



ALA STUDENT HANDBOOK

2016 - 2017

STAY INFORMED. BECOME INVOLVED. JOIN OUR STUDENTS' JOURNEY.

WEBSITE: www.ala.srpmic-ed.org

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SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

ACCELERATED LEARNING ACADEMY

Welcome Letter

Dear Students and Parents,

On behalf of the entire staff of the Accelerated Learning Academy (ALA), we welcome you to one of the finest accelerated learning programs available. We are confident that the ALA provides students the highest quality learning experience. The ALA staff is dedicated to helping students reach their fullest potential as the future citizens of the Salt River Pima-Maricopa Indian Community. It is a tremendous responsibility entrusted to all of us and one that we take very seriously.

The ALA program includes a developmentally appropriate education curriculum, mental health services, and disability services as needed, social services for your child and family, as well as many opportunities for parent engagement. ALA activities are geared towards nurturing the growth and development of your student as well as preparing them for success in school and life.

Students must be here and on time each school day. At Salt River Pima-Maricopa Indian Community Schools, we value your education and we know you do too. *Every day, on time attendance* is a key to your success.

We hope you find this handbook informative and helpful and that it answers all your questions regarding the schedules, policies, and procedures. If you ever have any questions or concerns about the program, please feel free to speak with our knowledgeable staff or stop by the ALA-DOC-GED[®] Administrator's office.

Sincerely,

Mary Ann Wood
Alternative Sites[®] Administrator

TRUANCY ORDINANCE REQUIRES THAT STUDENTS ATTEND
SCHOOL BETWEEN AGES FIVE (5) THROUGH EIGHTEEN (18).
THE PRIMARY RESPONSIBILITY FOR ATTENDANCE RESTS
WITH THE STUDENT AND PARENT/GUARDIAN.
COMMUNITY LAW SRO-382-2011



Go Green and save resources, we are making all student *handbooks* *green*. Please make sure you read your handbook and all related bell schedules, policies, and procedures. If you ever have any questions or concerns about the program, please feel free to speak with our knowledgeable staff or stop by the ECEC Administrator's office.

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I. Vision Statement, Mission Statement, Substance Abuse Policy, Directory of Important Numbers

Vision Statement

Preparing today for lifelong learning

Mission Statement

Salt River Accelerated Learning Academy (ALA) is a credit recovery based alternative school designed to meet the needs of students ages 17-21 who desire a high school diploma. The ALA is committed to helping students gain the academic foundation and credits needed to obtain a high school diploma while empowering students with college and career readiness skills to lead successful lives as responsible and productive citizens of the Salt River Pima-Maricopa Indian Community.

Substance Abuse Policy

The SRP-MIC Education Board believes that the use, possession, or sale of illegal drugs presents an especially hazardous threat to the health, safety, and welfare of the school community. The Board further believes that it is incumbent upon the Community schools to take whatever legal means they can to reduce the use, abuse, sale and distribution of drugs among students. For information on the ALA's policies regarding drugs please see pages 19-20. Please also refer to the Education Board Policies include *Article 4 – Students Policy* at www.srpmic-ed.org.

Directory of Important Numbers

Main Office	480-362-2130
Fax.....	480-362-2159
Administrator.....	480-362-2132
Dean of Students	480-362-2134
Academic and Career Counselor.....	480-362-2133

II. Bell Schedule

Standard Schedule

Period	Salt River-ALA
1	8:00am-9:30am
2	9:30am-11:00am
3	11:00am-12:30pm
Lunch	12:30-1:00pm
4	1:00pm-2:30pm
5	2:30pm-4:00pm
6	4:00pm-5:30pm (Computer Lab only)
7	5:30pm-7:00pm (Computer Lab only)

Early Release/Intervention Schedule

Period	Salt River-ALA
1	8:00 AM-8:54 AM
2	8:54 AM-9:48 AM
3	9:48 AM-10:42AM
4	10:42AM-11:34AM
5	11:34AM-12:30PM

III. School Calendar

Please view the school calendar online at <http://ala.srpmic-ed.org/>

IV. Registration

A. Enrollment

SRALA office hours are 8am-5:30pm. The school is open from 8am-7pm. Students who wish to enroll must call (480) 362-2130 to inquire about picking up an application.

Accelerated Learning Academy applicants **must** be between the ages of 17 and 21 and **must** be (A) at least 8 credits behind their graduation cohort, or (B) 3 credits behind in math and science combined, or (C) are 5th year seniors and beyond.

To enroll in the Accelerated Learning Academy the following is required:

- 1) birth certificate
- 2) tribal enrollment (if applicable)
- 3) updated immunization records
- 4) transcript from previous school

You will also need to request documentation from the last school attended. These include:

- 1) official withdrawal documentation
- 2) official grade report / transcript
- 3) IEP or special education placement information

Upon submission of all these items, applicants will be added to the wait list and given an estimated time until enrollment. If there is no wait list, students will be notified of when they may start. Students needing placement testing prior to enrollment will be contacted by the school. Once students are notified that they may start school at the SRALA they have three days to enroll, attend orientation, and start school beginning once the student has received verbal contact clearing them to start. Should a student be unable to start, he or she must provide documentation regarding why he or she was unable to begin coursework at the ALA. Students who do not start may be required to move to the end of the wait list or sit out for one full quarter before reapplying.

