

*Note: EL Students will receive their Targeted Instruction during the Enrichment Block

K-8 Specials Areas Schedule

<table>
<tr><td colspan="10">Specials: Monday, Tuesday, Thursday & Friday*</td></tr>
<tr><td></td><td>8:00-
8:40</td><td>8:45-
9:25</td><td>9:30-
10:10</td><td>11:00-
11:40</td><td>11:40-
12:20</td><td>12:20-
1:00pm</td><td>1:00-
1:40</td><td></td><td>1:45-
2:25</td></tr>
<tr><td>PE</td><td rowspan="2">3rd</td><td rowspan="2">4th</td><td rowspan="2">5th</td><td rowspan="2">KG</td><td rowspan="3">Middle School (6A, 7A, 8A)</td><td rowspan="3">Middle School (6B, 7B, 8B)</td><td rowspan="3">1st</td><td></td><td rowspan="2">2nd</td></tr>
<tr><td>MEDIA</td><td></td></tr>
<tr><td>TOP/LITERACY SUCCESS</td><td colspan="4">Middle School Program Only</td><td colspan="2">MS Program Only</td></tr>
</table>

*Notes:

- There are no Specials classes on Wednesdays due to Early Release
- K-5: Students will have two PE and two Media classes per week
- Middle School: Students will have at least one PE, one Media, and one TOP/Life Skills class per week plus an extra of each Specials class every third Friday.

2020-2021 Calendar

3- 4th of July office Closed
13 - Early Kg Testing
22 - Azella Placement
27 - Teachers Return

Teacher days 5

JULY 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1-4 No School
5 – Students Return
18 – No School M.L.K Day
21- 100th Day
25-29 Benchmark 2: Kg to 2nd

Teacher Days 19
Student Days 18

5 – First day of school 12:30
10 – 14 Galileo Pre Test Kg – 8th

Teacher Days 21
Student Days 19

AUGUST 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 – No School Presidents Day
21-29 AZELLA (Tentavtive)
22-26Benchnark 3: 3rd -8th

Teacher Days 19
Student Days 19

7- No School Labor Day
28- Oct 2 Benchmark 1Testing 3rd – 8th
30 - 40th Day
30 – 1st Qtr.

Teacher Day 21
Student Days 21

SEPTEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4-5 P.T.C Early Dismissal 12:30p.m
5 – 3rd Qtr.
8-12 Spring Break
31 - No School Cesar Chavez

Teacher Days 17
Student Days 17

1-2 P.T.C Early Dismissal 12:30p.m
5-9 Fall Break No School

Teacher Days 17
Student Days 17

OCTOBER 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 – No School Good Friday
5 -15 AzM2 and Science (Tentative)

Teacher Days 21
Student Days 21

11 No School Veterans Day
25-27 Thanksgiving Break No School

Teacher Days 17
Student Days 17

NOVEMBER 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10-14 Galileo Post Test
26 – 4th Qtr.
26 – Last Day of School for Students
27 – Last day for Teachers

Teacher Days 19
Student Days 18

7 – 11 Benchmark 2: 3rd – 8th
15 – 2nd Qtr.
17-18 P.T.C Early Dismissal 12:30p.m

Teacher Days 14
Student Days 14

DECEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st Quarter 40days
2nd Quarter 45days
85days

3rd Quarter 45 days
4th Quarter 51 days
96 days

Note: Calendar will be subject to change if needed.

182 School Days
191 Teacher Days

△ 40th & 100th Day

Aims & AZ Merit Dates Tentative
Calendar approved

Safety and General Behavior Guidelines

Pupil Behavior Guidelines

Bicycles & Scooters: Students riding their bikes to school can park their bikes by the side of the cafeteria.
Roller skates/Rollerblades/Heelys: Any roller-skates, rollerblades, or shoes with wheels are not allowed on school grounds.
Skateboarding: Skateboarding is not allowed on school property.
Building Safety – Sign-In: All visitors, volunteers, substitute teachers MUST enter the campus through the main front office. All visitors, volunteers, substitute teachers MUST sign and wear a VISITOR/SUB Teacher pass during their stay on campus. All visitors, volunteers, substitute teachers MUST exit through the main front office, and MUST sign out and return your pass, prior to exiting the building.
Field Trips: Part of the educational program is the inclusion of field trips in the curriculum, when possible. Such trips are taken to enrich the child's classroom experience. All trips are correlated with the educational program and are carefully planned and supervised by the classroom teacher. There are often fees or other expenses. Scholarships are available, if necessary. Children are required to bring a signed permission slip to school prior to the day of the excursion
Safety Crossings: All Students and parents MUST use the cross walk. During student arrival and student dismissal, ALL students and parents must wait for the crosswalk attendant to assist them while using the cross walk.
Cell Phones: Students are not allowed to use cell phones between the 7:30 am to 2:45 pm. If students are found with cell phones in their possession, it will be confiscated.
Student Drop off and pick up: Students are not to be dropped off by parents, prior to 7:30 am. There ARE NO STAFF MEMBERS on duty prior to 7:30am. Students MUST be picked up no later than 3:00 pm, unless they are enrolled in the after-school program.
Early departure: parents must notify the front office by 1pm. Student may not leave between 2:30 to 2:45 pm.
Cars: We will NOT allow students to enter a car in the middle of the street. ALL CARS must pull over in a parking spot, or the parent pick up area. Cars may not block the school bus.
School Parking Lot and Driveway: There are two visitor parking areas at the front of the school. One is equipped with two handicap parking spots. Parents and visitors are NOT allowed to park in staff parking lot. There is absolutely no parking in the fire lanes.
Fire Drills and Lockdown Drills: Academia Del Pueblo takes safety very seriously. The entire school participates in a fire drill and lockdown drill every month. If there is an immediate threat, or hazard on or near the campus, the school will initiate a LOCKDOWN. A parent alert will be sent to parents notifying them of the lockdown. PLEASE DO NOT CALL THE SCHOOL OFFICE.

