

**PUBLIC ACADEMY FOR PERFORMING ARTS (PAPA)
PARENT/STUDENT HANDBOOK
2019-2020**



PAPA VISION

The Public Academy for Performing Arts will be a small, supportive educational community where students achieve high academic standards and pursue excellence in the performing arts.

MISSION STATEMENT

The Public Academy for Performing Arts is a public charter school that integrates a rigorous college preparatory curriculum with the performing arts and prepares students to pursue their passions and talents.



From the Desk of the Executive Director

Dear Parents/Guardians,

Thank you for selecting the Public Academy for Performing Arts as the school of choice for your child! The staff of PAPA strives to provide the best opportunities for your child's academic success while developing talent and interest in the arts.

Please review the following pages carefully with your child. Our guidelines are designed to provide a safe, secure and orderly school environment in which your child can reach his/her ultimate potential. In no way can we predict every situation nor reflect every possible decision in one short document. Therefore, the PAPA administration and Governing Council reserves the right to make decisions and revise the document as needed.

If you have any policy questions or concerns after reading the handbook, please call or e-mail me (830-3128 or mchavez@paparts.org). If you would like to review PAPA policies, a complete PAPA Governing Council Policy Manual is available for review in the school office. Policies are also updated regularly and posted on the school website (www.paparts.org).

The PAPA vision and mission are quite lofty! A college preparation curriculum and the pursuit of excellence in the arts takes a focus on learning (not just grades), dedication, consistency, encouragement, patience, and motivation. I encourage you to be involved in your child's education on a daily basis. You can start by making sure your child attends school on time, checking PowerSchool for grades/assignment completion/attendance, engaging with teachers, and checking your child's homework. Other ways to be involved include attending and volunteering for school events, becoming an active PTSO member, volunteering for the School Advisory Council, assisting the Performing Arts Academy Foundation and attending meetings. Our efforts will be successful when they are an extension of the base you construct at home.

Thank you for your commitment to PAPA! We look forward to working with you to make 2019-20 the best year ever!!

Sincerely,

A handwritten signature in black ink that reads "Melanie Dunn-Chavez". The signature is written in a cursive, flowing style.

Melanie Dunn-Chavez



PUBLIC ACADEMY FOR PERFORMING ARTS COMMUNITY EXPECTATIONS

Following are the expectations of the PAPA Community - administration, teachers, support staff, parents, and students. It is our belief that if these expectations are met, students will achieve their greatest success.

ADMINISTRATION

1. Be present and available to staff, students, and parents.
2. Provide opportunities for professional development for staff.
3. Provide leadership and support for challenging education/student management issues.
4. Help staff, students and the school community meet professional and academic goals.
5. Create a welcoming environment for staff, students, and parents.

TEACHERS

1. Help make PAPA a positive, engaging place that is academically challenging with stellar performing arts.
2. Be organized, consistent, flexible, and reflect over practice/lessons.
3. Mentor students and encourage them to meet high expectations.
4. Provide differentiated instruction to meet the needs of all learning styles.
5. Encourage student responsibility.
6. Keep parents informed, and respond to their communications.
7. Be available to students.
8. Share appropriate student information with appropriate staff members.

SUPPORT STAFF

1. Always act in a polite, professional manner.
2. Maintain confidentiality.
3. Help the school run smoothly and efficiently.
4. Communicate, cooperate, and exhibit flexibility.

PARENTS

1. Bring your child to school on time (well fed, with adequate sleep, and with appropriate school supplies).
2. Help your child with Homework, utilizing on-line resources (Powerschool, Edmodo, KahnAcademy.org, Google Docs, coachdigital.com, classflow), and provide time and an appropriate study space.
3. Hold your child accountable with high expectations for academic and artistic excellence - do not enable them.
4. Establish a positive relationship with staff and students – Volunteer!
5. Stress the importance of responsibility to your child.
6. Communicate with your child's teachers.

STUDENTS

1. Come to school on time, prepared for each class.
2. Hold yourself accountable and act responsibly.
3. Exhibit self-motivation and take ownership of your education.
4. Demonstrate behavior appropriate to succeed.
5. Respect others' right to learn.
6. Advocate for yourself – Ask questions.
7. Help each other succeed (mentoring, tutoring...).

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Public Academy for Performing Arts

2019-2020 School Calendar

July 2019						
Su	M	Tu	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			

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August 2019						
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25	26	27	28	29	30	31

16

September 2019						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
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29	30					

19

October 2019						
Su	M	Tu	W	Th	F	S
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21

November 2019						
Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30

14

December 2019						
Su	M	Tu	W	Th	F	S
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29	30	31				

14

January 2020						
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26	27	28	29	30	31	

18

February 2020						
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23	24	25	26	27	28	29

19

March 2020						
Su	M	Tu	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

19

April 2020						
Su	M	Tu	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

18

May 2020						
Su	M	Tu	W	Th	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10

June 2020						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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School Closed/ Holidays



First and Last Day of School 8/12 & 5/15



Registration



Dance Tech/PT Conferences/Student Support



Teacher In-Service Day (no school students)



