



STUDENT PLANNER AND HANDBOOK

School Year 2010-2011
Statement of Parental Review

Dear Parent/Guardian:

We ask that you review this Agenda with your child. Please fill in the information below upon full review of this agenda and its contents.

My child, _____
and I have reviewed and understand the contents of this Student Agenda for the 2010-2011 school year.

Print Student Name

Student Signature

Print Parent/Guardian Name

Parent/Guardian Signature

Public Academy for Performing Arts (PAPA)

**3000 Adams St NE
Albuquerque, NM 87110**

Telephone: 505-830-3128

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www.paparts.org

PAPA Mission

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.

Notice of Non-Discrimination

It is PAPA's policy not to discriminate on the basis of race, gender, sexual orientation, religion, national origin, or disability, in any of its educational programs, school sponsored activities or employment practices. Inquiries regarding compliance with Title VI of the Civil Rights Act 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 Principal.

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PAPA Directory

GOVERNING COUNCIL MEMBERS	PHONE	E-MAIL
Amy Anderson (parent)	962-0961	Aka0071@msn.com
Randy Costales (parent)	259-0542	rcostales@arcnm.org
Kerry Morris (parent)	842-	morrislaw@qwestoffice.net
Steven Quezada (parent)	304-3487	abqjoker@yahoo.com
Joseph Anthony Wasson Jr (community)	991-1069	jwassonjr@aol.com
Two Faculty Reps tba	830-3128	

ADMINISTRATIVE STAFF	PHONE	E-MAIL
Principal	830-3128 ext 0	
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Rhonda Lovato Business Manager	830-3128 ext 3	rlovato@paparts.org
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FACULTY	COURSE/S	E-MAIL
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Ron Sanders	Band	rsanders@paparts.org
Nadyne Shimada	Dean of Students/Special Programs	nshimada@paparts.org
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Edmund Torrez	Chorus	etorrez@paparts.org
Ginny Wilmerding	Ballet	gwilmerding@paparts.org
tba	MS & HS Math	

PAPA Calendar

Dates are subject to change.

Please refer to www.paparts.org and *The Scoop* A PAPA Newspaper for calendar updates.

Date	Event	Time
AUGUST		
Wednesday, August 4	6 th Grade Registration	8:30 - 11:15 a.m.
Wednesday, August 4	New Students Grades 7-12 Registration	1 to 2:45 p.m.
Thursday, August 5	A-L Registration	8:30 - 11:15 a.m. & 1 - 2:45 p.m.
Friday, August 6	M-Z Registration	8:30 - 11:15 a.m. & 1 - 2:45 p.m.
Thursday, August 12	First Day of School	8:00 a.m. - 3:15 p.m.
Monday, August 16	Governing Council Meeting	5:30 p.m.
SEPTEMBER		
Monday, September 6	LABOR DAY HOLIDAY - NO SCHOOL	
Tuesday, September 7	No School Students - Teacher In-Service	8:00 a.m. - 3:15 p.m.
Monday, September 20	Governing Council Meeting	5:30 p.m.
OCTOBER		
Friday, October 8	FALL BREAK - NO SCHOOL	
Monday, October 13	Short Cycle Assessment Testing (no lunch)	8:00 a.m. - 12:35 p.m.
	Teacher In-Service (no students on campus)	1:15 - 3:15 p.m.
Monday, October 18	Governing Council Meeting	5:30 p.m.
NOVEMBER		
Friday, November 12	VETERANS DAY OBSERVED - NO SCHOOL	
Monday, November 15	Governing Council Meeting	5:30 p.m.
Wednesday, Thursday, Friday, November 24, 25, 26	THANKSGIVING HOLIDAY - NO SCHOOL	
DECEMBER		
Tuesday, December 14	Governing Council Meeting	5:30 p.m.
Wednesday & Thursday, December 15 & 16	Final Exams	
Friday, December 17	Finals Make-up Day	
Monday, December 20 - Friday, December 31	WINTER BREAK - NO SCHOOL	

JANUARY

Monday, January 3	No School Students - Teacher In-Service	8:00 a.m. - 3:15 p.m.
Tuesday, January 4	2nd Semester Begins	8:00 a.m. - 3:15 p.m.
Monday, January 17	MLK JR HOLIDAY - NO SCHOOL	
Tuesday, January 18	Governing Council Meeting	5:30 p.m.