New COVID-19 – Safety Procedures

General

- Masks and face coverings mandatory for all students, staff, and visitors
- NO visitors allowed on campus.
- Visits with teachers by appointment ONLY
- Student and staff wellness questionaire

LUNCH

- Wash stations
- Additional cafeteria benches
- 3 students per table. MS- 2 students per table
- Mark the benches with 6ft
- Spread out benches in café
- No PE in the gym during lunch
- After school – SUSPENDED UNTIL FURTHER NOTICE

TRANSPORTATION

- 2 student per seat capacity
- Hand sanitizers on each bus
- Students wear masks and face coverings at all times

CLASSROOMS

- Sanitizer stations at door
- Temperature check with infrared thermometers
- Seats place in U shape
- Student backs against the walls
- Disinfecant wipes in every classroom
- Students clean down desks and devices at the end of each day
- No sharing equipment
- Teachers mandatory wear masks
- Teachers create line up procedures. 6 ft apart
- No more food allowed in classrooms for birthdays or celebrations
- Alarm/Alarm clock in each MS classroom set to same time
- PE – NO CONTACT sports
- PE – All indoor classes on stage. Health and Nutrition class

BEGINNING OF DAY PROCEDURES

- 7am students enter front office and head straight to the gym. NO WAITING in Front Office
- Gym will be set up for social distance seating.
- Students may go to Soccer field and playground for morning recess. Social distancing will be encouraged
- Playground equipment sprayed/disinfected after before and after use

LUNCH AND RECSS

- Lunch – students enter on staggered schedule. Longer lunch period to allow students to enter and leave gym safely
- One group at a time in the café
- K2- 10:30 to 11:00
- 3-5 – 11:05- 11:35
- MS A – 11:40– 12:20 (must accommodate for SPECIALS. Lunch and SPECIALS must be 40 mins long)
- MS B – 12:25 – 1:05 (must accommodate for SPECIALS. Lunch and SPECIALS must be 40 mins long)
- Recess: playground equipment cleaned after K2 recess

END OF DAY PROCEDURES

- Bus and walkers dismissed first
- All other students remain in classroom till names are called.
- Walkie talkie in each classroom
- All teachers on duty

SCHOOL WIDE GATHERINGS AND ASSEMBLIES

- Suspension of Awards Assemblies
- PTC – Virtual ONLY
- Suspension of Sports activities

Attendance

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, Academia Del Pueblo believes all students should be in school every day, unless there is a valid reason for an absence, such as those related to medical or religious absences.

Further, Academia Del Pueblo values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School staff will make every attempt to assist families in addressing attendance concerns. Arizona Revised Statutes 15-802 and 15-803, however, firmly place the responsibility for attendance on a child's parents/guardians. Arizona State Law (A.R.S. § 15-802 and 15-803) states that every person who has custody of a child between the ages of six and 16 years shall make sure the child attends school for the full-time school is in session.

Pursuant to A.R.S. §15-901(A)(1), "…excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported as unexcused. Statute does not prohibit the reenrollment of a student withdrawn after 10 consecutive unexcused absences. However, once a student crosses the 10% threshold, all absences shall be reported as unexcused.

Students are admitted to classroom at 7:40 a.m.

Tardiness: **Students are tardy after 8:00 a.m.** It is a disruption to the orderly beginning of the student's day, as well as that of classmates. **Please note: 5 tardies will equal one absence. Parents will need to stop by the school office to sign in the tardy book and for student to pick up a late pass. Students without a late pass will not be admitted to class.**
Excused Absence: Upon returning to school after an absence, each student is required to bring a written note, signed and dated, to the teacher stating the reason for the absence. The school accepts a written note, or a phone call from a parent. **PLEASE NOTE: parents MUST call to excuse the absence no MORE THAN ONE (1) WEEK after the absence.** Lawful absences established by state law (A.R.S 15-803.) are as follows:

- Death in the immediate family
- Illness of the student
- Court summons
- Hazardous weather conditions that would endanger the health or safety of the student when in transit to and from school
- Observance of a religious holiday
- State emergency
- Other emergency or circumstance that, in the judgment of the principal or designee, constitutes a good and sufficient cause for absence from school

If a student is absent 10% of the school days (excused or unexcused), the school may require a note from a medical professional before excusing any further absences, and may also file truancy petition with Maricopa County Juvenile Court.

The State's attendance laws now require all schools to:

1. Notify parents after the student's first unexcused absence.
2. Schedule a conference with parents after any second unexcused absence in a month.
3. File a petition in juvenile court after seven unexcused absences in a month or after 10 in a school year. If found in violation of the school attendance laws, parents, guardians, and/or students may be required by the courts to:
4. Pay $25.00 in fines for each day of unexcused absence from school.
5. Provide community service at the child's school.
6. Participate with the school and the child in a supervised plan for the child's attendance at school.
7. Attend a conference or conferences scheduled to analyze the cause of the child's absences.

Unexcused Absence: An absence will be classified as unexcused if a student is absent from class, assembly, or one or more periods of the school day, and such absence and/or the school was not notified by the student's parent(s)/guardian(s). An unexcused absence may become truancy.

Prearranged Absence: Students should bring a signed and dated note from home to the school office stating the reason for the absence. After receiving approval from the office, the student will take the prearranged absence slip to each of his/her teachers for signatures and then return the slip to the office. All work missed during the student's absence must be made up by the student.

Perfect Attendance: Awards for Perfect Attendance will be presented at the end of each quarter. Those students who strive for perfect attendance, whom are present every day of each quarter of the school, will be eligible for the attendance rewards at the end of each quarter.

Early Departures

The school day ends at 2:45 p.m. If you must pick up your child before this time, you will need to send a note to your child's teacher. If your child does not have a note, your child will be sent (on the bus or walking) to his/her normal after-school destination. A note indicating the time of departure also enables the student to arrange with teacher(s) to get class and homework assignments. Your child will be called to the office for early dismissal. The teacher will not release the student until notified by the office. All parents must go to the school office and sign the student out. No students are to be signed out (picked-up) between 2:30pm to-2:45p.m. Anyone picking up a student must be 18 years or older and their name has to be in our system giving them permission to sign-out a student.

Court Unified Truancy Suppression Program (CUTS)

The CUTS program, administered by the division of Community Services under the direction of the Maricopa County Juvenile Probation Department, is a diversion program designed for juveniles who commit a first or second truancy offences and are willing to take responsibility for their behavior. CUTS consist of a probation officer, school official, parent and student coming together to address truancy.

The school administration team holds the right to determine whether to refer a student to the CUTS program. Students can or will be referred to the CUTS program after 18 EXCUSED or UNEXEXCUSED absences.