During orientation, the Dean of Students and/or Academic and Career Counselor will meet with the student and guardian if the student is under the age of 18 to discuss the student contract rules in the Student Handbook. **All students and parents/legal guardians of students under the age of 18** will be required to sign the handbook policies agreement, a schedule, and a student contract that will address the following:

- Commitment to attend school regularly
- Schedule of classes
- Participation in Service Learning (Internships, College Coursework, Parenting Classes and/or Community Service)
- Student Behavior Expectations
- Credit Expectations (minimum of 2.0 full credits per quarter must be earned)

Students may not begin school until all documents are signed and turned into an ALA administrative team member. Students must comply with the criteria within their student contract each quarter in order to be eligible to attend the Salt River Accelerated Learning Academy the following quarter.

B. Request for Admission following Long Term Suspension, Expulsion

Readmission to the Salt River Accelerated Learning Academy after a long term suspension will be evaluated on a case by case basis by the Alternative Sites Administrator. Students applying for readmission are subject to the discretion of the Alternative Sites Administrator and students may be subject to any attendance, behavioral or prior disciplinary contracts during attendance within another academic year.

Student incidents for which the Salt River Police Department must be called may be subject to higher level disciplinary action. Students found in possession of weapons, drugs, alcohol or engaging in violence may need to appear before the Salt River Education Board and/or the Salt River Schools Assistant Superintendent prior to readmission.

C. Withdrawal

To withdraw, a student must report to the Dean of Students for instructions and procedures to follow.

Final clearance for withdrawal will be given when loaned books and other school property are returned and an Arizona Department of Education Official Notice of Pupil Withdrawal Form is recorded with the Dean of Students.

D. Student Identification Card

All students will be required to have a photo ID card issued by the school in their possession at all times while on campus and must present it at the request of any faculty or staff member. New students will be issued an ID by the ALA security staff upon completion of the mandatory 3 day orientation period. If a student's ID card is lost or stolen, a replacement ID must be obtained for \$3.00.

EMERGENCY CONTACTS & SCHOOL COMMUNICATION

Upon a student's enrollment in school, parents/guardians are asked to provide personal contact information as well as emergency contact information. At a minimum, parents/guardians are asked to provide the following information:

1. **Primary Household Phone (Required)**

This phone number serves as the initial and primary point of contact for all school communications.

2. **Primary Guardian Phone and E-Mail (Required)**

Contact information is used for school communications as well as for notification in the event of an emergency.

3. **Secondary Guardian Phone and E-Mail (Optional)**

Secondary Guardian contact information is used for school communications as well as notification in the event of an emergency.

4. **Two (2) Emergency Contacts (Required).**

Parents/guardians are asked to identify authorized persons to be contacted in the event of an emergency. Emergency contacts are authorized to pick up a student in the event a parent/guardian cannot be reached. This includes the individual's name, relationship and phone number.

Parents/guardians are responsible for ensuring this information is current and correct.

Parents/guardians will contact the school's front office immediately when this information is no longer valid.

E. Textbooks & Fees

SRALA does not charge for textbooks. However, students may be charged for loaned books or other materials/equipment that are lost or damaged. Students must pay fees for lost/damaged books, materials, and/or equipment before being permitted to enroll in the next quarter.

F. School Property Damage

No student shall damage or deface SRALA property. If school property is damaged, the consequences imposed for damaging school property will depend upon the level of damage and circumstances. Students may be subject to suspension for willful destruction of school property. Willful destruction, pursuant to this policy, shall be defined as when a student willingly or knowingly damages, defaces, or destroys school property (including loaner shirts). In cases in which a student engages in conduct that results in damage to school property, SRALA may notify the SRPMIC Police to pursue any available legal recourse.

V. Student Services

A. Health Services

SRALA does not have an on-site school nurse. In the event a student becomes ill or injured while at school the Dean of Students, Academic and Career Counselor or other Administrative Staff member will evaluate the student and notify the parents/guardians if necessary. In cases of medical emergencies, paramedics will be immediately notified.

When a student is ill and needs to go home: If the student is under the age of 18, a parent/guardian will be notified that their student is ill/injured and needs to go home. The student may be picked up by the parent/guardian or anyone listed on the emergency contact list. Picture identification, such as a driver's license, will be required when signing a student out of school. **Students who leave school because of illness without first reporting to the office will be considered truant.**

Students with documented health issues: Parents/Guardians of students under 18 or students over 18 should notify the school if a student has a medical problem (e.g., epilepsy, asthma, diabetes) at the time of registration.

Medication at school: It is the responsibility of the parent/guardian of students under 18 or students over 18 to transport medications between home and school. The parent/guardian or adult student will be required to fill out a Medication Administration Permission Form (available in the front office) before medications can be administered at school. Students may not carry medications on their person. Medications will be stored in the locked secured cabinet in the administrative office. Upon withdrawal from the program or completion of the program all medications will need to be picked up from the locked secured cabinet. Any medication not picked up within 10 days from the date of withdrawal will be disposed of by the ALA staff.

