

SECTION J INSTRUCTIONAL POLICIES

(Adopted by Governing Council on 11/1/01)

(Amended 12/18/02 and 01/24/02)

(Amended by Governing Council on 03/21/11)

J.1. ABBREVIATED DAY SCHEDULE

Definition

The abbreviated day schedule is a shortened school day which begins **two hours later** than the regular schedule but ends at the regular time. The most common use of the abbreviated day schedule occurs when severe weather causes street conditions which would endanger the safety of students and employees on their way to school.

Process

PAPA will implement an abbreviated day schedule when an abbreviated day schedule is implemented by APS.

Announcement

Any announcement of an abbreviated day schedule made by APS will also apply to PAPA. On mornings when weather conditions are severe, all students, parents, and employees should be advised to listen to the radio or watch television for announcements concerning the school schedule. Following the decision to implement an abbreviated schedule, weather conditions occasionally worsen to the point that it is necessary to close the schools. This announcement will be made to the local media by APS at approximately 9:00 A.M.

Due to the fact that many of our students travel to PAPA from school districts outside of APS, weather-related late arrival, early dismissal, or absence will be excused according to the following policy. When districts outside of APS announce weather-related schedule changes, parents of students living in those outlying districts will be allowed to decide at their own discretion when or if it is safe to transport their children to PAPA. In the event that a student living in one of these outlying districts is late, absent, or needs to leave school early due to weather-related schedule changes, PAPA will excuse the absence, late arrival, or early dismissal of that student provided that the parent or guardian calls the office to inform the staff of their district's weather-related schedule change."

Who Reports to Work on an Abbreviated Day or When School Is Cancelled

The reporting time for all employees shall be delayed up to a maximum of two hours. Administrative staff is encouraged to report as early as possible to prepare the buildings for the school day.

Abbreviated Day Schedule

The principal will determine the adjustment of classes necessary to accommodate the abbreviated day schedule, taking special precautions not to discriminate against any particular period or subject area. The principal is also responsible for clarifying the exact beginning and dismissal times for parents.

J.2. ATTENDANCE

PAPA students are expected to arrive on time and adequately prepared for school and for each of their classes during the school day. Repeated or excessive tardiness and lack of proper preparation may result in loss of credit or disciplinary action. Parents must give prior notice or call the school office by 9:00a.m. the day a student is absent to ensure the absence is excused.

State Statutes Governing Student Attendance

PAPA will enforce compliance with the Compulsory School Attendance Law, Sections 22-12-1 to 22-12-8 NMSA 1978 and all other applicable state laws and regulations governing attendance.

PAPA Attendance Procedures

1. EXCUSED ABSENCES

Absences may, in general, be excused for all or part of a school day for the following reasons:

- 1.1 Medical reasons – including illness, doctor / therapist appointment, diagnostic testing and the like. If an illness or other medical reason is used excessively (more than 5 times during the school year), a notice from the doctor/dentist/therapist will be required in order to excuse an absence.
- 1.2 Family emergencies or bereavement can be approved at the discretion of the principal.
- 1.3 Religious reasons.
- 1.4 School-approved extra-curricular and/or performance absences are counted as present. Non-school performance or extra-curricular absences must have the approval of the arts coordinator or principal with the appropriate form submitted at least 2 weeks in advance. Current academic performance may be considered when making the decision to excuse.
- 1.4 Other extenuating circumstances as agreed with the principal prior to the absence.

2. REPORTING

- 2.1 Parents or guardians must call the school office to report any absence of their children that has not been previously approved.
- 2.2 Calls regarding absences are requested by 9:00a.m.
- 2.3 If it is not possible to give prior notice by phone, the parent or guardian must provide the school with a written explanation concerning all student absences upon the student's return to school.
- 2.4 Absences will be recorded daily. PAPA will keep a record of all excused and unexcused absences. The principal will design and implement a system to record and to keep records of student absences.
- 2.5 Parents will be informed on the half-semester and semester report cards of the number of absences for each student.
- 2.6 Teachers will be informed of calls concerning student absences.
- 2.7 The school should be notified in advance by the parent or guardian of anticipated absences because of trips, family emergencies, medical or agency appointments.
- 2.8 PAPA will attempt to investigate unexplained absences through telephone contact, parent conference, written notice or home visits with parents/guardians as soon as possible and advise them regarding the importance of regular school attendance and the legal implications involved.
- 2.9 Absences reported after three (3) days may, at the discretion of the principal, be regarded as unexcused.

3. MISSED INSTRUCTION, MAKE-UP WORK AND CREDIT

- 3.1 Students are encouraged to work with their teachers to obtain instruction missed during absences but will only be entitled to receive credit for make-up work completed in the case of excused absences. In cases of unexcused absences, the teacher will judge the merit of providing make-up work and will judge each case on its own merit.
- 3.2 When a student is absent, make-up work may be adjusted from the original assignment so that learning needs are met without overburdening the student, teacher, or parent/guardian.
- 3.3 If the student is or will be absent, the parent/guardian may contact the school (contact person is the Administrative Assistant) and request make-up work. Teachers will need at least twenty-four (24) hours from the time of request to compile the assignments.