Health and Medical Issues

Emergency Contacts: It is imperative that parents/guardians keep current email address, home, work, and emergency contact phone numbers on file with the school in the event that their child is injured or becomes ill. Only first aid is administered to an injured student.

Medications: Students are not to carry any medication to or from school. In the case of prescribed medicines that must be administered during the school day, there must be a written medication order from a licensed prescriber and a consent form (available from the school office) signed by the parent or guardian. The pharmacy should be asked to provide separate containers for school and home. For short-term prescriptions, the pharmacy label may be used in lieu of a licensed prescriber's order. Only the school office may give this medication to children. Please contact the school office for clarification on dispensing of medication in school if you have any questions. The school office is not responsible for dispensing medication.

Vision and Hearing: Children will receive an annual hearing and vision screening in certain grades according to state law and any student suspected of having a specific learning disability will be screened. In the event that special hearing or vision concerns are detected, notices are sent to parents.

Immunizations: Students admitted to Academia del Pueblo must submit proof of immunizations to the school office unless the student is exempt under A.R.S. section 15-873.

Head Lice (pediculosis)**:** Whenever parents or guardians detect head lice in their family, it is essential that the school office be alerted immediately, even if treatment has been undertaken already. This allows school personnel to alert all parents in the class, via a letter sent home. In this way, the spread of lice to others can be reduced. If a child has had lice, he/she may re-enter school only after being checked by a school personnel. The school sends home information about treatment procedures that must be carried out in the home environment (e.g. inspection of heads, treatment of clothing, linens, and personal items). Head lice are a common yearly occurrence in schools since they are so easily transmitted. Precautions taken early can limit the spread.

Participation in P.E Programs: The physical education program in the elementary school has, as its objective the physical, social-emotional, and intellectual development of children. Therefore, if a child is able to be in school, then he or she is expected to participate in school activities, including gym and recess. The only exception would be a written directive from the child's physician. If you have any questions, please call the school office at (602) 258-4353.

Birthday and class parties: Due to new social distancing guidelines, we will no longer allow visitors in the classroom for birthdays or class parties. In addition, NO OUTSIDE FOOD allowed.

Suicide and/or Mental Health Crisis
In the event of a student (s) in crisis, the proper staff will assist the student(s) in crisis and call the mental health crisis line. The parent(s) of the student in crisis will be notified.

Local Suicide and Crisis Phone Hotlines

- Maricopa County served by Mercy Care:
  1-800-631-1314 or **602-222-9444**
- Teen Life Line phone or text:
  602-248-TEEN (8336)

National 24-Hour Crisis Hotlines

- National Suicide Prevention Lifeline:
  1-800-273-TALK (8255)
- National Substance Use and Disorder Issues Referral and Treatment Hotline:
  1-800-662-HELP (4357)

Text

- Text the word "HOME" to 74174

Chronic Illness: If a child has a chronic illness, as such must be reported to the school. A student with a chronic illness, and will need to take an excessive amount of time off from school, must have a documented letter from a medical doctor. Please see the front office, for a copy of this form.

Enrollment, Registration and Placement

Registering a Student: To be enrolled for kindergarten in Academia del Pueblo, students must be five years of age by September 1 of the year in which they enter kindergarten. They must be six by September 1 to enter first grade. For any student to register, we need a birth certificate (or other proof of date of birth), updated immunization records, and copy of previous report card are required (1st to 7th grades - to show completion of a grade).
Student Placement: The goal of the school is to create well balanced class groupings by considering class size, balance of girls/boys, students' needs, academic performance, English Proficiency, learning styles, and peer relationships. Promotion and Retention**:** Grade level promotion will be based upon standards for each basic subject area as identified in the course of study. Recommendations for promotion or retention shall be consistent with the state academic standards and school approved curricula. Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it is to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level. (A.R.S. 15-521)

Home-to-School Connections & Communication

Communication between Staff and Parents/Guardians: Communication between school staff and families is of vital importance to children's education. If a parent or guardian wishes to speak with a teacher, he/she should send a note to the teacher or call the school (between 8:00 a.m. and 4:00 p.m.) to leave a message. Teachers will return messages as soon as possible.

Except in emergency or extenuating circumstances, writing or leaving a message is preferable to trying to speak with teachers at arrival or dismissal time, since teachers need to be attending to students as they start or end the school day. If there is information a teacher should be aware of (e.g. change in dismissal routine, an event or crisis at home that may be impacting a child), parents are encouraged to send in a note about the situation. Families may call the school by calling (602) 258-4353.

School Messenger and Absence Notification line: Families will receive school wide or classroom related messages via text or voice message. If your child is absent from school without a note or information from the parents, families will receive a text or voice message
Report Cards/Conferences: Progress reports are distributed by classroom teachers three times yearly for students in grade K-8, at parent teacher conferences. Final Report cards for students are given to parents/guardians at the end of the school year. It also includes special area grades such as physical education and computers.
Parent/Teacher Conferences: Academia Del Pueblo provides early release for parent-teacher conferences. Parent teacher conferences are scheduled via video conferencing.

Visiting Classrooms: *Visitors are NO LONGER allowed on campus. If a parent of guardian needs to speak to a teacher, an appointment must be made first.
Use of Office Phone: Students may use the phone in the front office to call home, when needed.

Student Awards Ceremonies

Awards Ceremony:
* Due to the suspension of large group gatherings, all student award presentations will be held in the classroom. It will up to the teacher's discretion to hold or not to hold those celebrations. No VISITORS ALLOWED on campus.

The Awards ceremony is held 1x per quarter. Our school's academic achievement goals are:

1. To recognize students who do excellent or above average work.
2. To provide incentives for students to try and achieve beyond their expected abilities.

The following grading scale may be used to determine "eligibility":

Principal's List: K-8th Grade
* All A's (Exceeds Expectations)

Honor Roll: K-8th Grade
* A's and B's (Meets and/or Exceeds Expectations)

Perfect Attendance:
* Must be present the total number of school days per quarter for entire day. Determined by school registrar.

Citizenship:
* Demonstrated outstanding character development during the quarter

Reading/Math achievement:
*Students earning the highest scores in their class for these subject areas

Most Improved:
*Student who has shown academic or social emotional growth.