½ Day – End of Semester & Graduation 5/8

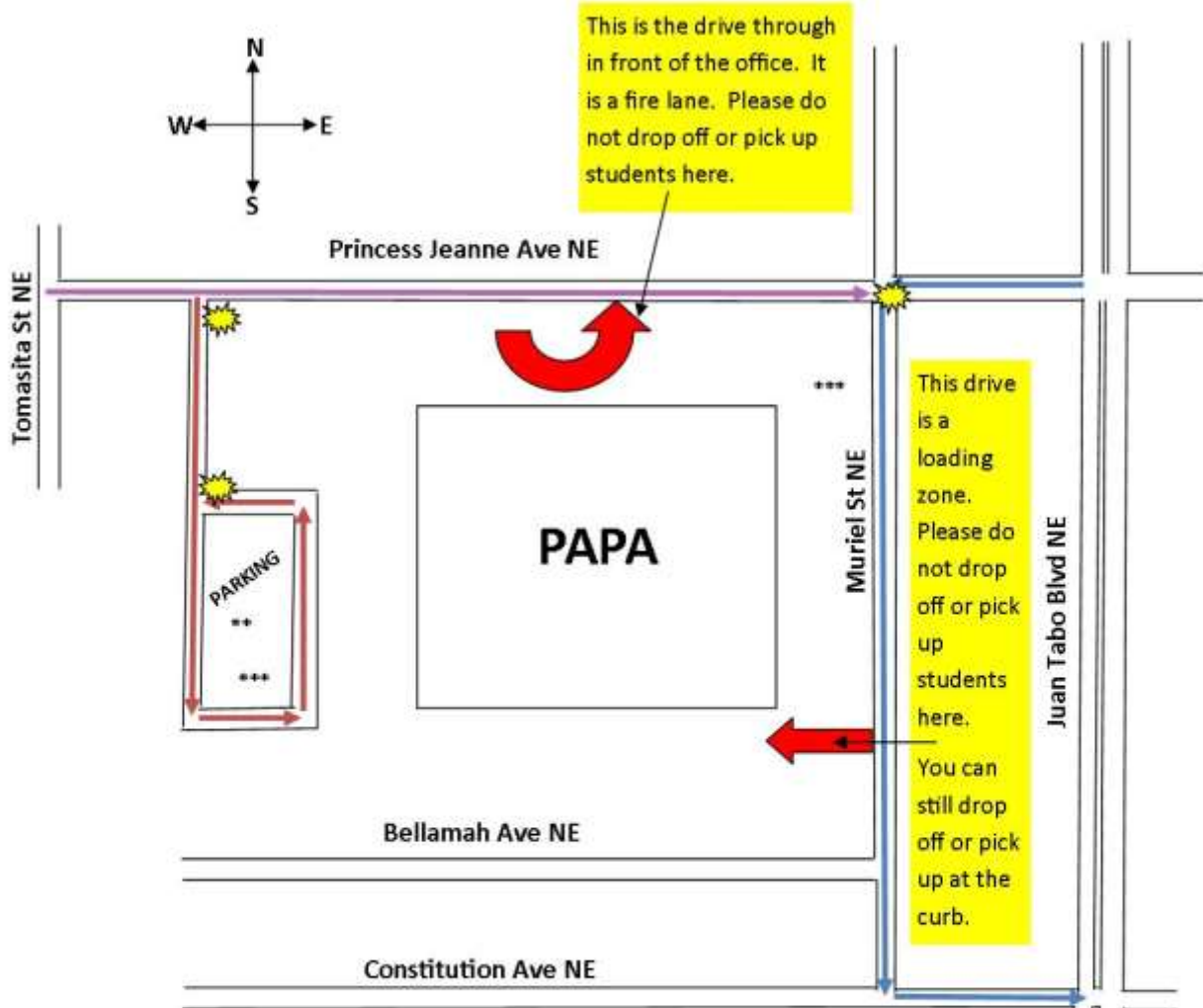


New Student Jump Start Day 8/9 & Orientation Day for 2020-2021 students 4/9



Make-up Days if Necessary

**PUBLIC ACADEMY FOR PERFORMING ARTS
DROP-OFF AND PICK-UP OPTIONS**



Drop-off and Pick-up Options:

- ➔ Enter the West lot from Princess Jeanne and follow the loop. This will probably be the most congested as traffic can enter from East or West.
- ➡ From Juan Tabo, take Princess Jeanne West to Muriel South. Drop off students anywhere along Muriel, and take Constitution back to Juan Tabo.
- ➡ From Tomasita, take Princess Jeanne East. Drop off students anywhere along Princess Jeanne, and continue East.

☀ **CAUTION!! Bottleneck areas!**

PLEASE NOTE: THERE ARE NO CROSSING GUARDS. PLEASE ACT WITH COURTESY, AND DO NOT SPEED. OUR STUDENTS' SAFETY IS THE #1 PRIORITY!

**PARENTS AND STUDENTS PARK IN THE WEST LOT.

***SENIORS MAY USE WEST AND EAST LOT.

PHYSICAL PRESENCE

CLASS BELL SCHEDULE

PERIOD	TIME
First Bell	7:55
1	8:00-8:54
2	8:58-9:58 (+Announcements)
3	10:02-10:56
4	11:00-11:54
HS 5	11:58-12:52
MS LUNCH	11:54-12:24 (Closed Campus)
MS 5	12:28-1:22
HS LUNCH	12:52-1:22 (Closed Campus)
6	1:26-2:20
7	2:24-3:18
8 (Not open to all students)	3:22-4:16

SCHOOL CLOSING

Local radio and television stations post APS delays and school closings. PAPA will follow APS' lead with school closings. Papa will close if APS delays. Keep in mind that PAPA is not included in East Mountain Schools. Any days needed to be made up, will be added at the end of the school year. If a student lives within the boundaries of another district, parents have the discretion to follow that district's weather-related schedule changes. Parents need to call the attendance line (830-3128 ext. 5) to report a weather-related absence by 9:00a.m., and the student must make up all work missed.

PARENT OFFICE ASSISTANCE

PAPA's office is open for your assistance from 7:30a.m. – 4:30p.m. Please call the office at 505-830-3128 to set up conferences, report student absences, etc. The registrar is available 8:00-3:00p.m. to provide official records assistance. If you need to reach your child during school hours, office staff will be happy to relay messages or hold items in the front office for student pick-up. Please note that students are not allowed to use their phones during class time for personal business, including phone calls/text from parents. If you have an urgent situation that requires you to contact your child, please call the office.

NOTICE OF NON-DISCRIMINATION

The Public Academy for Performing Arts does not discriminate on the basis of race, religion, gender, age, national origin, sexual orientation, gender identity or disability in any of its educational programs, school-sponsored activities or employment practices. Inquiries regarding compliance with Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, or Section 501 of the Rehabilitation Act of 1973 may be directed to the office of the executive director.

SCHOOL HOURS

School is in session from 7:55a.m. until 3:18p.m with a 4:16pm release for late classes. Faculty members are on campus from 7:45a.m. until 3:18p.m. There is no supervision before or after those times. The administration office is open 7:30a.m.- 4:30p.m. The building will be locked up at 4:30pm. Please do not leave your child on campus unattended. APD or APS police will be called to take care of students left unattended after school hours.

REGISTRATION

Pre-registration for current PAPA students is held each spring for the following school year. High school credits are analyzed and Student Individual Learning Plans and Next Step Plans are created or reviewed for each student. Students also receive academic/career/college advisement and request elective courses for the following year. Parent involvement in this process is crucial for student success. Parents have an opportunity to attend meetings at certain grade levels, meet during parent/teacher conferences, and review/approve their child's registration.

Potential students who did not go through the lottery process may be added to the waiting list if they are a student in good standing at their current school and provide a current transcript/attendance record.

Siblings of current PAPA students and children of staff are given admission preference. Siblings and children of staff must still go through the lottery process. They will be awarded a position based on availability and placement in the lottery drawing. However, if the current PAPA student withdraws prior to the 40th day of the school year, the sibling(s) also lose their position.

Students entering high school after being home schooled will receive credit for courses earned under an accredited, home school correspondence course approved by New Mexico Public Education Department (NMPED). A verifiable transcript from the organization is required.

PAPA will not admit a student who has been expelled from another school. PAPA will not admit students that do not provide required documentation including shot records or medical exemption and verified birth certificate.

WITHDRAWAL

Withdrawal of a student from PAPA will be handled through the registrar's office. Parents are requested to call the registrar's office a week in advance of withdrawal. School records will be provided after the withdrawing student returns all books and school property, pays fines/fees, cleans out his/her locker and obtains current grades from all teachers.

SCHEDULES AND FEES

Students will have an opportunity to pick up schedules and make any necessary changes before the school year begins. Once the schedule is set, student class/activity fees will be assessed and paid. Any further schedule changes will occur only through the approval of the executive director. Fees will not be reimbursed if a schedule is changed, but may be assessed if a class is added.