Physical Education activity excuses: When a student needs to be excused from physical education due to medical reasons, a doctor's note must be brought to the Front Office.

Students with a temperature of 100 degrees (F) should not come to school. Students with a temperature above 100 degrees (F) should not return to school until his/her temperature has returned to normal for 24 hours. It is the responsibility of the student to make up all work missed during the absence.

Students with contagious conditions: Students with a contagious illness may be excluded from school until the condition is treated and is no longer considered contagious. If a student becomes ill with a contagious disease, while at school, they will be sent home (see: When a student becomes ill or injured and needs to go home). Students may be asked to produce a doctor's note, indicating their release from medical care and permission to return to school.

B. Immunizations

All children entering school in Arizona are required to be immunized against diphtheria, tetanus, pertussis poliomyelitis, rubella (measles), rubella (German measles), mumps, Hepatitis B, and Varicella (7th -10th grades). No student will be permitted to enroll in school unless verifiable documentation of immunizations is presented at the time of enrollment. Exemptions from immunizations will be permitted for personal belief, or medical reasons. A parent/guardian or an adult student must certify in writing the reason(s) for the exemption. When certifying a medical exemption, a physician must sign the exemption request.

Exempted students will not be allowed to attend school during periods of disease outbreak for which they are not immunized, as determined by the state or the Community's health department.

Information on immunization schedules and clinics offering free immunizations can be obtained by calling the Public Health Nurse Office at (480) 362-7388.

C. Counseling

There is a Dean of Students and an Academic and Career Counselor available to assist all students throughout their years at SRALA. Help is provided to students in these areas:

- Class scheduling and fulfilling graduation expectations
- Making social adjustments

There is an Academic and Career Counselor available to assist all students by providing help in the following areas:

- Service Learning placement and fulfillment of hours
- Identification of careers, college, and/or other higher education institutions of interest
- Assistance in application to colleges, financial aid, and scholarships
- Career Planning
- Counseling
- Crisis Intervention
- Graduation Planning

D. Parking

Students are permitted to drive their own vehicle to school. Student Parking is located east of the school. All students that bring their own vehicle and experience any vandalism or theft shall bear the responsibility of any associated Costs. The SRALA does not assume responsibility for student vehicles brought onto school property.

E. Security

The SRALA maintains at least one security officer on campus to help ensure the safety of students, staff, and visitors.

- **SECURITY CHECKS**

Students are expected to comply with the dress code and other policies regarding safety and security. Daily, the Security Officer will complete regular cursory checks of compliance. Students who are found in violation will be directed to the office or Dean of Students and are subject to discipline. Students found to possess any illegal items or substances will be reported to the police.

F. Emergency Procedures

The most important priority is to ensure the safety of students and staff. Therefore, the schools and the surrounding education buildings will practice the fire drills, lockdown drills, bus evacuations and mass evacuations.

Emergency drills and evacuations are scheduled often to teach students the safest, quickest route out of the School building.

Every educational site must complete the following drills:

- Fire drill – one (1) per month
- Lockdown drill – one (1) per quarter (every 3 months)
- Bus Evacuation – one (1) per school year
- Mass Evacuation – Each site will rotate one (1) per school year
- Parent/ Legal Guardians are welcome to participate in these drills especially if you plan on participating in any school-sponsored field trips.
- Please support the School by reviewing or discussing the importance and seriousness of drills, evacuations and following the necessary procedures.

For more information regarding drills and evacuations, please refer to Article 4 – Students Policy which is located publicly at – www.srpmic-ed.org.

VI. School Attendance

Tribal law requires that students attend school through the age of eighteen (18). SRALA enforces a strict attendance policy in compliance with tribal ordinance. The primary responsibility for attendance rests with the **student and if under 18, also the parents/legal guardian**. Students are required to attend every class for which they are registered.

All students are expected to arrive on campus at their assigned scheduled time. Students who are going to be late/tardy in excess of 30 minutes will be restricted from leaving the campus for lunch the day the tardiness was witnessed and in advance the student shall notify the front office before 9am to advise of their tardiness.

Students who will be arriving onto campus after 10 am must notify the office before 9am, to notify of their late arrival. Failure to notify the office will result in the student not being able to attend school that day, if the student arrives after 10am.

The adult student, or parent of minor students, will need to call the ALA attendance line (480)-330-2391 before 9 am, to report an absence. If no one answers, a message can be left, as it has a 24-hour answering machine. The attendance line number does receive text messages, so a text regarding the absence and reasoning for it will also be accepted. Only calls to the front office secretary at this number will be considered. To excuse an absence, adult students or parents/guardians of minor students MUST call prior to or on the day (by 9 a.m.) of the absence to the ALA Office telephone number. An e-mail may also be sent to the ALA Secretary; however, the same time frame must be used.

- What is an *absence*?

Student attendance is taken by the teachers every 30 minutes. A student who misses 10 or more minutes during the 30 minute block is considered absent for the entire 30 minute block. Any student who has left campus without first signing out at the front office is also considered absent. All students shall be in class unless they are ill or otherwise excused.

- What is an *unexcused absence*?