Behavior Expectations

Positive Behavior at Academia del Pueblo

Restorative Justice – Restorative justice promotes a positive, orderly school environment. Students and all members of the school community can learn and practice self-discipline, empathy, and accountability. Restorative justice is an effective alternative to punitive responses to wrongdoing. Inspired by indigenous traditions, it brings together persons harmed with persons responsible for harm in a safe and respectful space, promoting dialogue, accountability, and a stronger sense of community. Restorative justice is a philosophical framework that can be applied in a variety of contexts -- the justice system, schools, families, communities, and others.

School Rules and Behavioral Expectations for Common Areas

	Be Safe	Be Respectful	Be Responsible
All Common Areas	☞ Walk facing forward ☞ Keep hands, feet, & objects to self ☞ Get adult help for accidents & spills ☞ Use all equipment & materials appropriately	☞ Use kind words & actions ☞ Wait for your turn ☞ Clean up after self ☞ Follow adults' directions	☞ Follow school rules ☞ Remind others to follow school rules ☞ Take proper care of all personal belongings & school equipment ☞ Be honest ☞ Follow game rules
Cafeteria	☞Wait in line patiently ☞ Sit with feet on floor, bottom on bench, & facing table. ☞ Enter and exit in an orderly manner	☞ Allow anyone to sit next to you ☞ Use quiet voices ☞ Clean up after yourself. ☞ Use good table manners. ☞ Follow adult directions	☞ Raise hand & wait to be excused ☞ Get all utensils, milk & condiments when 1st going through the line. ☞ Keep food in the cafeteria.
Playground/Recess	☞ Walk to & from the playground ☞ Wait for duty person to enter playground ☞ Stay within boundaries ☞ Food, candy, gum, & toys stay in class ☞ Be aware of activities/game around you ☞ No play fighting ☞ What is on the ground stays on the ground	☞ Play fairly ☞ Include everyone	☞ Use hall/bathroom pass for leaving the area
Passing Areas Halls, Breezeways Sidewalks	☞ Stay to the right ☞ Allow others to pass ☞ Walk slowly and safely. ☞ Avoid the yellow circles. ☞ Keep your feet on the ground. ☞ Hold on to athletic equipment.	☞ Hold the door open for the person behind you ☞ Use quiet voices ☞ Wait your turn at the water fountain.	☞ Stay on sidewalks ☞ Walk in a straight line
Bathrooms	☞ Keep feet on floor ☞ Keep water in the sink ☞ Use soap & water for washing hands ☞ Put towels in garbage can	☞ Knock on stall door ☞ Give people privacy ☞ Use quiet voices	☞ Flush toilet after use ☞ Return to room promptly ☞ Use a bathroom pass for using the area
Arrival & Dismissal Areas-(bike, racks, Parking lots, Entrances & exits)	☞ Use sidewalks & crosswalks ☞ Wait in designated areas	☞ 7:30-8:00 Arrivals use cafeteria (unless prior permission) ☞ Use front hall under over-hang for Dismissal	☞ Arrive on time ☞ Leave on time ☞ Get teacher permission to use the office phone.
Common Instructional Areas (library, computer lab, art, multi-purpose room, gymnasium, garden)	(See common areas)	☞ Use quiet voices	☞ Use hall pass for using the area

Special Events & Assemblies	☞ Wait for arrival & dismissal signal	☞ Use audience manners ☞ Sit on bottom	(See common areas)
Restricted Areas (workroom, Principal's office, main office, staff offices)	☞ Check in office before entering	☞ Knock before entering staff room ☞ Use quiet voices	☞ Use hall pass for using the area.
Classrooms	Each classroom will define their criteria for being safe, being respectful, and being responsible.		

Discipline Intervention Levels

Level 1	Level 2	Level 3	Level 4 – TBD by the Principal or Administration Team
1-2 Verbal Warnings	Teacher or classroom appropriate consequence	• Written Student Referral (by teacher) • Student sent to Front Office/Admin team. • Parent Call	• Suspension (long and short term) • Expulsion • *Restitution • Campus/Classroom reassignment • Conference • Behavior Contract • Removal from the Bus • Removal from Celebrations and/or Promotion Ceremonies • Depending on circumstances and severity of violation; may include any combination of expulsion, notification of authorities, alternative education placement • An asterisk (*) indicates that a police report and/or CPS report may be filed. • In addition, depending on the nature of incident, may be reported to CRISIS Intervention.

Parents/guardians may be responsible for a student's damage to, or theft of, school property.

Suspension Discipline Matrix

	K-2	3-5	MS
Minimum	½ Day to Full Day In School Suspension	1 Day In School Suspension	1 Day Out of School Suspension
Repeat	1-3 Days Out of School Suspension	3 to 5 Days Out of School Suspension	3 to 5 Days Out of School Suspension
Maximum	3-5 Days Out of School Suspension	Long Term Suspension	Long Term Suspension
Supreme/Last Resort	Expulsion	Expulsion	Expulsion

List of Offenses

Applies to ALL school settings/property, school-sponsored field trips and activities (on and off campus), and the school bus. Dependent upon the nature/extent of the behavior, the consequence will be based on the "Discipline Intervention Levels" chart and the "Suspension Discipline Matrix" detailed previously.