STUDENT PARKING AND CLOSED CAMPUS

Students must obtain a parking pass at the beginning of each year through the school office in order to park on campus. Once a student arrives at school, he/she may not leave without school permission until the end of the school day. Permission must be obtained through the school office by parent check-out, a verifiable parent note, or a parent phone call to school personnel if the student needs to leave during the school day. The only exception is lunch. PAPA is a closed campus. Students are not allowed to check themselves out for lunch. If a parent wants a student to leave during lunch, he/she has to come to the office and sign the student out. The age of 18 has no bearing on the closed campus rule.

VISITORS

Parents are welcome and encouraged to visit the school. They must check in at the office before visiting any other part of the campus. We generally do not allow friends and other relatives to visit as this is an educational disruption. There are certain times during the year that PAPA hosts Open House where families and potential students may visit the school. A Non-PAPA Student Guest Form must be completed, verified, and approved in order for an out of school guest to attend any high school dances. The guest must be a current high school student in good standing. All exceptions must be approved by and arranged through the executive director. Compliance with school rules and respectful behavior of visitors is required at all times. Any visitor who does not comply may be banned from the school campus and all performances/activities for a timeframe determined through Governing Council policy.

ATTENDANCE

PAPA is a school of choice where attendance is critical in order for a student to be successful. Therefore, when the choice is made to attend PAPA, the choice is made to follow the New Mexico Compulsory School Attendance Law requiring that all students be in attendance while school is in session. School begins at 7:55a.m. Traffic is not generally an excusable reason for tardiness. As a “commuter school” parents and students need to adjust their time for travel if there is difficulty arriving by the start time. Illness involves fever, diarrhea, vomiting, etc. These are reasons to miss school. If your child is not experiencing this type of issue, there is no reason to claim an illness.

Parents can monitor student attendance through the Power School system. Parents and students will receive a Power School user name and password during registration in July.

In the event of a necessary absence, parents are required to call the school and leave a message on the attendance line by 8:00a.m. **(505) 830-3128, ext. 5** or e-mail the attendance account at **attendance@paparts.org**. If it is not possible to give prior notice by phone or e-mail, the parent/guardian must provide the school office with a written explanation of the absence upon the students return to school. If this does not occur, the absence will be considered unexcused. A doctor/dentist note or court document must be provided to the school attendance clerk as soon as the student returns in order to excuse such absences. Excused absences may include doctor/dentist appointments, court appearance, religious reasons, illness, family emergency, and bereavement. Excessive absence (particularly for parent call-ins for illness without medical documentation) may require the approval of the executive director to excuse future absences.

School-sponsored activities are considered excused, and no parent phone call is necessary. Participation in some school-sponsored extra-curricular activities require a behavior, attendance, and/or grade check showing the student is in good standing.

All absences are closely monitored at PAPA. An attempt will be made to investigate unexplained absences. However, attendance is the responsibility of parents and students. Providing documentation to excuse absences is the responsibility of parents and students. All documentation must be provided within 3 days of the absence. Excessive, unexcused absences may be reported to the appropriate state agencies for possible parent prosecution.

COMPULSORY ATTENDANCE PROCEDURES

Three unexcused absences: When a child has accumulated three unexcused absences, contact will be made with the family to address the concern.

Five unexcused absences: When a child has accumulated five unexcused absences, school personnel will arrange a meeting at the school with the parent or legal guardian to discuss the unexcused absences. A strategic plan will be put in place.

Seven unexcused absences: When a child has accumulated seven unexcused absences, school personnel will arrange a second meeting at the school with the parent or legal guardian to review the strategic plan and discuss the impact of truancy on the future of a child. At this time, your child may enter into an attendance contract requiring him or her to attend school regularly or other consequences may be applied (i.e., removal from PAPA to attend the child's home school in the case of transportation issues).

Ten unexcused absences: If a student has accumulated an equivalent of ten or more unexcused absences within a school year, the parent shall be given written notice by personal service or certified mail that the student is a habitual truant and is not in compliance with the Compulsory Attendance School Law. At that time, the student shall be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy.

If a student is having an issue with attendance AND behavior, the process may be sped up to involve a strict contract that will result in punitive consequences with possible long-term suspension or expulsion.

Non-compliance with the Compulsory School Attendance Law may result in up to \$500 in fines and/or a prison term up to six months for the parent. Students may lose driving privileges or delay the acquisition of a driver's license. Excessive absences may result in loss of high school credit due to insufficient, required class time.

GRADES CONNECTED TO ATTENDANCE

In order to gain the full benefit of instruction, students must participate in class. Therefore, students will be given a weekly participation grade in all core classes (math, English, science, social studies). Students who are in class and participate will earn all of the possible points for that week. For each unexcused absence, students will lose points. The participation grade is worth 10% of a student's course grade each quarter. Performing arts classes currently have participation grades that may exceed 10%.

NON-PAPA PERFORMING ARTS-RELATED ABSENCES AND OTHER EXTRA-CURRICULAR ACTIVITIES

Extra-curricular student activities not connected with the school have to receive approval from administration (executive director and assistant principal) prior to the absence (i.e., sports/cheer, dance competitions, theater, etc.) at least one week prior to the absence. Appropriate documentation for the event along with the **absence request form** is available on the school website or in the office. Students must submit the form and supporting documents at the time the request is made. Supporting documents include verification of the event listing the student's name and the days absent and/or game schedule. The student must also provide the name and contact information of his/her director, dance studio, agent, coach, or manager. Out of town events may require further documentation.

Extra-curricular absences are not unlimited in the amount of absences that will be excused. The administration may limit approval of out-of-school extra-curricular absences for the following reasons: poor school attendance, poor academic performance, not following the process for approval, and

behavioral issues. If a student chooses to be absent without approval, the absence will be considered unexcused and will be treated as any other according to the New Mexico Compulsory School Attendance Law, '22-12-9 NMSA 1978'.

Students who miss school for non-PAPA extra-curricular activity must make up all missed assignments following the 1 day for each day absent rule stated below.

ABSENCES FROM PERFORMING ARTS CLASSES

Since PAPA is a performing arts school, attendance is critical in all performing arts classes, particularly prior to a performance. Absences affect the entire class. Students may not miss a performing arts class within two weeks of a performance unless there is a verifiable medical or other emergency excuse (verification in the form of a medical note/court order, etc.). If a student misses class/rehearsal within 2 weeks of a performance, consequences may include a failing grade and/or removal from the performance. Excessive unexcused absences (3 or more in any quarter) may result in removal from the performance and a failing grade. Students are required to attend school the day of the show and all dress/tech rehearsals in order to perform. Students who do not attend school the day after a performance will receive an unexcused absence. PAPA's goal is to have students work toward the standards of professional artists.

MAKE-UP WORK/CREDIT DUE TO ABSENCES

Generally, students have 1 day for each excused day absent in order to make up missed assignments. Make-up work is work assigned when a student is absent. If an assignment is due the day a student is absent, the assignment is due the day he/she returns. It is the responsibility of students to request make-up work.