FEBRUARY

Monday, February 21	PRESIDENT'S DAY - NO SCHOOL	
Tuesday, February 22	No School Students - Teacher In-Service	8:00 a.m. - 3:15
Tuesday, February 22	Governing Council Meeting	5:30 p.m.

MARCH

Thursday, March 10	Parent Conferences - No School Students	8:00 a.m. - 3:15 p.m.
Friday, March 11	No School Students - Teacher In-Service	8:00 a.m. - 3:15 p.m.
Monday, March 14 - Friday, March 18	SPRING BREAK - NO SCHOOL	
Monday, March 21	Governing Council Meeting	5:30 p.m.

APRIL

Monday, April 18	Governing Council Meeting	5:30 p.m.
Friday, April 22	VERNAL HOLIDAY - NO SCHOOL	5:30 p.m.
Monday, April 25	No School Students - Teacher In-Service	8:00 a.m. - 3:15 p.m.

MAY

Monday, May 16	Governing Council Meeting	5:30 p.m.
Tuesday & Wednesday, May 17 & 18	Finals	
Thursday, May 19	Finals Make-up Day/Student & Teacher Check-Out	

JUNE

Monday, June 20	Governing Council Meeting	5:30 p.m.
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2010-2011 Schedules

Daily Schedules

Middle School		High School	
Period 1	8:00-9:20	Period 1	8:00-9:20
Period 2	9:25-10:25	Period 2	9:25-10:25
Period 3	10:30-11:30	Period 3	10:30-11:30
Period 4	12:05-1:05	Period 4	11:35-12:35
Lunch			
	11:30-12:00		12:35-1:05
Lunch			
Period 5	1:10-2:10	Period 5	1:10-2:10
Period 6	2:15-3:15	Period 6	2:15-3:15
Period 7	3:20-4:20	Period 7	3:20-4:20

Alternate Schedules

Snow Day (Late Arrival/2 Hour Delay)	Early Release
Advisement	10:00-10:15
Period 1	10:15-10:55
Period 2	11:00-11:40
Period 3	11:45-12:25
Lunch (all)	12:30-1:00
Period 4	1:05-1:45
Period 5	1:50-2:30
Period 6	2:35-3:15
Period 7	3:20-4:20
	8:00-8:35
	8:40-9:15
	9:20-9:55
	10:00-10:35
	10:00-10:35
	10:40-11:15
	11:20-11:55
	12:00-12:35
	No Lunch

**ON SNOW DAYS - PLEASE CALL 830-3128 EXT 0
TO ORDER LUNCH FOR YOUR STUDENT BEFORE
9 AM - IF YOU DON'T CALL, YOUR STUDENT WILL
NOT RECEIVE LUNCH!**

Attendance Policy

Tardiness:

Students must be in the classroom and ready for class when each class begins. Tardy students disrupt the educational process, and our goal is to have all students in class for the full instructional period.

- Students arriving late must check in at the front desk.
- Parent must excuse tardy students by note or phone call to the Attendance Line - 830-3128 ext 0.
- Excessive tardiness **excused or unexcused** affects student performance. This may have an adverse affect on the course grade and may result in an administrative intervention and/or disciplinary action.
- If a student is more than **10 minutes late** for a class, the tardy will count as an **absence**.
- **If a student is tardy 3 or more times he/she will be given lunch detention, following teacher referral.**

Absence:

- Parent/Guardian must telephone the school each day their child is absent by 8:00 a.m. and state the reason for the absence.
- If the student is absent and the parents have not contacted the school, the school will make a reasonable attempt to contact the parents.
- Upon the first day a student returns to school from any absence that the parents have not excused, the student must have a signed, dated note from his/her parent or legal guardian stating the reason for the absence.
- Students who are absent for more than three days must bring in a doctor's note upon return to school.
- New Mexico Attendance/Truancy Law applies.