***Aggravated Assault** An assault (as defined below) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school staff member engaging in a school-related activity. (A.R.S. 13-1204)	***Alcohol** (Use/Possession/Distribution/Sale) Any intoxicating element. Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol on School property, at a School sponsored event, or on School-provided transportation.	***Arson** (Occupied/Unoccupied) Knowingly damaging a structure or property(either occupied or unoccupied) by causing a fire or explosion. (A.R.S. 13-1704, A.R.S. 13-1701)
***Assault** (1) Intentionally, knowingly or recklessly causing any physical injury to another person; (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. 13-1203)	**Bullying** Repeated acts over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical in form (i.e., pushing, hitting, kicking, spitting, stealing); verbal (i.e., making threats, taunting, teasing, name-calling); or psychological (i.e., social exclusion, spreading rumors, manipulating social relationships). Cyber-bullying includes bullying through the misuse of technology. (A.R.S. 13-1202)	**Cheating or Plagiarism** Includes the act of intentionally using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal and pass off the ideas or words of another as one's own
***Dangerous Instruments** (Use/Possession/Distribution/Sale) Includes items that are used, attempted or threatened to be used, and/or is readily capable of causing death or physical injury to any person. Dangerous instruments include, but are not limited to, air soft guns, B.B. guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser/stun gun, or tear gas. Sale or Distribution of Dangerous Instruments is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on School property, at a School-sponsored event, or on school-sponsored transportation. (A.R.S. 13-105.12)	***Defiance/Disrespect** Intentionally resisting or disregarding the authority of District personnel, or treating District personnel or any others with contempt or rudeness. Thisincludes, but is not limited to, the failure to respond to a reasonable request/follow directions, being disobedient or the refusal to identify self when requested to do so.	***Disorderly Conduct** Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment. (A.R.S. 13-2904)
Disruption Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences	**Dress Code** The act of non-compliance with the established student dress code guidelines.	***Drugs** (Use/Possession/Distribution/Sale) Includes the act of using, possessing and/or distributing chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances. Over-the-counter, non-prescription pharmaceuticals fall into this definition, unless the student has complied with the District's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a-like drug. The term "drugs" includes anything that looks like drugs or which is presented as drugs. Drug residue is also considered a "drug." Sale or Distribution of Drugs is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs on District property, at a District-sponsored event, or on District-provided transportation. Medical marijuana card holders may be subject to discipline if the student fails to comply with related laws and/or statutes. (A.R.S.13-3415)
***Drug/Tobacco Paraphernalia** (Use/Possession/Distribution/Sale) Includes any apparatus or equipment used, including anything that looks like apparatus or equipment used or that can be used, intended for use or designed for use in the act of smoking, injecting, ingesting, inhaling or otherwise introducing into the human body a drug. (Examples include, but are not limited to: rolling papers, pipes, electronic cigarette devices, matches and lighters.) Also includes anyitems which are used to store, package or maintain any drug or tobacco substances. If any such paraphernalia includes drug or tobacco residue, the residue will be considered a drug or tobacco pursuant to the definitions for each. Sale or Distribution of Paraphernalia is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event or on District-provided transportation. (A.R.S. 13-3415 F.1.)	**Electronic Devices** Includes cell phones, hand-held devices, media players or other electronic items. These items must not be displayed for use during the school day from 7:30am to 2:45pm, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource. Electronic Devices may not interfere with the learning, safety or well-being of others. The School is not responsible for the loss, damage and/or theft of any of these types of devices	***Endangerment** • **Possible report to CRISIS TEAM** Recklessly or intentionally creating, engaging in, encouraging or failing to report any potential unsafe, dangerous or hazardous situation. Endangerment can include a risk to the health, safety and welfareof students and staff. Endangerment can include riskof injury, harm and death. Consequences depend on the potential severity of the endangerment. Consequences depend on the direct or indirect involvement of the endangerment, including acting as an accessory. (A.R.S. 13-1201)
***Extortion** The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner, by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S.13-1804)	***Fighting** (with weapon/without weapon) Mutual participation in an incident involving physical violence, where there is no major injury	***Fire Alarm Misuse/ 911 Misuse** • Intentionally ringing fire alarm when there is no fire. • Intentionally calling 911 without any real threat or emergency.
Firearm (Use/Possession/Distribution/Sale) Any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes any handguns, pistol, revolver, rifle, shot gun. Any destructive device, which includes: any explosive, incendiary, or poison gas, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. Sale or Distribution of Firearms is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District- sponsored event, or on District-provided transportation. (A.R.S. 13-3111, A.R.S. 13-3101)	***Forgery/Falsification** The act of falsely or fraudulently marking or altering a document or a verbal, written or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying).	
***Gambling** Is to risk money or anything of value on the outcome of anything involving chance.	***Gang Activity** An activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or	***Harassment** The intentional behavior by a student or group of students that is disturbing or threatening to another individual or group of individuals.

	informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in negative group activity	Intentional behaviors that characterize harassment include, but are not limited to stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs graphics, and social media posts
***Hate/Bias Related Incidents** Any written, oral, physical or electronic communication that one could reasonably conclude was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Examples of bias/hate related incidents include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation.	**Hazing** Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, committed in connection with an initiation into an affiliation or membership in any organization, that is affiliated with an educational institution or when the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation	**Horseplay/Roughhousing/Recklessness** Includes rough, boisterous play or behavior.
***Indecent Exposure or Public Sexual Indecency** Includes, but is not limited to, exposing private areas, consensual participation in any sexual act involving physical contact, touching private areas, depantsing (pulling pants down or off), pulling at another's underclothing. (A.R.S.13-1402, A.R.S.13-1403)	**Instigation** Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Spreading rumors, harmful gossip, recording/videotaping, social media posting and use of language or gestures that may incite another person or other people to fight are also considered forms of instigation.	**Physical Aggression** The act of tussles, minor confrontations, pushing, shoving or other physical provocation.
***Robbery** (with weapon/without weapon) The taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent to either coerce surrender of property, or to prevent resistance to such person taking or retaining property.	**Sale/Distribution of Personal Property** The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property or services on District property, at a school or District-sponsored event or on District-provided transportation.	***Sexual Harassment** (No Contact) The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.
Sexual Harassment (with Contact) Sexual harassment with contact includes unwanted physical contact of non-sexual body parts.	**Tardy** The failure to be at a designated location at a specified time. This could include arriving to school late or leaving school early. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation.	***Technology Misuse/Computer Tampering** The failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility, including proxy use. Computer Tampering includes, altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network. See Electronic Information Systems (EIS) User Agreement. (A.R.S. 13-2316)
***Theft** (over $100/under $100) The taking of property that belongs to another without personal confrontation, threat, violence or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: The District is NOT responsible for the loss, theft or damage of ANY personal items brought to school, including but not limited to, musical instruments, radios, headphones, cell phones, iPods, iPads, (any and all electronic devices), bicycles, etc. Any loss, theft or damage to any personal items will not be covered by District liability insurance.	***Threat, Bomb** Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. (A.R.S. 13-2911)	***Threat, Chemical or Biological** Threatening to cause harm using dangerous chemicals or biological agents. (A.R.S. 13-2911)
***Weapons - Other** (Use/Possession/Distribution/Sale) Includes (but not limited to) a dagger, dirk, stiletto, knife with a blade at least 2.5 inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, nunchakus or any incendiary devices. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) a weapon on District property, at a school or District-sponsored event or on District- provided transportation. (A.R.S. 13-3101)	***Weapon – Simulated** (Use/Possession/Distribution/Sale) Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	***Verbal Abuse/Profanity/Obscenity to an Adult** The use of profanity, swearing or any derogatory language written or stated publicly to an adult. (A.R.S. § 15-507)
Vandalism/Destruction of Property (Personal/School) The willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.	***Unauthorized Absence/Truancy/Leaving Campus without Authorization** An unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to A.R.S. § 15-802. Also known as ditching or skipping class/school. Dysart schools are closed campuses which means that students must remain on the school campus, attend all assigned classes and lunch periods unless otherwise authorized by school administration.	***Trespass/Loiter** When a person enters upon, or in, school property without legal justification or without the implied or actual permission of the administration, or when a person is intentionally present on school grounds, after a reasonable request to leave, does not have any specific reason for being there, or does not have written permission to be there from anyone authorized to grant permission. (A.R.S. 13-2905)
Tobacco** (Use/Possession/Distribution/Sale) Includes use, possession of tobacco products of any kind (i.e., cigarettes, cigars, electronic cigarettes or other similar devices), as well as smokeless tobacco (i.e., dip, chew, snuff, twist). Tobacco residue/butts/etc. will also be considered tobacco under this definition. Sale or Distribution of Tobacco is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District- sponsored event, or on District-provided transportation. (A.R.S. 36-798.03) ***NOTE: Possession by any person of tobacco products on K-12 public, charter or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a criminal offense.	***Threatening/Intimidating Behavior** When a person indicates by word or conduct, the intent to cause physical injury or serious damage to a person or their property. Repeated acts of threatening, intimidating behavior shall be considered Bullying. This includes Death Threats. (A.R.S.13-1202)	