If an absence is unexcused, the student has no right to receive credit for make-up work. A teacher may require the student to make up the work, so the student doesn't fall behind in skills, but is not required to give the student a grade. Make-up work for unexcused absences is at the discretion of the teacher.

Excessive absences of 10 or more may result in a loss of credit for high school students. Loss of credit may require students to repeat a course at the expense of parents and/or delay graduation.

ACADEMICS

Students will be successful at PAPA when they engage in the academic environment, complete homework, and study after school. They must come to school prepared (homework finished, materials ready, well-rested and fed). This commitment must be encouraged and monitored by parents. We ask that parents be pro-active in communicating with teachers, checking grades, and taking a daily interest in their child's homework and class work. Parents should expect homework daily. If this does not occur, parents are encouraged to contact teachers and find out why.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Educational records of current and past students will only be released as governed by FERPA. This Federal law provides parents of students under age 18 and students 18 and older with the right to inspect and review education records. Students 18 or older may choose not to allow parents access to their school records.

ACADEMIC SUCCESS

Students must earn a 60% or higher semester grade in a class in order to “pass”. PAPA may require a middle school student to repeat a grade or class if he/she fails all or most academic subject area classes. Students may also be required to take an academic tutoring or study hall class in lieu of arts electives if he/she is performing below academic standards.

Lack of homework completion will negatively affect grades, knowledge, and skills. Students who are failing courses due to incomplete coursework may be assigned to receive student support during lunch. Once the work is caught up and/or the student has a verified passing grade, he/she will be excused from detention.

One-half credit is awarded at the high school level for each semester grade of 60% or higher. High school students will be classified based on the number of credits earned and are required to make up graduation required courses at a cost to the student (if necessary). High school students are classified accordingly by credits earned: Freshman 0-5; Sophomore 6-12; Junior 13-18; Senior 19 and above. When a student earns the credits needed for graduation, he/she will graduate. Students will not participate in the graduation ceremony unless all credits have been earned and verified.

Students are not encouraged to graduate early. Instead they are encouraged to take challenging dual enrollment, AP, or honors classes. An early graduation program must be arranged through the school academic transition specialist and approved by the executive director and the student’s parents.

GRADUATION REQUIREMENTS FOR HIGH SCHOOL

High School credit requirements for graduation are determined by the New Mexico Public Education Department (NMPED) and the PAPA Governing Council. Students must meet the course requirements described below to receive a diploma and pass state required assessments or meet the requirements of an Alternative Demonstration of Competency (ADC) approved by NMPED or PAPA Governing Council.

GRADUATION REQUIREMENTS
<p>24.5 units to include:</p> <ul style="list-style-type: none">· 4 units English· 4 units math (one unit = or > than algebra 2)· 3 units science (2 w/lab)· 3.5 units social science, including United States history and geography, world history and geography and government and economics, and 0.5 unit New Mexico history· 0.5 unit health· 1 unit physical education· 1 unit career cluster, workplace readiness or language other than English· 7.5 units electives <p><i>One of the above units must be honors, Advanced Placement, dual credit, or distance learning.</i></p> <p>For a New Mexico Diploma of Excellence, students must meet the proficiency cut scores in designated reading, writing, math, science, and history exams determined by the New Mexico Public Education Department (NMPED).</p>

COURSE OFFERINGS

All academic courses at PAPA are geared toward college preparation. The benefits of PAPA’s performing arts focus include the cultivation of a love of the arts, development of skills and talents, improved academic achievement, positive social and emotional development, enhanced civic

engagement, and the provision of equitable opportunity for all students. PAPA offers courses in traditional and advanced academics, multiple foreign languages, Advanced Placement and Honors English, and numerous arts options, each at different skill levels. In addition, PAPA also promotes dual enrollment with CNM or UNM which has opened a whole new set of academic and performing arts opportunities. Support courses offered at PAPA include those in reading, math, tutorial, and assigned study halls. Courses for students are created and selected based on graduation requirements, skill levels, interests, academic plans, and school vision/mission.

Credits earned toward graduation are analyzed yearly during pre-registration through the Next Step Plan. A Notice of Failure is sent home to parents at the end of the semester if a student fails a required course. Students who fail a required course are required to make up the credit through on-line, night school, or summer school courses at the students' expense. Repeating the same course at PAPA is not always possible. If a student's parents have made arrangements to pay a credit recovery course fee through PAPA, the fee must be paid in full before course registration occurs.

March 31st is the deadline to enroll for all on-line courses during the corresponding school year. Seniors have until May 1st to complete any on-line or off campus credit recovery if they plan to participate in the graduation ceremonies.

SENIOR SHOWCASE

Senior Showcase provides an opportunity for each senior to highlight one chosen art form they have developed throughout high school. Students must complete the process and perform their piece if they plan to participate in the graduation ceremony. The preparation process starts with the Senior Showcase Guidelines presented at the beginning of the year. Each senior will be enrolled in an independent study counting for a .5 elective credit earning a pass or fail grade. The independent study facilitator and evaluator will be the student's Showcase Mentor.

DUAL CREDIT ENROLLMENT

PAPA supports the opportunity for student participation in the high school dual credit program as a transition for success in college, for use with students who need accelerated core classes, to meet the individual interests of PAPA students, and/or to satisfy the honors course requirement for graduation. Courses must be approved through administration. PAPA currently has an agreement with UNM and CNM to offer courses hosted by PAPA, on-line and at the college. There is no cost to students for courses hosted at PAPA and taught by PAPA teachers. Depending on available budget, there is no cost to students associated with taking one to two dual credit courses per semester on-line or at CNM/UNM campus. Additional on-line or on college campus courses can be taken in the same semester with administrative approval only. However, the cost of the book and fees for each additional course is the responsibility of the student or parent.

Course eligibility guidelines and processes may change as changes occur at the state or institution level. PAPA's general participation requirements include:

- Open to sophomores, juniors and seniors.
- Must take (and pass with a B or higher) Financial Literacy or College Success before taking another course.
- Meet course prerequisites for each course.
- Have a 95% attendance rate over the past 2 grading periods.
- Have 3.0 or higher GPA over the past 2 grading periods.
- Have no credit recovery needs.

The grade earned in a dual credit course is reflected on the permanent college transcript and PAPA's transcript. A typical 3-credit college course is worth 1 credit at PAPA. It is the responsibility of the

student to have an official transcript sent to PAPA from the institution. Students who fail a course must reimburse PAPA for the cost of the book/fees and must retake the same course, earning a passing grade before taking a different course. Dual enrollment courses in the core areas may count as a graduation requirement as long as the course content is aligned to the NMPED requirements. Otherwise, the course counts as an elective. If the dual credit student withdraws from any course while failing, the student must reimburse PAPA for the books and fees.

Enrollment and additional dual credit eligibility guidelines and processes are facilitated through the academic transition specialist.

CREDIT RECOVERY OR ADVANCEMENT

Students/parents are responsible for any cost involved in credit recovery or advancement.

If a required course is failed at PAPA, the student is responsible for credit recovery by repeating an equivalent course with a passing grade. The course may have to be repeated in summer school, on-line through a state-approved program, or through another school.