If an adult student or parent/guardian of a minor student does not notify the SRALA receptionist that the student is absent for an excused reason, the student is then considered as having an unexcused absence. Any adult student who leaves campus without first signing out at the front office and notifying the front receptionist of the reason for being off-campus is considered as having an unexcused absence.

Excusable reasons for absences are:

- a. Student is ill
- b. (After 3 consecutive sick days, the student must produce a valid doctor's note prior to returning to their first class)
- c. Student has a medical/dental appointment that cannot be made before or after school
- d. Death in the immediate family
- e. Religious holiday
- f. Student is actively participating in a cultural/ceremonial/traditional event

The front office makes the final decision on whether or not a student's excuse is an excused or unexcused absence. Students are still responsible for completing all of their class work by the set class completion deadlines regardless if absences are excused or unexcused.

A. Adult Students & Attendance

Students 18 years and older are considered adult student learners. Adult students that attend SRALA are held accountable for all absences and are to abide by the same attendance standards as the minor students. All students are expected to arrive on campus at their assigned scheduled time, same as minor students. Students who do not adhere to the late/tardy contract and are late/tardy in excess of 30 minutes will not be eligible for open lunch policy.

B. Attendance Policy & Earning Credit

It is important that parents/guardians and students recognize the direct relationship between academic success and regular class attendance. For that reason, a student will be dropped when five consecutive unexcused absences or a combination of 9 excused and unexcused absences are reached during a quarter. Additionally, students whose attendance falls below 80% of their days enrolled may be placed on an Intervention Contract for attendance. Minor students who are dropped will be referred to truancy for follow-up services.

C. Truancy Intervention

In order to promote positive attendance at SRALA, all students are expected to arrive on campus at their assigned scheduled time. Students who do not adhere to the late/tardy contract and are late/tardy in excess of 30 minutes will not be eligible for open lunch policy in addition, attendance is taken and recorded every 30 minutes. If a student is struggling with their attendance, the administration will meet with the student to discuss the circumstances of the observed truant behaviors and attempt to find a joint resolution to the truancy behaviors. If the student is a minor, the parents/guardians will be notified and asked to meet as well. Students are expected to maintain at least an 80% attendance rate. Students who fall below the 80% attendance rate and has reached at least 3 unexcused absences will be notified that they are in danger of being dropped and may be placed on an Intervention Plan to help the student maintain good attendance. Students who reach their 5th unexcused absence or 9 excused/unexcused absences will be dropped and referred to truancy for follow up, if under the age of 18.

D. Homework

Homework is an important part of a total education. The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences, as well as, teaching responsibility.

Therefore, students should assume the major responsibility for:

- Understanding the assignment before leaving every class
- Turning in all assignments by the due date
- Asking the teacher for assistance if unable to accurately complete homework assignments

Tests and Quizzes for each class must be taken on campus in the assigned teacher's classroom.

E. Homework Requests during Absences

When requesting homework during a student's absence, please call the front desk at 362-2130. Parents/guardians are requested to allow adequate notice for preparation of homework material. Homework may be picked up the following day after 4 p.m.

VII. School Procedures

A. Open Campus

SRALA is a modified open campus. Only students in good standing and students that have not been tardy that day by 30 minutes may be eligible for open lunch policy, and must sign out and in. Students, regardless of age, must comply with the lunch procedures. Good standing relates to a student's ABCs: Attendance, Behavior, and Course Completion. Students under the age of 18 who violate the open campus policy are subject to disciplinary actions. Each student's ABC's will be reviewed every two weeks to determine eligibility for leaving campus during lunchtime. Parents/Legal Guardians that do not want their student leaving campus during lunch time may submit a written denial of open campus to the office. The denial will stand until the parent withdraws the submission or the student turns 18. Students over the age of 18 are permitted to sign themselves out for the day if they are leaving at a different scheduled end time. Students who are under 18 may not leave campus for the day at an alternate time unless a parent or authorized person has come and signed for their release.

B. Visitors

For the safety of students, as well as the staff, the Front Office must be aware of everyone's identity and location on the SRALA campus. This includes visitors. A visitor is anyone who is not a current ALA student, ALA school faculty or ALA staff member entering the SRALA campus for school business. **All visitors must check in at the Front Office before they are permitted to enter any classroom or school grounds.**

C. Telephone Usage

Office personnel will not disrupt class to deliver messages to students. Only in cases of extreme emergency will a student message be delivered or a student called from class.

Cellular phones are not allowed to hinder the instructional process. If a teacher or staff member observes a student neglecting his/her academic studies, due to the overuse of a cellular phone for calling or texting, the student will be asked to turn their phone into the front office. Student refusal or further phone issues may result in further disciplinary actions.

D. Internet Use

All classroom computers are equipped with Internet access. Every effort has been made to filter inappropriate information. However, students accessing the Internet have the ultimate responsibility to regulate themselves and to follow the rules and regulations governing computer usage/Internet access. Parents/guardians and students over the age of 18 will be required to sign a document agreeing to this condition and stating their understanding of it before the student may access the Internet. Use of Internet for activities not related to ALA coursework may result in the loss of ALA computer privileges.