Due Process Procedures

When a student has been referred to an administrator for a violation of school regulations, the administrator will determine the nature of the violation and the resulting disciplinary action. The administrator then decides the consequence. ADP will inform the

parent in a timely manner of the consequence. Discipline consequences may include loss of privileges to participate in curricular and extracurricular activities, such as but not limited to, performances, field trips, socials, the California trip, and/ or short or long-term suspension. All complaints of student misconduct are treated with confidentiality in order to protect the privacy and interests of the students involved, including any student-reported allegation of wrongdoing. Personal information with respect to an incident of student misconduct will not be released to any third party or external agency unless required by law or with the express written consent of the student or the student's parent or legal guardian. In instances where the student's action has the potential to endanger his/her safety, the safety of others, or cause a severe disruption in the relationship with ADP and/or its partnerships, the issue may immediately be referred to a disciplinary hearing with a Hearing Officer designated by the Board of Directors, even if the student has not had a previous suspension.

Special Education – Individuals with Disabilities Education Act (IDEA)

Academia del Pueblo Special Education department oversees programming for students with disabilities and maintains compliance with the Individuals with Disabilities Education Act (IDEA). Academia Del Pueblo provides a free, appropriate, public education (FAPE) to students with disabilities in accordance with state and federal statutes and regulations.

To qualify as a student with a disability under IDEA, a child must be of school age, in need of specially-designed instruction, and must meet the eligibility criteria for one or more of the following physical or mental disabilities, as set forth in the Arizona Revised Statutes: autism; developmental delay; emotional disability; hearing impairment; other health impairment; specific learning disability; mild, moderate, or severe intellectual disability; multiple disabilities; multiple disabilities with severe sensory impairment; orthopedic impairment; speech/language; impairment; traumatic brain injury; and visual impairment. Academia Del Pueblo engages in identification procedures to ensure that eligible students receive FAPE, including special education and related services, individualized to meet student needs. To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include a review of data (cumulative records, enrollment records, health records, report cards, and achievement test scores), hearing and vision screenings, and speech/language screenings. Students who struggle academically or behaviorally may be referred to the school's Intervention Team for pre-referral interventions. When screening or pre-referral intervention results suggest that a student may have a disability, the school's special education team seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect their child may have a disability may request a multidisciplinary evaluation by submitting a request to the school psychologist or administration.

When a student is identified as eligible for special education, the school's Special Education Multidisciplinary Team will develop an Individualized Education Plan (IEP) in order to identify the student's needs for special education and related services. At least annually, the student's IEP will be reviewed and revised. At least triennially, the student will be re-evaluated to determine if he/she still meets the eligibility criteria as a student with a disability in need of specially designed instruction.
Academia Del Pueblo provides special education services to all eligible students in the Least Restrictive Environment and in alignment with their individual needs. Academia Del Pueblo provides specially designed instruction in academic and behavioral strategies, itinerant vision and hearing services, speech therapy services, occupational therapy services, physical therapy services, counseling services, and other required Related Services for the student to benefit from the special education program.

Procedural Safeguards:
Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards notice shall be given to the parent upon initial referral and at every annual IEP meeting. If a parent suspects their child of having a disability, birth – age 22, they should contact the administration.

FERPA (Family Educational Rights and Privacy Act): The Family Educational Rights and Privacy Act offer students certain rights with respect to their educational records. These rights include: 1. The rights to inspect and review the student's education record within 45 days of the request for access; 2.The right to request the amendment of the student's education record that the parent/guardian believes is inaccurate; 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent and 4. The right to file a complaint with the Department of Education.

Child Find
As a charter school, Academia Del Pueblo meets IDEA's Child Find obligations by identifying, locating and evaluating all children with disabilities who are in need of special education and related services within the enrolled population of the school.

Confidentiality of Student Records

Academia Del Pueblo maintains student records for all students, including students with disabilities. In order to release records or personally identifiable information, parental consent or consent of an eligible student who has reached the age of majority under state law must be obtained before any information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). Confidentiality of personally identifiable information is protected by Legacy Traditional School at the collection, storage, disclosure, and destruction stages. Destruction of any education records of a child with a disability is done in accordance with IDEA regulatory requirements. For more information or to file a complaint, contact the following agencies:

Curriculum

Academia del Pueblo is committed to providing the most current, rigorous, and relevant teaching materials that support every student's academic success.

Curriculum: Academia Del Pueblo has a comprehensive elementary school curriculum. All students receive instruction in the Language Arts (reading, speaking, spelling, writing, and handwriting), Mathematics, English, Science, Social Studies, Computer Education, and Physical Education.
Textbooks: Textbooks are furnished by the Academia del Pueblo to the students. However, in case of loss or badly damaged text books/workbooks/library books, the student will be required to pay for the books. A notice with the price of the lost or damaged text books/workbooks/library books will be sent home to you via your child.