Students can also take courses outside of PAPA to advance in credits or to enrich their coursework.

Students may not opt to take a course on-line during the semester if the same course is offered at PAPA, unless there are extenuating circumstances and with the approval of administration.

All arrangements for credit recovery or advancement are facilitated by the academic transition specialist.

GRADING

PAPA is set up on a quarterly, 2-semester grading system. Students receive a report card at the end of each 9-week period. Two quarter grades and a final exam grade make up a semester grade in the following manner: Each quarter grade=40% + Final exam grade=20% = Semester Grade.

Progress reports will be sent home with students during the middle of the 9-week period. Parents are encouraged to check grades through Power School at least weekly during the school year. Power School reflects the most current grades in each class. Double-click on the course grade for assignment details. Power School log-in information will be provided to parents during fall registration and by request from the registrar.

The following Grade Point Average (GPA) scale will be used:

LETTER GRADE	PERCENT RANGE	GRADE POINTS
A	100 – 90	4.00
B	89 – 80	3.00
C	79 – 70	2.00
D	69 – 60	1.00
F	< 60	0.00

Advanced Placement and Honors courses (including Calculus) earn an additional 1 point weighting toward GPA (5 point scale). Any college class taken in Math, English, Science, or Social Studies will earn an additional 1 point weighting toward GPA (5 point scale). Financial Literacy will also be weighted an additional 1 point.

Dual enrollment grades are included in students' transcripts and calculated in GPA's. For courses taken at UNM, dual enrollment grades are provided to PAPA through an official transcript request arranged by the student. It is the student's responsibility to ensure the grades are provided to PAPA through an official transcript request if the dual credit school does not provide one.

An "incomplete" grade must be converted to a grade within 30 school days following the grade report. If the grade is not converted, it will automatically become an "F" and will count toward GPA.

Dropping a course after the semester has begun must be approved by the executive director. If a high school course is dropped after the first 2 weeks of a semester, a grade of WF (Withdraw Fail) will be assigned. The WF will remain on the transcript and count toward the student's GPA until the course is replaced with another approved course in the same content area of the dropped course. If a student is removed from a course for discipline reasons, the student may earn an "F" in the course. The "F" will not be removed at the end of the semester.

Students who transfer from another school shall receive the grades assigned by the previous school as reflected on the official transcript. Any grades that are awarded a weighting at the previous school will be assigned the same weighting at PAPA. The same rule applies to home school grades awarded by accredited home school correspondence courses.

If a student transfers into PAPA during the middle of a grading period, the withdrawal grade from the student's previous school will be averaged with PAPA's grade on a weighted basis based on length of time in class. For example, there are 9 weeks in a grading quarter. If a student transfers into PAPA after the third week of the grading period with a grade of 62%, one-third of the student's quarter grade will be a 62% and the other two-thirds will be from the grade earned at PAPA.

A student who repeats a specific course will receive the higher of the two grades. Both course titles and grades will be recorded on the transcript but the higher grade will be used in calculating Grade Point Average (GPA). The lower grade will remain with a line drawn through it, the credit designation removed, and the word "REPEAT" inserted in its place. Credit for both classes will not be allowed. Generally, progression in the arts curriculum is not considered a repeat of a course of study.

EXTRA-CURRICULAR ELIGIBILITY

Students attending PAPA have the opportunity to participate in both intra- and extra-curricular activities. Intra-curricular activities are those required as part of the requirements of a course, i.e. participation in the dance or band concert. PAPA teachers will inform parents of intra-curricular requirements. Extra-curricular are not required as part of the program, but are designed to enhance a specific course, i.e. field trips to the legislature. Students must meet the following requirements in order to participate in extra-curricular activities:

- Be enrolled in at least 4 classes,
- Earn a 2.0 GPA on the last report card,
- Earned no F's on the last report card, and
- Maintain excellent attendance (95% or higher).

Please note that sponsors of an extra- or intra-curricular activity have the discretion to adjust eligibility prerequisites by adding to the above requirements including the use of current grade checks.

PERFORMANCE EXPECTATIONS (PERFORMERS AND AUDIENCE MEMBERS)

Student performances are connected to grades when they are considered intra-curricular. If the following performance expectations are not met, the student will not receive a passing grade for the performance.

- Arrive at or before Call Time.
- Follow check-in procedures.
- Stay in your designated area.
- Check your props or costumes before the show begins.
- Know the show order and be prepared for cues and entrances.
- Stay calm, safe and injury free while waiting backstage (ie. stay warm, don't distract others, no horseplay, clean up after yourself).
- Be supportive of fellow performers and crew members through encouraging words and assistance if needed.
- Speak softly in all backstage areas.
- Bring something to do quietly during any downtime during tech and before/during the show.
- Be respectful of the way others get ready for a show, and give fellow performers space or quiet if needed. Do not touch or move another performer's equipment, props, costumes, etc.
- Help clean up after the show.
- Arrange transportation ahead of time, so transportation arrives 10 minutes before the show is expected to end or at a time determined by the teacher.
- Stay until dismissed by the teacher or designee.
- Take all "stuff" with you when you leave (ie. costume, instrument, food) unless otherwise directed by the teacher.
- Always be respectful of the venue staff and thank them when leaving.

PAPA also holds audience members to a level of appropriate behavior conducive to the respect and support of all performers and enjoyment of the show by all. Audience members who fail to meet the following standards, may be banned from future performances.

- Arrive before the performance starts. The doors may be locked to late arrivers.
- Photographing/filming a performance is prohibited.
- Silence and put away cell phones or other electronic devices.
- Stay silent during the performance unless participation is requested as part of an interactive show.
- Use good posture. Blocking the view of others by slumping to the side, putting feet on chairs, standing, laying across chairs, etc. disrespects the ability of others to enjoy the show.
- Remove crying babies from the auditorium.
- Follow all show guidelines stated before the performance begins or written on the program.
- Clean up and properly dispose of trash.
- Stay seated.
- Applause is wonderful! Calling out to the stage is distracting and unsupportive of all performers.

REQUIRED ASSESSMENTS

Frequent assessments are required to gauge student progress in class. Worksheets, written assignments, presentations, projects, quizzes and tests are used as assessments in any given class. Students must prepare for these assessments by keeping up with course content and practicing skills. If a student has trouble understanding, he/she needs to seek assistance from the teacher.

At the end of each semester, all students will take a comprehensive final exam. The fall semester exam will include material learned over the course of the first semester. The spring semester exam will include material learned over the course of the entire year. NMPED requires an End of Course (EOC) exam. The EOC is created by the NMPED and its contents are not disclosed to the teacher. The course teacher may choose to use the EOC for the final exam score or create an additional one. The EOC or final exam is worth 20% of the semester grade. Each semester grade is calculated as follows:

Semester 1 - 40% = 1st Quarter Grade; 40% = 2nd Quarter Grade; and 20% = semester final exam/EOC
Semester 2 - 40% = 3rd Quarter Grade; 40% = 4th Quarter Grade; and 20% = year-long final exam/EOC

PAPA students follow Federal, State, and NMPED assessment requirements and do not allow students to opt out of testing. NMPED required assessments include, but are not limited to EOC's, PARCC, and/or SBA Science. Proficiency on PARCC, SBA and EOC's are requirements for graduation. NMPED sets passing cut scores for PARCC, SBA, and EOC's each year. If a student does not reach proficiency levels after exhausting all testing attempts, the student can demonstrate proficiency through an Alternative Demonstration of Competency (ADC). More detailed information will be provided during registration meetings, and during student academic advisement.