Accepted Excuses For Absences:

- Medical reasons: illness, medical appointments, diagnostic testing.
- Family reasons: family emergency, family illness or bereavement.
- Religious reasons.
- Other commitments including commitments to attend athletic events, or other extra-curricular or co-curricular activity (**one week notice required**).
- Extenuating circumstances, as agreed to by the administration **PRIOR** to the absence
- **Absences for any other excuses will be considered unexcused.**

Student Activities:

A student is ***not*** considered absent but listed **present** on a student activity if the student:

- Is attending a school-sponsored activity.
- Is attending a performing arts competition.
- Is participating in a pre-professional or professional performing arts endeavor.
- Is participating in a program that enhances his/her performing arts program.
- Is on a college search/visit. Only 11th and 12th graders are excused and then only three of these type visits are allowed per year.

Student activity absences are limited to eight days per semester and must be pre-approved by the Arts Coordinator.

It is the responsibility of the student to ensure that all homework missed is completed and turned in **on the day he or she returns** after being absent **for the situations listed above**. Failure to complete the homework ***on time*** may result in a zero for the assigned homework. Participating in a performance does not excuse a student from turning in homework on time. The teaching staff will provide the students ample notification of projects due during performance weeks.

Make Up Work:

It is essential that students absent from school make up missed work. It is the responsibility of the student to initiate requests for makeup work at a time convenient for the teacher, complete the work and hand it in on time.

- Students have one day for each day missed to complete and return make up work.
- Teachers may make allowances for individual circumstances based on consultation with the student and/or the parent/guardian.
- Students who are absent from school three consecutive days or longer, may request homework by e-mailing teachers or by calling the Attendance Office at 830-3128 ext 0. Teachers will be given 24 hours notice in order to compile the make up work for the student. The requested work should be picked up from the Front Office before between 7:45 a.m. and 3:15 p.m.

Student Dress

- Freedom of expression, good judgment, respect for others and safety are the foundations of PAPA's approach towards student dress. A student's appearance will be governed by standards that are compatible with decency, cleanliness, safety and an atmosphere of learning. Student dress, which 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.
- Sponsors may require participants to adhere to a predetermined dress code for extra-curricular events.
- Students may be required to wear specialized clothing for elective classes, but are not appropriate for other classes. Cover-ups will be required.

Unacceptable Dress:

- Half shirts (shirts which expose any portion of the midriff).
- Tank tops with straps less than 2" wide, mesh or see through clothing, muscle shirts, shirts or tops with partial or no sides.
- Low cut blouses or shirts.
- Clothing, which contains symbols, pictures, and/or printing that is offensive, obscene, supports or depicts gang-related involvement, drugs or alcohol.
- Skirts, shorts, and dresses should not be shorter than the end of knuckles 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. **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.

Note: 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 re-admitted. Refusal to dress appropriately will result in disciplinary action. Chronic offenses may result in severe consequences up to and including long-term suspension.

Behavior Policy

PAPA seeks to develop and maintain a safe and respectful learning community, fostering personal integrity, responsibility, creativity, productivity and academic excellence. PAPA recognizes that parental involvement is necessary and desirable. Discipline will focus on educating and assisting each student in developing self-control, social responsibility, discriminating judgment and consideration for others. Each student is expected to participate honestly and openly in any disciplinary investigation or procedure.

The Principal may delegate to a Principal designee or other appropriate staff members the day- to-day administration and coordination of discipline.

School authorities shall promptly, efficiently, and with consistency, deal with behaviors. Unacceptable behavior is defined, and the consequences of this behavior are outlined in this document. The list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel.

The administration has the responsibility to take discretionary action any time behavior disrupts the educational process. Nothing in the following is intended to prevent a staff member, teacher, or the Principal or Principal designee from using his/her best judgment with respect to a particular situation.

Grievance Procedure:

It is the intent of PAPA that students and their parents are informed of the regulations regarding disciplinary and appeal procedures affecting students within the school. Faculty, parents, and students shall attempt resolution of problems affecting students and the education process by informal means. If any student or parent feels that the decisions made by its staff are not fair or reasonable, a conference shall be afforded with the Principal or Principal designee to discuss the matter. If the student or parent is not satisfied, the student or parent shall be afforded the opportunity to confer with the Hearing Officer regarding the matter. For further information regarding grievance procedures, please see PAPA's Policies and Procedures (obtainable on the PAPA website or at the front desk).

Statement of Behavioral Expectations:

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community. Teachers, administrators, other school employees and students have rights and duties.

- Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline.
- Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools.
- In discharging their duties, all school employees have the right to be free from intimidation or abuse.
- Teachers have the right to have their requests and instructions followed by students.
- Students are required to follow staff requests promptly without argument or disruption. Failure to follow school rules will result in disciplinary action.
- Students will have the opportunity to discuss problems and concerns in private with the administration.

Please note: If a student has been given a long-term suspension or expulsion from another school, he/she will not be admitted to PAPA. Once a student is long term suspended from PAPA, he/she will not be readmitted.

Absence (Excessive)

Excessive excused or unexcused absences, defined as ten (10) or more absences per semester, may result in a recommendation for retention, loss of credit, and/or disciplinary action. An unexcused absence is any absence that does not fit into the prescribed school guidelines, is not school-related, or is not reported within two (2) school days of the absence.

Alcohol and Drugs

Every reasonable effort shall be made to provide a school environment that is free of alcohol, illegal drugs and/or controlled substances. School authorities shall give consideration to the health, safety, and education rights of all students when enforcing disciplinary action for students on school premises or while engaged in school sponsored activities.

The administration may give a long-term suspension to a student who has been found by a preponderance of the evidence to be guilty of an alcohol/drug related violation of the school rules or state laws. The administration has the authority to refer a student for an expulsion hearing after giving parent notification. Due process rights for students and parents are guaranteed under PAPA policies and the Public Education Department regulations.

Assault/Physical or Verbal

Intending or performing assault and battery with a weapon, instrument, or any means of force likely to produce bodily injury toward any person. This category includes all forms of sexual assault.

Bomb Threat and/or False Alarm

Bomb Threat: Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that person/s or property is likely to be injured or destroyed.

False Alarm: Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise.

Bullying

Bullying may be verbal, physical or psychological. In fact, any action which makes a child feel uncomfortable, insecure or threatened may be defined as bullying. PAPA disapproves of bullying in all forms and considers it a most serious offence. All PAPA employees are required to report incidents of suspected bullying to the Principal or Principal designee. Appropriate action is then taken and documented, in both the school's discipline files and the student's records.

Cheating or Plagiarism

Cheating and engaging in fraudulent collaboration with another person in preparing written work for credit. Taking a teacher's grade book or altering student grades is also prohibited. Plagiarizing, using another's work as your own without crediting the source, will result in disciplinary action as deemed appropriate by teachers and administration.

Defacing or Destruction of School Property

May be defined as any action that causes damage to school property (i.e. textbooks, artwork, furniture, building, etc.)

Electronic Items

The school is not responsible for such items being lost, stolen or destroyed and encourages students to leave expensive electronic equipment at home. **Cell phones can only be used before or after school.** The use of all electronic devices is discouraged. Exceptions will be provided to students on Individual Education Plans. Performing arts students must receive permission to use electronic devices from their instructors. If a teacher or other staff member removes a cell phone or other electronic device from a student, a parent must pick up the device from the Front Office between 7:45 a.m. and 3:15 p.m.

Fighting/Roughhousing

Use of hostile contact by verbal action and/or bodily harm or roughhousing resulting in injury.

Habitual Offenders

Students continually violating school regulations. PAPA's administration will determine when a student is considered a chronic offender.

Harassment

Using threatening, language or gestures which induce, intimidate or cause fear in an individual in concert with others. Name calling is not allowed.

Sexual Harassment: Sexual harassment is a violation of federal law. Examples of sexual harassment include, but are not limited to the following: sexual assault, unwanted touching, inappropriate comments or conversation, certain non-verbal behaviors and gestures which threaten or belittle others on the basis of gender.

Inappropriate Display of Affection

Students engaging in inappropriate sexual displays of affection in public. *As a general guideline, "hand-in-hand, side-by-side" is acceptable.* Public displays of affection are not permitted on school campus, and administrative discretion will apply.

Inappropriate Use of Technology

- 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, gender, sexual orientation, age, disability, religion, or political beliefs;
- Knowingly send, receive, or display communications that demean, threaten, insult, harass, or defame others;
- 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.

Note: Any technologically driven student project created at PAPA becomes property of PAPA and is therefore subject to editing and /or censorship. Any technical driven communication off campus may be considered when investigating any disruption to the educational environment or bullying.