- 3.4 In the case of anticipated absences, make-up work should be discussed and planned with individual teachers at least one week prior to the absence or as soon as the need for the absence is known in the case of periods less than one week.
- 3.5 The student will have the opportunity to complete the work in a period of time equal to the number of days absent (1 day for every day absent) unless other arrangements have been made through the teacher or principal. Each teacher may determine and implement a reasonable, general and flexible procedure to obtain and complete make-up work for their particular classroom.
- 3.6 The teacher may use his/her discretion to allow partial or full substitute credit in respect to the student's participation in performing arts, athletic or other extra-curricular or co-curricular activity for an excused absence.

4. ABSENCE LIMITATIONS AND CHRONIC ATTENDANCE PROBLEMS

- 4.1 Excused absences will generally be excluded from the calculation of excessive absence.
- 4.2 When poor attendance becomes excessive, phone calls or conferences with parents/guardians will be held by the principal, social worker, and/or teacher(s). The student, nurse, counselors, and representatives of outside agencies may be included. If family problems appear to be involved, families will be counseled to seek help from appropriate community services.
- 4.3 When a combination of phone calls, written notices, conferencing and/or counseling is ineffective, a referral will be made to the Juvenile Probation Office in accordance to the New Mexico Compulsory School Attendance Law '22-12-9 NMSA'. This will include a certified letter to the parents informing them of the referral.
- 4.4 Students with 10 or more unexcused absences per subject, per semester may lose credit for the course where the absences occurred.
- 4.5 High School students who lose credit must make up the credit if it is required for graduation. If a student cannot make the course up through the regular school day, the student will have to pay for an on-line or summer school course (if available). Middle School students may be required to repeat the school year (remain in the same grade) if absences are excessive and the student's academic success suffers.

5. LATE ENROLLMENT

In the event a student enrolls at PAPA during the semester, grades and credits for the semester will be determined by the teachers in consultation with the principal. Generally, the effort and achievement demonstrated by the student during the time the student is enrolled will be weighted with the enrollment grade from the previous school. If a student was home schooled, the student will have to complete work determined by the teacher in order to get the student "caught up". The student and his/her parents are to be made aware of the above upon enrollment.

6. STUDENTS WHO HAVE EXCESSIVE ABSENCES MOVING TO NEW ATTENDANCE AREAS

- 6.1 The student and parents are to be advised that prior absences will be taken into consideration if a pattern of absenteeism recurs at the school of new enrollment.
- 6.2 This policy will apply to PAPA in respect of students transferring from PAPA to another APS school and students enrolling in PAPA from another APS school.

7. SPECIAL EDUCATION ATTENDANCE

Regular attendance is expected of special education students. Exceptions to this directive may be made, however, with respect to individual needs of such students as determined by a student's IEP.

J.3. EXEMPTIONS FROM HEALTH OR PHYSICAL EDUCATION CURRICULUM

Waiver Request from Portions of the Health Curriculum

A syllabus describing the topics covered in Health will be sent home to the parents through the students at the beginning of the semester. Parents wanting to exempt their student from a portion of the curriculum can make a written request to do so. This procedure should be looked upon as a partnership between the parent/guardian and the school, designed to best meet the needs of each student and family. The following steps should be taken.

- A. The parent/guardian should contact the teacher and request a meeting.
- B. The parent/guardian and teacher should review the entire curriculum and come to an agreement as to specifically what areas or topics the student is to be exempted from.
- C. The teacher should supply the parent/guardian with the state competencies that are met by this topic and agree on an alternative assignment(s) that will meet these competencies.
- D. A written agreement should be drawn up that includes the following:
 1. Specific dates the student will be out of class.
 2. Where and to whom the student is to report on these days.
 3. The assignment that has been agreed upon by both teacher and parent/guardian(s).
 4. The competencies that are being met.
 5. How the student will be evaluated for this assignment.
 6. Teacher's signature.

The parent/guardian may use alternative materials that meet the state competencies. If the school is unable to reach agreement with the parent/guardian to waive only a portion of the course and a waiver of the complete course is requested, the following procedure applies:

- a. The parent/guardian may request to teach the state health competencies using materials and methods that support parent/guardian values.
- b. The principal may waive the health course requirement upon request by the parent/guardian in accordance with the regulations of the New Mexico Public Education Department. The student must choose another course in place of the health course.
- c. Another option is use of a correspondence program acceptable to both the school and family.