Assessments:

- AzM2: Arizona assesses all students in grades 3 – 8 on the AzM2. This assessment is administered to students in the spring (see calendar for dates).
- AZELLA- Arizona State Assessment for English Language Learners.
- GALILEO ATI –Academia del Pueblo utilizes Galileo to measure student's progress on a quarterly basis.
- Classroom Assessments: The teacher conducts student evaluations on a daily/weekly basis. Evaluation is through the examination of student work, observations on student performance, and through more formal evaluations such as tests.

Care of Books: Any books or other educational materials issued to students must be returned in satisfactory condition. Academia del Pueblo states that no student may be advanced to a higher grade unless the pupil, in addition to receiving a passing grade, returns all borrowed books and materials to the appropriate person and/or reimburses the school for lost or damaged books or materials, or makes other satisfactory arrangements with the principal. All books taken home must be covered to ensure their good condition for the several years they will be in service. Please **do not** use tape, glue, or adhesive covers on the outside of the books. If glue or adhesive is present on the book, you will be charged the appropriate damage fee.
Care of iPads: All student iPads must be returned in satisfactory condition at the end of each shool day. iPads, must also be used for educational purposes ONLY. Students who misuse their iPads will receive a loss in iPad privileges.
Homework: The purpose of homework is to reinforce, supplement, and enrich work done in the classroom to promote competency in skills, and to help students to learn to manage time effectively. Please contact your child's teacher homework policy.
Purpose of Homework
To supplement and reinforce skills and work done in class.
To enrich the child's school experience.
To provide opportunities to use skills/knowledge learned in school in creative ways outside of school.
To promote individual responsibility.
To teach ability to budget time and organize one's materials.
To promote independent study and research skills.
To help children make up work lost through absence after appropriate instruction has been given in school.

For all students, reading aloud and/or independent reading is encouraged daily.

Cheating/Plagiarism

Students involved in any way in academic dishonesty could receive no credit for the assignment or test involved in the incident and parents will be contacted. A repeated incident of academic dishonesty in one (1) class can result in a failing grade in the class for the school year.

Supporting Programs

School wide Title I: Academia del Pueblo is a school wide Title I school in which systematic implementation of vision, priorities, school organization, and governing structure has taken place. Academia del Pueblo has unique history, strengths, traditions, and commitments. In this manner, our school community has reframed our educational program from the data collected on a school wide basis in order to implement changes that are needed.

TITLE 1 Parent Involvement Policy

Academia Del Pueblo agrees to implement the following statutory requirements:

- The school will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures are planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school will work to ensure that the required parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA that is reviewed annually with parents.
- The school will incorporate this parental involvement policy into its LEA plan developed under section 1112 of the ESEA. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities,
- and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the Title I Plan (or Title I School-wide Plan), developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school submits the plan to the State Department of Education and provide a rebuttal process or additional meetings,
- if requested.
- The school is governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:
    - Staff development and parent education opportunities.
    - Providing home support for their child's education.
    - Participating in school decision-making.

McKinney-Vento Homeless Assistance Act

Academia Del Pueblo complies with the Act and has developed policies and procedures to ensure that identified students receive an equal opportunity for education. All students are required to fill out a McKinney-Vento form upon enrollment. If the student's living arrangement is both temporary and the result of economic hardship, you may qualify for services under the McKinney-Vento Act. The purpose of this law is to provide academic stability for students of families in transition. You may want to talk with the Homeless Education Liaison if your family's temporary living arrangement is one of the following:

- You are living with friends or relatives, or moving from place to place because you cannot currently afford your own housing.
- You are living in a shelter or a motel.
- You are living in housing without water or electricity.
- You are living in a place not considered traditional housing, such as a car or a campground.

A student may also qualify as an "unaccompanied youth" if he or she is living with someone who is not a parent or guardian, or if he or she is moving from place to place without a parent or a guardian. Children who qualify under McKinney-Vento have the right to:

- Attend the school they were attending when their family was forced to move to a temporary address because of economic hardship, even if that school is in another school district. The choice must be a reasonable one that is in the best interest of the children involved. Contact the Homeless Education Liaison if you are not sure.
- Stay in this school for the duration of the school year if their families are forced to move to another temporary

address because of economic hardship.
- Receive assistance with transportation to attend school while they are in temporary housing
- Start school immediately while people at the school help families obtain school and immunization records or other documents necessary for enrollment.
- Enroll in school without having a permanent address.
- Participate in the same programs and services that other students participate in.
- Receive any applicable Title I services

Homeless Students: The term "homeless children and youth" means individuals who lack a fixed regular and adequate nighttime residence (A); and (B) includes—(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii). *The McKinney-Vento Homeless Assistance Act (Subtitle B—Education for Homeless Children and Youth), reauthorized in 2015, ensures educational rights and protections for children and youth experiencing homelessness*

Academia del Pueblo shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available. Assistance in enrollment, school selection, program participation, transportation services, shall be provided.

TITLE III

English Language Development (ELD): Students who are not proficient in English according to the AZELLA state test will receive ELD services. English Language Learners (ELL) will be assigned to either an ELD homeroom for their four hours of ELD Instruction, placed in a non-ELD classroom with ILLP (Individual Language Learner Plan), or placed in classrooms identified as reverse ILLP's. Flexible groupings will be utilized to meet specific needs of students based on their language levels. Classroom composition will depend on the number of students at each grade level. Outside of the four required hours, ELD students will receive content instruction in Math, Science, and Social Studies. The curriculum incorporates the State Board of Education Standards and is comparable in amount, scope, and quality to that provided to English proficient students.

Health

Food and Nutrition Program: Children spend 12 years of their youth in school developing minds, bodies, and attitudes in preparation for life. They spend six to seven hours daily in school, influenced daily by the experiences that shape lives and ultimately the future. The school food service program is an essential part of the total education provided to our students. Based on the premise that well-nourished students are better prepared to learn, the Food Service Department plays a vital role on the educational team of the school. During the school year, Academia del Pueblo Food Service department is:

* Providing breakfast and lunch to Academia del Pueblo students.
* Providing breakfast and lunch to Friendly House pre-school program.
* Available to answer nutrition-related questions.