E. Student Records & Confidentiality

Parents/Guardians and students over the age of 18 may request access to their student's school records. School employees observe confidentiality of student records, and family privacy rights are carefully protected under FERPA and other applicable laws and policies.

SRALA complies with both the Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA), federal laws that protect the privacy of student medical and education records. Parents and students have specific, protected rights regarding the release of records and information. Students who are 18 years of age or older will complete a release of records form designating people who may have access to their education records. Education records or information will not be released to people not designated on the form.

G. Assigned Classrooms

Students are to remain in the classroom for the entire class period. Students who wish to work in another room must first gain the permission of their teacher.

H. Lost & Found

Salt River Accelerated Learning Academy (ALA) and their employees are not responsible for lost or stolen property. Lost and found items will be kept at the front office.

I. Hats & Other Headwear

No inappropriate or distracting hats or headwear may be worn at the SRALA. Baseball hats are permitted but must comply with all dress code regulations. No other headwear may be worn; this includes bandanas, hairnets, knit stocking caps and do-rags. Any student wearing prohibited headwear or hats will be asked to remove their headwear and leave it at the front office, until the end of the student's regularly scheduled school day. The student may pick up their headwear at the end of their school day. Any student who refuses to remove their headwear and leave it at the office until the end of the day will be subject to disciplinary action.

Chains, spikes, etc. are **NOT** to be worn at school. The same discipline procedure, as described above, will be enforced for these items as well.

J. Regulated Items

The following items will be regulated during school hours:

- Backpacks and purses must comply with the tribal gang clothing ordinance and not denote gang affiliation, drug or alcohol use, or other inappropriate symbols or activities. All backpacks, purses and other like items are subject to search.
- Electronic Devices such as Cell Phones cannot disrupt the learning environment. Cellular phone usage (making calls or text messaging) is strongly discouraged in the classroom. Students must keep such items packed away during classroom hours, if a teacher directs the student to do so. Students who are disrupting class will also be asked to put the cell phone away. Failure to follow the staff's request with the cellular phone is subject to disciplinary action.
- Music players are permitted at the teacher's discretion. If not permitted, students are to keep items packed away and items will be subject to further disciplinary action.

VIII. Academics

A. Enrollment & Orientation Procedures

Upon being notified that a student is able to begin at the ALA, the student will have up to 3 days to arrive on campus and begin their 3-day orientation. Failure to arrive on campus within that 3 day window will result in the student losing his or her enrollment opportunity and having to wait one additional quarter before being eligible to go back onto the wait list.

Students arriving on campus to begin their orientation will report to the front office to meet with the Dean of Students, Academic and Career Counselor or Alternative Sites Administrator. If the student is a minor, the parent/guardian will need to be present with the student during the first day, to ensure that all documents have been signed, all questions addressed and transportation and scheduling issues fully discussed. Each student will complete a 3-day probationary period before becoming officially enrolled at the ALA. During the probationary period, the student will be required to maintain 100% attendance and demonstrate acceptable compliance with all ALA Attendance, Behavioral, and Credit completion expectations. Upon successful completion of the probationary period, the student will become officially enrolled. Failure to complete the probationary period will result in the student being placed back on the wait list after sitting out a full quarter. During the first 2 weeks of any student's enrollment, the ALA will NOT issue any letters of verification of

enrollment for any purposes. Students will be directed to have outside agencies contact the Dean of Students.

Students transitioning from Salt River Department of Corrections (DOC)

Students who meet the eligibility requirements to attend the ALA can transition from the Salt River Department of Corrections (DOC) provided they perform the following:

Arrive at the ALA with 2 work days of their release.

Have a parent/guardian complete the ALA application and submit all required documentation.

Provide their last three (3) weekly DOC progress reports from the ALA school in DOC that demonstrates that the student was passing all classes and had a positive attitude.

If the student meets all the above criteria, then the student will begin the orientation process. The student will follow the same orientation process as a student who is newly enrolling at the ALA campus.

If the student successfully completes the orientation, the student will remain enrolled with the ALA.

If the student does not complete the orientation, the student will be withdrawn as of the last day of attendance at the DOC school site and the student will be required to sit out a least one full quarter before being able to reapply.

Upon completion of the three day orientation, new students will meet with the Dean of Students to review academic tools, methods and strategies to ensure that the student is prepared for success at the ALA.

Academic success meetings lead by the Dean of Students will occur in groups including all new students who began with the previous 30 days. Academic success meetings will occur on the third Thursday of each month for one class period (1.5 hours).

B. Progress Reports

Students receive information about their progress halfway through the quarter, via written documentation and teacher conversations. Teachers who have concerns about minor student progress will contact parents via telephone or email to notify their student's current status. Teachers who have concerns about adult student progress will contact the adult students directly about their current status.

C. Grade Reports

Credits are awarded on a quarterly basis in increments of ½ credits.