Inappropriate Use of Vehicle:

The speed limit is 5 miles per hour on campus. Reckless driving will cause a student to lose driving privileges and incur other possible disciplinary action. Students may not loiter and/or sit in cars during the school day.

Language, Profane and/or Abusive:

Using language which is crude, offensive, insulting, or irreverent; use of coarse words to show contempt or disrespect; swearing.

Search and Seizure

Student and school property shall be subject to search by administrative personnel when there is reasonable cause or suspicion that a breach of rules or a crime has occurred, or the search is necessary to maintain school discipline. General searches of school property including vehicles may be conducted at any time with or without the presence of students. Physical searches must be in the presence of persons of the same sex and must not be excessively intrusive in light of the student's age, sex and the nature of the infraction. Legal or illegal items that threaten the safety, disrupt or interfere with the educational process will be seized. Items may be released to appropriate authorities, a student's parent or returned to the student when and if the Principal or Principal designee deems appropriate. Any contraband or illegal substances will be seized and held for further investigation.

Theft/ Extortion

The unauthorized possession and/or sale of property of another without consent of owner. Using intimidation or the threat of violence to obtain or attempt to obtain money, information, or anything else of value from another person.

Tobacco Use/Possession

Using or possessing any form of tobacco is prohibited.

Truancy/Ditching

Being late to classes and leaving school premises without permission of a parent and administration.

Vandalism

Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.

Weapon Possession and/or Use:

Weapon Possession: Possessing a weapon such as but not limited to: a firearm, any type of gun, knife, club, explosive, spiked wrist band, chains, or other items that may cause or are intended to cause injury or death. This specifically includes "look-alike" guns and knives, such as toys.

Weapon Use: Use of any weapon to threaten, intimidate attack, injure, or kill any person.

DISCIPLINE

Students are PAPA's first line of defense against negative behavior and to encourage positive, appropriate behaviors amongst their peers. It is the responsibility of attentive and respectful staff members to engage students in a positive manner when addressing school expectations.

Level 1 Behavior (will initially be dealt with by school staff)

*Behavioral Disruptions

*Tardy

*Dress Code Violation

*Cell Phone/ Electronics

*Inappropriate Display of Affection

* Closed Campus Violation

*Unsupervised Activity

*Rough Housing (non-hostile)

Possible Consequences

Verbal warning

Parent contact/conference

Chronic offenses referred to admin.

Notification to parent(s) & parent pick up

Detention

Campus clean-up

Level II Behavior (depending on infraction behavior will be dealt with by school staff or administration)

*Cheating or Plagiarism

*Tardy (3 or more)

*Truancy

*Failure to Comply with Discipline

Consequences.

*Rough House (Hostile)

*Inappropriate. Use of Vehicle

*Inappropriate. Use of Technology

*Bullying (1st referral)

*Defiance of Authority

*Defacing or Damage to School Property

*Disrespect

*Misuse/Falsifying Official Document/
Communication.

*Possession of Inappropriate Material

*Possession of Tobacco

Possible Consequences

Parent, teacher, admin. conference

Parent contact/conference

Detention

Referral to administration

Out of school suspension (OSS)

In-school suspension (ISS)

Loss of school-sponsored activity

Restitution

Campus clean-up

Level III Behavior (immediate referral to administration)

*Assault (physical) on a Student

*Assault (verbal) on Staff

*Fighting/Roughhousing resulting in injury

*Habitually Disruptive

*Harassment

*Making a False 911 Call

*Personal Substance Abuse (drugs or alcohol)

*Possession (drugs or alcohol)

*Selling or Distributing

*Sexual Harassment

*Tobacco (smoking on campus)

*Theft/Extortion

*Vandalism

*Bullying (repeated referrals)

Possible Consequences

Parent /administrative conference

OSS (short or long term)

Expulsion

Referral for legal action

Monetary restitution

Loss of school-sponsored activity

ISS (In school Suspension)

Student Behavior Contract

NOTE: THE LEVEL OF THE CONSEQUENCE MAY BE DECIDED DEPENDING ON THE LEVEL OF THE BEHAVIOR. **THIS LIST OF BEHAVIORS AND CONSEQUENCES IS NOT ALL INCLUSIVE.**