For further information about any aspect of the food and nutrition program, you can contact the **School Office at (602) 258-4353.**

Transportation

We will have three buses bringing and dropping off students to school. Students are reminded that transportation to and from school is a service offered by the school and as such is a privilege that must not be abused. Suspension of transportation privileges will be executed in instances of continued disregard of rules and/or severe behavioral infractions while on the vehicle or at the designated stop. These rules pertain to all students involved in all bus activities, (i.e. to and from school, field trips) See attached rules and consequences for transportation privileges.

School Bus Video Camera Policy

1. **Purpose**
   The purpose of this policy is to safeguard student privacy while providing for their safety and security.

2. **General Statement of Policy**
   The Academia del Pueblo Advisory School Board recognizes the use of bus cameras on school busses as an important tool in the management of the security and safety of students and staff as an educational tool to enhance the performance of all bus staff. Student data privacy must be maintained in accordance with all federal and state statutes.

3. **School Buses**
   a. Academia del Pueblo utilize digital video recording equipment in all school buses for the security and safety of students and staff, as an educational tool to enhance the performance of all bus staff and for the purpose of monitoring the behavior of students. Video recordings are used to support the bus driver's referral reports and enforce the consequences of School Bus Safety Policy.

   b. Publication in the Academia del Pueblo student handbook listed under Bus Transportation & Safety shall serve as notification to students, parents/guardians and staff that digital video surveillance exists on all school busses and that those video recordings may be used in student disciplinary proceedings. This notification includes a copy of the school's policy on bus conduct. A signature page will be included as acknowledgment of receipt by parents and students. In addition, a prominent notice is placed in each bus stating "This bus is equipped with a video monitoring system. Your conversations and/or actions may be recorded."

   c. Video recordings will only be viewed by the school Principal (and/or designee), Transportation Manager (and/or designee), Assistant Principal (and/or designee), bus staff and/or other appropriate law enforcement agencies. Whenever a parent or guardian disputes or challenges a bus discipline report, and the parent's child was video recorded, it will be the responsibility of the school principal (and/or designee to review the recording).

   d. The video recording will be used by the principal to assist in determining whether or not the incident actually occurred and if so, the severity of the incident.

   e. Neither the parent nor guardian of the student that has been video recorded, nor the student will be allowed to be viewed the video recording in accordance with data privacy laws, unless the student is the only subject of the recording or the principal has obtained written permission from the parents/guardians of all other students on the video recording from them to be viewed. Upon written request the school district will provide a written summary of the recorded incident(s) of a student pictured on a video to the student's parents/guardians.

   f. The Transportation Manager will be responsible for the security of all bus digital video equipment and for the handling of video files. If there is a request by the principal to view a recording, the Transportation Manager will remove the digital hard drive from its recorder for safeguard until a meeting can be arranged.

   g. Videotape will be retained by the school's transportation department for a period of four (4) weeks, or until the conclusion of a disciplinary proceedings in which the video tape is used for evidence.

   h. Parents, staff or other entities have a maximum of two (2) weeks to bring forward any complaints requiring the viewing of recorded videotape.

Tax Credit Donations

Arizona law ARS 43-1089.01 enables taxpayers a tax credit contribution of up to $400.00 per calendar year if filing status is Married, filing Joint Return; $200.00 per calendar year if filing status is Single or Head of Household; and, $200.00 per calendar year if filing status is Married filing separate return — for contributions that fund extracurricular activities in public schools. A tax credit is a full refund, not a deduction.

Contributions eligible for a tax credit are donated directly to schools, not to the state or the school district. To participate, simply travel to the closest school site, write a check made out to your school of choice, fill out the proper paperwork, and a receipt will be issued for tax purposes. You can make your check out to: Academia del Pueblo a division of Friendly House, 201 E. Durango St., Phoenix, Az 85004. We thank you in advance for your contribution!

Student Representation

Student body representatives are elected from each classroom in grades 3rd – 8th. Student Council representatives are new each year, so more interested students have the opportunity for this experience. Members of the Student Council represent their

classmates, bringing up areas of concern, and participating in decision making with the principal related to a variety of issues and ideas.
The Student Council hopes to promote good citizenship, leadership opportunities, sharing student needs and opinions, and good communication throughout the school. The efforts of the Academia del Pueblo Student Council are directed toward promoting maximum school spirit throughout our school community.

Dress Code

The Uniform Dress Code is described below**: Boys/Girls**

Shirt Boys /Girls **K-5th**	* School shirt burgundy Polo. * Winter clothing: Solid color sweater. NO HOODIES.
Shirt Boys /Girls **6th- 8th**	* School Shirt Gray polo ****Winter clothing: Solid color sweater. NO HOODIES
Boys Pants/Shorts **K– 8th**	* Plain navy-blue pants or shorts (no jeans or sweat pants are allowed). * All shorts, pants must be of reasonable length, size, and hemmed. No Large or baggy pants allowed.
Girls Skirts **K -8th**	* Skirts must be of reasonable length, size, and hemmed. * All skirts and skorts must be Burgundy Plaid. * Skirts/Skorts finger-tip length, hands at the side and fully extended.
Belts	Black. Plain – no pictures or symbols.
Shoes Socks Kg- 8th	* Dark shoes. * Dark Socks. * No heelys, flip flops

Dress Down Days
Dress down days are a time for students to wear their favorite clothing from home. We celebrate that with them, but please be mindful of the rules on dress down days. These rules apply to both **boys and girls**:

- Jeans – no ripped jeans. **Or**, if student wears jeans with rips above the knees they must have leggings/tights underneath.
- Shorts/skirts/dresses- should not be above the length of their fingers.
- Shirts – must have sleeves. Must cover the entire torso. No spaghetti straps, off the shoulder.
- Shirts – No logos affiliated with drugs, gangs, nudity, violence.
- No caps or bandanas.
- Students dressed out of code will **receive a phone call home or a note** explaining why they are out of code.

If interested in purchasing a school uniform, please call the front office at (602) 258-4353. Our partner programs and the school offer scholarships to students who may not be able to purchase school uniforms.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
To file a program complaint of discrimination, complete the ***USDA Program Discrimination Complaint Form****, AD-3027, found online at* ***http://www.ascr.usda.gov/complaint_filing_cust.html****, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992 Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: Call: (202) 690-7442; or (3) email:* ***program.intake@usda.gov****.*
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