Grade reports are hand-delivered to all students. Additionally, all grade reports are mailed to the adult students and to the parents/guardians of minor students at the end of each grading quarter. Quarter grades indicate the letter grade and credit earned. Parents/Guardians and students over the age of 18 should receive notifications by mail, as follows:

- 1st Quarter
- 2nd Quarter
- 3rd Quarter
- 4th Quarter

D. GRADUATION REQUIREMENTS

A minimum of twenty-three (23) credits must be successfully completed to graduate from SRALA. All students are required to successfully complete the following:

English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Fine Arts/Practical Arts	1 credit
Physical Education	1 credits
Electives	6 credits
TOTAL REQUIRED	22 credits

Additionally, students must take the Reading, Writing, and Mathematics sections of the AzMerit (Arizona's Statewide Achievement Assessment for English Language Arts and Mathematics).

SERVICE LEARNING

All ALA students must successfully pass a service learning class each full quarter of enrollment until they are 2 credits from graduation completion. Students are expected to fulfill a minimum of 45 hours of service learning and complete all corresponding course work. Students will be awarded elective credit for each 45 hours of completion with corresponding coursework. Students who do not successfully complete the class requirements each quarter will dropped and unable to reenroll for one full quarter.

CCP – College and Career Programming

The ALA offers students the opportunity to participate in College and Career Programming while finishing their high school requirements. The ALA will pay associated costs for the courses. The student will be responsible for informing the school of the fees and providing the ALA with any associated receipts within 10 calendar of payment. The ALA will offer students the opportunity to voluntarily enroll in College and Career

Programming during the 2016-2017 academic year. Students entering the ALA with less than 12.0 credits will be expected to participate in a CCP class prior to graduation. These training courses are designed to provide high quality training from professionals in the field, while also providing community college credits and/or a certification upon completion of the designated program. The requirements for entry into and maintaining enrollment in each career training program is different, so this must be considered by the student prior to beginning the college and career programming. Information about each programming option will be discussed with each student upon enrollment and scheduling

Application, Enrollment requirements and interviews for the career tracks will occur by the ALA Academic and Career Counselor. It should be noted that upon successful completion of certain career tracks, students may be eligible for full-time employment within the community. Additional career tracks may become available.

EXCEPTIONAL STUDENT SERVICES (ESS):

All ESS students will need to indicate their participation in ESS services on their registration form and advise the Dean of Students at the time of enrollment of their participation in ESS programming. The campus has limited ability to meet the needs of certain ESS categories, and therefore the ALA staff will need to evaluate whether or not the applying student needs can be met. A copy of the student's most recent Individual Education Plan (IEP) will need to be brought in at the time of enrollment. All ESS students are required to complete the course of study as prescribed in their Individual Education Plan (IEP).

D. Commencement

Students will receive a Letter of Completion upon completing all requirements to earn their high school diploma. High School Diplomas will be issued on or after the date of commencement ceremonies for all graduating students from that academic year. Commencement ceremonies and other senior/graduation activities will take place as deemed appropriate by the Education Division.

IX. Activities

SRALA does not offer any extra-curricular activities. SRALA students are not permitted to participate in any Salt River District extra-curricular activities. This includes, but is not limited to, high school sports, band, chorus, school clubs, trips, field trips, student homecoming activities, and prom.

ALA students who are in good standing at the ALA and meet the CAI eligibility requirements regarding age and grade level may participate in a sport with the approval of the ALA Administrator, the Salt River High School Principal and the Salt River Education Board. Students who are given permission to participate with sign a contract with Salt River High School (SRHS) agreeing to abide by SRHS athletic and school policies while on SRHS campus and participating in any sporting activity or event off campus for the duration of the sport.

X. Transportation

SRALA does not provide bus transportation to and from school for students. During registration methods of transportation will be discussed. Students are required to provide their own transportation including paying for transit passes.

XI. Policies & Procedures Relating to Students

Students Policy and Rights – Article IV

The Education Board approved policies can be located on the Education Division's public website – www.srpmic-ed.org. Please refer to the SRS Student Conduct and Discipline Handbook located at www.srpmic-ed.org.

Dress Code

Approved attire consists of the following:

- Clothes that reflect appropriate dress for the student learning environment
- Student clothing must be clean, not tattered.
- Salt River Schools' athletic hats may be worn during the season in which the sport is played, but not in the classroom.

Prohibited clothing, grooming and other items including but not be limited to:

- Any item that may be determined as gang related. Gang clothing means anything displaying gang insignias, monikers, color patterns, bandannas, hats, jewelry, clothing, belts, or any other clothing or personal property with gang significance.
 - Examples include but may not be limited to:
 - Any clothes with Insane Clown Posse (ICP), Wu Tang, and Odd Future Logos and memorial shirts may not be worn, and/or
 - Any red or blue colored hair, shoes, shoe laces, clothing, and nails, and/or
 - T-shirts that are shades of red and blue, and any other colors or items as determined by designated district personnel.
- Any item that may interfere with the educational process.
- Any item that may be determined as inappropriate in a school setting.
- Clothes that are immodest or revealing, such as see-through clothing, spaghetti straps, short shorts or short skirts.
- Long, hanging chains and/or spike jewelry.

Student Disciplinary Consequences:

The following steps will be taken to address students found with these items or wear the above clothing:

1. The items will be immediately confiscated or a dress code-compliant shirt or shorts will be issued.
2. On the first and/or subsequent offenses, the offense will follow the guidelines indicated within Student Conduct & Discipline Handbook.