PAPA students will participate in the ASPIRE/PLAN and PSAT as hosted by the school to gauge skills in preparation for the ACT and SAT. The ACT and/or SAT are highly recommended assessments (paid for by the student) for use in college entrance requirements and scholarship acquisition. It is highly recommended that students take the ACT once or twice during the spring/summer of their junior year. Students may also be encouraged to take the test again during the fall semester of the senior year. There are limited fee waivers for students who receive free or reduced lunch. Students are encouraged to research colleges to determine requirements for admission.

Up-to-date, detailed information about testing requirements is available on the NMPED website at <http://ped.state.nm.us>. More information can also be obtained through the school academic transition specialist.

ACADEMIC RECOGNITION AND NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY

At the end of each grading period, students will be recognized for achieving academic excellence through a celebration for students earning all "A's" and "A/B's". Students in Grades 10-12 with a 95% attendance rate or higher and a cumulative GPA of 3.5 or higher will be invited to apply for membership in the PAPA Chapter of National Honor Society (NHS). Students in Grades 7-9 with a 95% attendance rate or higher and a cumulative GPA of 3.5 will be invited to apply for membership in National Junior Honor Society. Academic excellence will also be recognized at the End of Year Awards Ceremony.

SCHOOL-WIDE STUDENT ORGANIZATIONS

Papa has an active Middle School Student Council and High School Student Council. The focus is community service, promotion of school spirit, facilitate activities and fundraise for activities. Membership begins with officer elections at the end of the year for each organization. Then at the beginning of the following year, grade levels elect student representatives for Council meeting membership. All students are encouraged to volunteer and participate in any of the Student Council activities.

END OF YEAR AWARDS

At the end of the year, there will be an awards ceremony honoring students with the following awards/distinctions:

- Academic Letters (MS students earn an Academic Panda) – Any student that earns the Honor Roll during the 1st quarter, 2nd quarter, 3rd quarter, and 4th quarter progress report (4.5 weeks into the 4th quarter).
- Number 1 Awards – The Freshman, Sophomore, and Junior with the highest cumulative GPA in their respective classes.

Nominated Awards:

- Performing Arts Letter – Any student in grades 6-12 can earn this award in each of the performing arts classes based on the following criteria:
 - Earn an overall GPA of 2.5 or higher for the year,
 - Earn an A or B all year in the performing arts class,
 - Have a 95% attendance rate all year (not including absences excused by the school),
 - Have no more than 5 unexcused tardies throughout the year in the art for which the student is nominated
 - Participate in all performances or activities, and
 - Receive a teacher recommendation based on the student's desire to learn:
 - arrive on time, prepared for class,
 - taking direction with grace,
 - readiness to try anything,
 - exhibiting a positive attitude,
 - work ethic,
 - cooperation, and
 - support of others
- Dayana Diaz Community Service Award – In addition to serving as a student ambassador in at least one PAPA event during the school year, the recipient of this award must be a student in good academic and behavioral standing (academic standing based on New Mexico Activity Association guidelines and behavioral standing with no discipline referrals during the current year). It will be presented to a student or students who consistently demonstrate qualities of compassion for school peers and members of the greater community. The recipient(s) must have provided unpaid service during the current school year for at least (2) two organizations not affiliated with the school. Community service is not limited to performing arts, although it is highly encouraged. Award recipient(s) must also attend at least one community-based workshop, conference or event promoting social justice, diversity, safety, non-violence, or healthy habits. Staff, students, or community members can nominate students for this award. A nomination form is available in the office. A committee assigned by administration will determine the award recipients.
- Artistic Distinction – This will be awarded to seniors in each of the six arts departments: Visual Arts, Film, Theater, Dance, Choir, and Music. The Artistic Distinction award is nominated by teachers and the winner(s) selected collectively by the performing arts teachers in each department. This is the highest honor awarded to a PAPA performing artist.

There may be other special awards presented for improvement, attendance, leadership, etc.

HONOR GRADUATES

Seniors who have earned a 3.5 or higher cumulative GPA will be given the distinction of being an Academic Honor Graduate.

Seniors that have participated in performing arts courses each semester of high school, participated in at least two (2) different advanced performing arts courses, and completed all Senior Showcase requirements by the deadlines are given the distinction of being a Fine Arts Honor Graduate.

Valedictorian and Salutatorian honors are earned through the final cumulative GPA. The senior with the highest final cumulative (all semesters of high school) GPA will be named Valedictorian. Second in the GPA ranking will earn Salutatorian honors. There will be no ties unless the cumulative GPA's are exactly the same. Other requirements to earn Valedictorian/Salutatorian honors include:

- Length of enrollment at PAPA - Students who have attended PAPA for 5 semesters or more of high school are eligible for Valedictorian/Salutatorian honors. And;
- The candidate must have participated in a performing arts course every semester while attending PAPA.

SUPPORT

PARENT INVOLVEMENT

Parents are encouraged to be involved with their child's education through communication with school personnel and close attention to the school website, Power School and daily e-mailed morning announcements. Parents can also volunteer to help in the school if they are willing to get fingerprinted and have a background check (the form is on the school website). Parent volunteers may help serve lunch, volunteer time for special events, work with student activities after school, assist with concerts, work in classrooms, etc. The PAPA PTSO and SAC/SHAC also provides an excellent avenue for involvement and support.

INDIVIDUALIZED EDUCATION PROGRAMS

PAPA strives to individualize educational programs for all students through the Individual Learning Plan and Next Step Plan processes. PAPA also works closely with parents to create Individualized Education Plans and necessary 504 Plans. The plans are created to meet immediate needs while reflecting the future in the least restrictive environment. PAPA's rich opportunities in arts education are beneficial to all students. Accommodations and modifications for individual students are provided to appropriate staff.

SCHOOL ADVISORY COUNCIL (SAC) / SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

PAPA's SAC/SHAC is made up of staff members, representatives of the High School Student Council, parents, and community members. The main goal of this committee is to make joint recommendations to the PAPA Governing Council in the area of policy. It is also used to provide input on programs, policies, procedures, health, and safety to the PAPA Administration. Contact the executive director if you would like to volunteer for this committee.

BREAKFAST AND LUNCH SERVICE

PAPA provides breakfast and lunch opportunities for students. All meals served follow Federal and State guidelines for nutrition and portion size. Breakfast is served in the Café beginning at 7:30am and ending promptly at 7:55am. We have separate lunch periods for middle and high school students. If a parent delivers lunch for a student, it should be taken to the office for the student to pick up. Students will not be called out of class to pick up lunches or to meet parents in the parking lot.