Certain offenses may also be a violation of local or state law. Therefore, law enforcement authorities may be notified and may take action separate and in addition to any action taken by the school.

X. Student Conduct & Discipline

Please refer to the SRS Student Conduct and Discipline Handbook located at www.srpmic-ed.org.

Students withdrawn due to student contract violations are not considered a suspension or an expulsion and thus due process rights are exempt under these terms.



SALT RIVER
ACCELERATED LEARNING ACADEMY

SCHOOL YEAR 2016-2017

Student/Parent Acknowledgement

Please complete this form and return to the front office.

This is to certify that I, _____ (Print student first & last name) can access this 2016-2017 Accelerated Learning Academy Student/Parent Handbook online at www.srpmic-ed.org. I also acknowledge that if I want a copy of the handbook printed then I will make that request by calling the front office (480-362-2130).

I also understand that I must comply with the Education Board approved policies, including Article 4 – Students. I understand that all Education Board Policies are available on the public website www.srpmic-ed.org

I have read and understand the SRPMIC Tribal Attendance Policies; Salt River Community Code, Article III- Incurrible Acts.

My student and/or I understand the policies and realize they must be obeyed at all times. We also understand that certain consequences will occur when the policies are not followed.

Student Signature

Date

Parent Guardian Signature (if under 18 years old)

Date



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

ACCELERATED LEARNING ACADEMY

Digital/Non-Digital Student Image (likeness) & Voice Release Form

I _____ (Print student first & last name) give my consent for the reproduction of my voice and / or likeness, without regard to said reproduction being digital or non-digital, for purposes related to business conducted by the SRPMIC Education Division. Uses will include but may not be limited to the following: images and / or video content used for the Education Division Community School(s) web site(s) or approved social media sites, yearbook photography, posters and content related to school promotion or broadcast(s) both internal and external including news outlets; as approved, where necessary, by Education Division Leadership.

Reproduction of my voice and / or likeness shall not be used with or without my name for any other purpose whatsoever without my express written consent.

I acknowledge that the Salt River Pima-Maricopa Indian Community is the owner of all rights and copyrights in and related to the reproduction thereof. All digital and non-digital copies or originals shall constitute the property of the owner solely and completely.

The EDUCATION DIVISION shall have the right to retain and maintain the property (as identified herein) subject to the direction of the Community or an authorized representative thereof, in order to protect or safeguard such property on behalf of the Salt River Pima-Maricopa Indian Community.

I understand that I shall receive no compensation for my appearance and participation.

I represent that I am (Check one):

☐ 18 years of age, or older, and have the right to enter into this agreement.

☐ Under 18 years of age and my parent or guardian has consented to my execution of this release by signing below.

Student Signature

Date

Parent/Guardian Signature (*if under 18 years old*)

Date



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Technology Acceptable Use Agreement for Student(s) and Parent(s)

1. Introduction:

Electronic information resources are available to students and parents, who are assigned a resource access account. These resources included, but are not limited to the following items, access to electronic devices, Internet access and access to various Education Division related resources. Our goal in providing resource access to students and parents is to promote educational excellence by facilitating resource use, innovation, communication and acceptable use.

2. Terms and Conditions of this Acceptable Use Agreement:

The student and/or parent signature at the end of this Acceptable Use Agreement is legally binding. The signature also indicates the student and/or parent has carefully read and understands the terms and conditions of appropriate use and thereby agrees to abide.

- a) **Acceptable Use:** Acceptable use means that student and/or parent uses the Education Division provided resources and connectivity to third party resources, such as the internet, in an appropriate manner, abiding by the rules and regulations as described in this agreement.
- b) **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of resources provided by the Education Division may result in disciplinary action (including but not limited to suspension of account privileges or possible expulsion), and/or referral to legal authorities. Education Division Administration, Site Leaders, and/or the Education Division Information Technology Department, may limit, suspend or revoke access to electronic resource access at any time.
- c) **Resource Access Etiquette:** Each student and/or parent is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:
 - **Be polite.** Never send or encourage others to send abusive messages. Use appropriate language. (Items that are written, sent, or received on an isolated terminal have the potential to be viewed globally.)
 - **Use electronic communications appropriately.** There shall be no sales, advertisements or solicitations, chain letters, etc. are allowed. Communication is not guaranteed to be private. Anyone making use of Education Division's technology resources has potential access to a variety of communications based systems. Activities relating to or in support of illegal or inappropriate activities are considered a violation of this agreement and therefore must be reported to the

Education Division Administration, Appropriate Education Division Site Leader(s) and / or the Education Division Information Technology Department.