Middle school students are required to eat in the café if they purchase a school lunch. No trays are allowed outside during middle school lunch. Students bringing lunch may choose to eat outside as long as the trash is properly disposed of. Students are not permitted to eat lunch in the hallways.

All students will receive a Free and Reduced Breakfast/Lunch Form as part of the registration process. A determination of services will be provided to the parent once the form is processed. The forms will also be available in the school office if a family's status changes. The information provided is kept confidential.

Students who pay reduced or full price breakfast or lunch must pay in advance through the website or business office (cash, check or credit card). Students are allowed to charge up to three (3) lunches. After the 3rd charge, notice will be provided to the parents of the unpaid lunches.

If a student owes money for five or more meals, the school shall:

- (1) check the state list of students categorically eligible for free meals to determine if the student is categorically eligible; if so, the school will complete the application for the student.
- (2) make at least two attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application; and
- (3) require a director, assistant principal or social worker to contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate.

PAPA is required to provide a United States Department of Agriculture reimbursable meal to a student who requests one, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. However, the PAPA budget for meals depends on prompt payment from parents for meals ordered. Not paying may affect extra-curricular activity participation, reduce the budget and cause cuts in funding to other educational programs.

SNAP AND FNS

Federal Supplemental Nutrition Assistance Program (SNAP) and Food and Nutrition Service (FNS)
USDA Nondiscrimination Statement:

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, religious creed, disability, age, political beliefs, 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, audiotope, 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: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

MEDICAL

Shot records or a state form for exemption are required for each student. If a parent provides the exemption, this form must be updated each year to avoid student disenrollment. In the event of infectious disease outbreak, PAPA will notify the Infectious Disease Epidemiology Bureau at the New Mexico Department of Health and follow their recommendations. This may include students with vaccination exemptions being excluded from school and school activities for a period of time.

PAPA is not legally obligated to administer medication to any students. Medication will only be administered at school if it is necessary for a student to remain in school. If authorized, students will be allowed to medicate at school under supervision. The school must be notified in writing of the need to take medication at school using PAPA's Medical Authorization Form with the following information:

- A physician must submit, in writing, his/her recommendations. The statement must include the name of the student, the name of the drug, dosage to be administered with the precise schedule of administration, possible side effects, and period of administration time indicated.
- Parents must provide written consent for administration of the drug by school personnel including an emergency telephone number in case contact is necessary, because the student has a negative reaction to the drug.
- Medication must be brought in the original pharmacy bottle.
- Medication must be brought immediately to the administrative assistant/health assistant to be kept in a locked cabinet.
- Students with a Health Management Plan must provide a current copy to the office annually.

DRESS CODE

School is a professional setting. That being stated, PAPA's approach to student dress includes dress that promotes freedom of expression, good judgment, and respect for others. A student's appearance will be governed by standards that are compatible with decency, cleanliness, safety and the promotion of learning. Student dress that disrupts the educational process will not be allowed. Dress that is gender non-traditional (but otherwise is in line with this dress code) will be respected and permitted. Teachers/Sponsors may require participants to adhere to a predetermined dress code for events. Students may be required to wear specialized/protective clothing for certain classes that are not appropriate for other classes. Cover-ups will be required.

Unacceptable Dress:

- Half shirts (shirts which expose any portion of the midriff).
- Mesh or see through clothing, muscle shirts, shirts or tops with partial or no sides.
- Low cut blouses or shirts, including tube tops.
- Clothing, which contains symbols, pictures, and/or printing that is offensive, obscene, supports or depicts gang-related involvement, sex, drugs or alcohol.
- Skirts, shorts, and dresses should not be shorter than the end of fingertips when held to the sides of the body

- Pants must be worn at the waist or just below in an appropriate manner (no sagging, bagging, dragging or excessively low riding pants).
- Shoes, sneakers or appropriate footwear must be worn at all times (backless or high-heeled shoes are discouraged). Bedroom slippers/house shoes are not to be worn at school with the exception of spirit dress-up days. For safety reasons, teachers have the authority to require specific footwear in their classrooms.
- It is generally not appropriate to wear dance, theatrical or other specialized clothing or make-up that may otherwise violate the dress code principles to regular classes.
- Hats and sunglasses will be allowed, but teachers are given discretion to require their removal during class.

PAPA's administration has the authority to use discretion for any instance that the student's dress may be questionable or when violations are not specifically mentioned above. Students will be removed from class and required to obtain appropriate clothing before being readmitted. Refusal to dress appropriately will result in disciplinary action. Chronic offenses may result in severe consequences up to and including expulsion.

PERSONAL ITEMS

PAPA is not responsible for the security, cost of, or replacement of any lost or stolen personal items. Students should not bring items of value to school. Any electronic device will be confiscated or banned if misused. Instances of misuse by students include, but are not limited to using social media and video sharing platforms such as YouTube to post unauthorized photographs and/or films taken at PAPA or any PAPA sponsored event. PAPA staff should not see or hear electronic devices during class time. School personnel will not waste time looking for missing cell phones or other personal items.

LOCKER USE

Students may use school lockers as long as the privilege does not result in damage to or misuse of the locker. Examples of damage are dents, permanent markings, etc. Examples of other misuse are sharing, overloading, leaving food or other trash, pranks, etc. Students will sign up for a locker each year. Students will provide their own padlock and must turn in the combination or extra key. Locker combinations should not be shared with other students as students are responsible for the content in their assigned locker. If a new lock is needed during the school year, the new combination or key must be shared with the office. Any locks put on without signing up in the office will be cut off with no reimbursement for the lock. PAPA administration reserves the right to search a student's locker with reasonable suspicion of misconduct. Students are encouraged to decorate their lockers using guidelines provided by administration. Students must empty and clean their lockers by the last day of the school year. There will be a \$25 cleaning fee added to a student's account for any locker not cleaned out.

DISCIPLINE

The staff at PAPA strives to uphold the highest levels of positive behavior. Our goal is to have all students and staff exhibit respect for each other in all aspects of the education process including behavior, dress, and communication.

Each teacher has a set of classroom rules and policies that will be reviewed at the beginning of the year with their students. When a student fails to follow the rules set forth by their teacher, it becomes a distraction to the teacher and to the class as a whole and disrupts the education process. Failure to follow classroom rules and regulations will be treated as insubordination and will result in disciplinary action.

Following are behaviors expected of students at PAPA. Students are expected to exhibit these behaviors while on campus and at all PAPA activities. Appropriate actions will be taken when students do not meet these expectations.

- Be honest.
- Keep the campus clean.
- No public displays of affection.
- Turn cell phones and personal electronic devices off, and put them away during school hours.
- Follow the dress code.
- Use appropriate language.
- Respect adults and peers.
- Respect school rules and the authority of all staff.
- Follow attendance rules, including being on time.
- Respect the property of others.
- Be safe on campus, including obeying the traffic laws, no excessive horseplay, no harassment or bullying, and no fighting.
- Support a gang-free campus with no gang dress, signs, or gang-like behavior.
- Support a drug-free campus with no paraphernalia, cigarettes (including e-cigarettes), alcohol, or other drugs.

A police report may be filed with local law enforcement if a student displays any of the following arrestable offenses: arson, assault, weapons possession/use, battery, threats, theft, vandalism, trespass, exploitation, interfering with the education process, and possession, use, under the influence, sale and/or distribution of controlled/illegal substances including drugs and alcohol. Arrestable offenses may also result in expulsion from PAPA.

Respectful digital citizenship must be adhered when using PAPA technological tools or any of the programs used in the completion of assignments for PAPA. Respectful digital citizenship includes recognition that all students have rights and responsibilities to uphold. These include treating others the way you want to be treated; being respectful/nice on and off-line; respecting the privacy of others; respecting other people's digital property and space; and insisting that others have the same respect. Remember, your online life is a reflection of you!

ANTI-BULLYING POLICY

Any display of bullying behavior at PAPA is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any severe, pervasive or persistent act or conduct that targets a student, whether physically, electronically or verbally and that:

- (1) may be based on a student's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, physical or cognitive disability or any other distinguishing characteristic; or an association with any such person or group, and
- (2) can be reasonably predicted to place a student in reasonable fear of physical harm to a student's person or property; cause a substantial detrimental effect on a student's physical or mental health; substantially interfere with a student's academic performance or attendance; or substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by PAPA.

Retaliation against persons who report or witness incidents of bullying is prohibited. Students and parents may file verbal or written reports concerning suspected bullying behavior or retaliation to school personnel and administrators. Anonymous, written reports may be made through the

administrative mailboxes, provided that no formal disciplinary action shall be taken solely on the basis of an anonymous report. All reports of suspected bullying behavior or retaliation will be reviewed and/or investigated by administration or designee. If acts of bullying or retaliation are verified, prompt disciplinary action may be taken against the perpetrator through a Behavior Intervention Plan that may include conferencing, counseling, anger management training, participation in skill-building and resolution activities, removal of privileges, community service, suspension and/or expulsion. All reports and investigation records will be documented and maintained for four years.

SEARCH AND SEIZURE

A student's person or property while under the authority of PAPA and PAPA's property assigned to a student, are subject to search, and items found are subject to seizure in accordance with the law. A certified administrator may direct or conduct a search when he/she has a reasonable cause to believe that a search is necessary to help maintain school safety and security. Random, unannounced searches may be conducted of the campus, classrooms, lockers, and vehicles on school grounds, and backpacks using drug/weapon dogs. The following requirements govern the conduct of permissible searches by authorized persons:

- School property and student property/vehicles on campus may be searched with or without students present. When students are not present, another authorized person shall serve as a witness whenever possible. Students are to assume full responsibility for the content and the security of property assigned to them.
- Physical searches of student's person may be conducted only by an authorized person who is of the same sex as the student, and except where circumstances render it impossible may be conducted only in the presence of another person of the same sex.
- Illegal items, legal items which threaten the safety or security of others or items, which are used to disrupt or interfere with the educational process, may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when the administrative authority deems appropriate.
- When a search discloses illegally possessed contraband material or evidence of some other crime, the administrative authority shall have the discretion to notify a law enforcement officer.

TECHNOLOGY USE

The use of PAPA technology resources is a privilege granted to students primarily for the enhancement of the education process. Violations of this policy may result in the revocation of this privilege. Depending upon the severity of the infraction, students may also face disciplinary action up to and including expulsion, and/or criminal prosecution for misuse of this resource.

PAPA does not attempt to articulate all possible uses or violations within this document. In general, users are expected to use PAPA computers and computer networks in a responsible, polite, and respectful manner. Users are not allowed to:

- Knowingly send, receive, or display sexually oriented images, messages, or cartoons;
- Knowingly send, receive, or display communications that ridicule, disparage, or criticize a person, a group of people, or an organization based upon race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs;
- Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others;
- Knowingly send, receive, or display communications that disparage or berate Governing Council members, or students, or employees, or diminish employee productivity and/or professionalism. Nothing contained in this paragraph shall be construed to interfere with the conduct of official PAPA business;

- Violate any local, State, or Federal statute or regulation including, but not limited to copyright laws;
- Solicit, endorse, or proselytize others for commercial ventures, outside organizations, or religious, social, or political causes;
- Disrupt, disable, damage, or interfere with services, equipment, or other users;
- Access, assist, or allow others to access equipment, files, passwords, user codes, or information without authorization.

PAPA reserves the right to review, audit, intercept, access, and disclose all matters on PAPA computers, Internet access, and e-mail systems, as business conditions and/or security considerations warrant, with or without notice, during or after school hours. Technological resources are the property of PAPA. Students using this resource have no expectation of privacy in their use of PAPA technological resources such as e-mail or on the Internet.

GRIEVANCE PROCEDURE

The Public Academy for Performing Arts strives to provide students with a positive, productive, safe, healthy, orderly environment in which they can thrive in academics and the arts. To this end, issues may arise that cannot be resolved at the classroom or administrative level, resulting in the need for intervention by the PAPA Governing Council. Thus, PAPA has instituted the following chain of procedure in regard to parent grievances:

1. If there is an academic or behavioral concern involving a student in the classroom, the first step is for a parent to contact the teacher.
2. If the concern cannot be resolved with the teacher, the parent may choose to present the concern to PAPA administration – the Director of Special Services for Special Education Concerns; the Assistant Director for discipline concerns; or the Executive Director for academic and other concerns.
3. If the concern was brought to the Director of Special Services or the Assistant Director and could not be resolved, the next step is to present the concern to the Executive Director.
4. If the concern cannot be resolved with the Executive Director, the parent may choose to appeal to the Governing Council for intervention through the following:
 - a. Present a written grievance statement to the Governing Council President detailing the situation and the resolution efforts within 5 work days after meeting with the Executive Director.
 - b. The Governing Council President, via the Executive Director, shall provide the written grievance to the person(s) that are the subject of the grievance. The person(s) that are the subject of the grievance may submit to the Governing Council President a written response to the grievance.
 - c. Within 10 work days of receipt of the written concern, the voting members of the Governing Council will meet..
 - d. The grievance proceeding will be held in Executive/Closed Session. At the beginning of the Executive/Closed session of the meeting the President will read the grievance and allow the parent to make a statement providing any additional information. Written response(s) from the person(s) who are the subject of the grievance will also be read and will be allowed to make a statement providing any additional information. The parent and his/her representatives along with the person(s) who are the subject of the grievance will then be excused from the meeting to allow the Governing Council to discuss the grievance.
 - e. The parent and Governing Council may choose to bring legal representation to the meeting. The parent must notify the Governing Council President at least 72 hours in advance of the meeting if the parent will bring legal representation.

- f. The Governing Council's decision on the grievance will be made in open session and a written response to the grievance will be made within 5 work days of the Executive Closed Session. The Governing Council's open session action shall not be specific enough to violate the privacy of employees, students, or other protected acts.
- g. The Governing Council's response is final.

If parents need more information or have concerns in areas not covered by the content of this document, don't hesitate to call or e-mail PAPA staff.