- **Tolerance.** There is zero tolerance for the act(s) of bullying, sending or receiving explicit materials, sending or receiving explicit messages, copyright infringement, representing another's work as one's own work or disruption of the Education Division Technology resources.
- d) **Unacceptable Network Use:** Transmission or intentional receipt of any inappropriate material or material in violation of law, Community or Education Division policy is strictly prohibited. This includes, but is not limited to: material protected by federal law; copyrighted material; threatening or obscene material; material protected by trade secrets; commercial activities by for-profit institutions; use of product advertisement or political lobbying, including lobbying for public office; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language or images of any type. Illegal or inappropriate activities, including games, use of the technology resources in any way that would disrupt use by others, or activities of any kind that do not conform to the rules, regulations and policies of the SRPMIC Education Division, are forbidden. It is unacceptable to participate in any activity such as the exchange of information or graphics sent or received that include/suggest sexting, pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement.
- e) **Transportation of Community Information:** No student and/or parent may duplicate any portion of Community owned, stored or held electronic information for the purpose of transportation beyond SRPMIC Community property without proper permission from the Education Division Administration and permission from SRPMIC and /or Office of General Counsel via written/electronic communication or contract. Exemptions do apply to student and/or parent work that falls under activities or assignments related to completion of school work, commonly referred to as "homework assignments".
- f) **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy any electronic data, property of the Education Division or of any other Community owner assets. Vandalism also includes, but is not limited to abusive overloading of data on the server, intentional uploading, downloading or creation of computer viruses, spyware, malware or other malicious software. Any engagement in vandalism constitutes unacceptable use and will subject the student and/or parent to appropriate disciplinary action.
- g) **Security:** Securing SRPMIC Education Resources is a high priority. You understand and agree that you shall not attempt to use any other resource access account, beyond your assigned account, local or remote to access any system(s), device(s) or resource(s) while accessing the SRPMIC Education network(s). Any security concern shall be reported to Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department, no later than 24 after the observed occurrence. SRPMIC Education Division makes reasonable effort to comply with CIPA and other regulations for filtering internet based content which may be available to students or parents. However, in the event students and/or parent are able to access dangerous or inappropriate material, students and/or

parents must take responsibility for their own safety by exercising safe browsing and by reporting any inappropriate content he/she finds to the Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department no later than 24 after the observed occurrence.

- h) **Privacy:** It is required that students and/or parents not reveal personal information which may not be limited to; however, does include the following: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to information of organizations including but not limited to the SRPMIC Community and the SRPMIC Education Division. It is understood that all communications, internet browsing and data accessed or created are subject to review, monitoring and auditing. Also, should I choose to “publish” on the Internet, I will make certain I have obtained at a minimum proper permission from the Education Division Administration and possibly may also be required to acquire permission from the SRPMIC Community, SRPMIC Education Board and / or Office of General Counsel, where applicable.

3. Student and/or Parent Signature of Agreement:

Rules of conduct are described in this “*Salt River Pima-Maricopa Indian Community Schools Technology Acceptable Use Agreement for Student(s) and Parent(s)*” apply when making use of SRPMIC Education Technology resources. This applies to but is not limited to usage while located at Community facilities or Education Division Community schools or while remotely accessing the Community School Resources. I understand any violations of the above provisions will result in the loss of my user resource access account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of technology resources to the appropriate persons mentioned in this document.

I have read this Acceptable Use Agreement and understand that all electronic communications, internet browsing and data accessed or created while using Education Division issued electronic devices or while using Education Division Networks are subject to review, monitoring, logging and auditing. I hereby agree to comply with the above described conditions of this entire document.

Student Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date

Rev
7.8.2014

Annual Notification to Parents/Guardians regarding Confidentiality of Student Educational Records

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Arizona Department of Education
Exceptional Student Services
1535 West Jefferson Street
Phoenix, Arizona 85007

Please sign the handbook acknowledgement page that you have read and understand the above; by doing so you agree that you have received the annual notification as designated by law.

Student Information Release Authorization

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), Accelerated Learning Academy is prohibited from providing certain information from your student records to a third party, such as information on grades, IEP, assessments, financial needs, health records, historical records, demographics, academics (including progress, graduation, and/or Teachers), and other student record information. This restriction applies, but is not limited to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the Accelerated Learning Academy permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The Accelerated Learning Academy does not automatically send information to a third party.

NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student records. Your authorization to release information expires after 1 year from date of submission; however, you may revoke your authorization at any time by sending a written request.

I, the student, acknowledge the information listed above and agree to the terms of the Student Information Release Authorization.

(Signature of Student - REQUIRED)

DATE

STUDENT INFORMATION

Name: _____
(Last) (First) (M.I.)

Date of Birth: _____ Phone Number: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Security Question When the person named below is asked to authenticate his/her identity by providing at least one personal security question answer. You, the student, should choose at least one personal security question and provide it to your third party contact.

Elementary School: _____

First Pet: _____

Mother's Maiden Name: _____

INFORMATION MAY BE RELEASED TO THE FOLLOWING PERSON (PARTY)

Name: _____
(Last) (First) (M.I.)

Email Address: _____

Phone Number: _____ Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Relationship to Student: _____

A picture ID must be presented by the individual authorized to view this student's records.

CHECK ONE OR MORE BOXES BELOW TO GRANT AUTHORIZATION

- ☐ All educational records
- ☐ Application data, eligibility, and/or academic progress
- ☐ Assessments, financial need, health records, historical records, demographics, academics (including progress, graduation, and/or Teachers).
- ☐ IEP
- ☐ Student Conduct This Release Form does not pertain to DRS students.
- ☐ Other student records specify: _____.