Medical Waivers from the Physical Education Curriculum Requirements

A student may be excused on a year to year basis from physical education classes by the principal in accordance with the regulations of the New Mexico Public Education Department. He/she must have on file a written statement from a licensed medical doctor or osteopath, which indicates the physical education activities that would be detrimental to the health of said student. The doctor's statement must be renewed annually if the condition persists. This school-based waiver does not exempt the student from his/her obligation to meet graduation requirements as outlined by the New Mexico State Department of Education Standards. Before granting a waiver, PAPA must consider whether or not the student's needs can be met if the school modifies the student's physical education program. If reasonable modification can be made, PAPA has an obligation to provide the modified program for the student. Examples of reasonable modifications include:

- A. Student may participate with the class on all activities which would not be detrimental to his/her health and be assigned an alternative activity when participation would be detrimental to the student's health. The alternative activity should be non-punitive and should contribute to the student's fitness plan or achievement of physical education competencies.
- B. The student may withdraw from the class with no penalty and re-enroll at a later date if the condition will persist for many weeks but is expected to improve substantially at a future date. The move must be done on a semester basis in high school (if possible) in order to earn course credit.
- C. PAPA may designate an alternative course to fulfill the physical education requirement.

- D. A high school student may complete a correspondence course approved by the school to fulfill the graduation requirement for physical education.
- E. The school may develop an adapted physical education course to meet the needs of physically impaired regular education students.

Religious Waivers

A student may be excused from physical education classes on a year-to-year basis for religious reasons with the approval of the principal. A school-based waiver does not exempt the student from his/her obligation to meet PAPA's graduation requirements. If reasonable modifications can be made, the school has an obligation to provide the modified program for the student.

State Waiver Approvals

A student who is unable to complete the middle school and/or high school graduation requirement for physical education because of health or religious reasons must receive a waiver from that requirement from the New Mexico Public Education Department.

Waiver Under Section 504

Students for whom a waiver of the physical education requirement is requested on medical or physical disability grounds must receive an evaluation which meets the requirement of Section 504. Following the evaluation, PAPA will prepare a modified program which accommodates the student's needs. If the parent/guardian objects to the plan and wishes to request a waiver of physical education requirements, or if the recommendation of the School SAT Team (acting in accordance with Section 504 regulations) is that the student be waived from physical education requirements, application will be made to the New Mexico Public Education Department

Extra-Curricular Activities

A student who has received a physical education waiver is prohibited from participation in any PAPA sponsored extra-curricular activity requiring physical exertion similar to that described in the waiver.

J.4. FLAG DISPLAY AND PLEDGE OF ALLEGIANCE

PAPA encourages the provision of patriotic observances at appropriate times.

Flag Display

In accordance with New Mexico law, the flag of the United States and the flag of the State of New Mexico will be displayed in each classroom.

Pledge of Allegiance

New Mexico law also requires that the pledge of allegiance be recited daily in each public school in the state. While no individual may be coerced into participation, all students will be afforded this opportunity. No student will be subjected to prejudicial treatment for exercising his or her right to abstain from participating in the Pledge of Allegiance to the Flag. Students abstaining from participation may not be required to stand or to leave the room during the recitation of the pledge. Students who disrupt the ceremony are subject to the usual rules of the school governing disruptive behavior.

J.5. FREE SCHOOL LUNCH

1. QUALIFICATIONS

- 1.1 PAPA will comply with applicable state and federal laws regarding the provision of a free school lunch by schools that do not have in-house cafeteria services.
- 1.2 PAPA will provide a free school lunch (excluding beverage) to students from families whose income is at or below that listed in the Family Size/Income scale published by the State Department of Education.
- 1.3 There will be no physical segregation or discrimination against any child because of his/her ability or inability to pay the full price of a meal.

2. APPLICATION PROCEDURE

- a. An application blank and a letter to the parents will be available at the beginning of each school year. Additional applications will be maintained in principal’s office for new students entering school. If a student’s eligibility status changes throughout the year, a new form should be completed.
- b. The principal is designated as responsible agent for determining eligibility for free lunch.
- c. Applications for free lunch must be completed by the parents or guardians and returned to the principal.
- d. An up-to-date, confidential list of students approved for free lunch will be maintained. Individual eligibility status of students must remain confidential.
- e. All applications must be kept on hand for seven years. Individual eligibility status of students must remain confidential.
- f. Access to these student records is available only to select personnel, Medicaid personnel and the teachers. Requests for this information will be forwarded to the principal.
- g. Parents whose children have not been found eligible have the right of appeal before the Governing Council. Request for a review of eligibility must be in writing and addressed to the principal, who forwards a copy of the request to the Governing Council. If necessary, the Governing Council will set up a Fair Hearing Board.
- h. Any overt identification of students is against PAPA’s policy and Federal regulations.

J.6. GRADES AND REPORTING

1. GRADING SYSTEM

1.1 The alphabetical grading system/4.0 point system + or – .333 will be used:

Class Grade % = Letter Grade = Points Earned

93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	.67
59 and Below	F	0

I=Incomplete (30 school days to complete the course) No GPA

1.2 High School Advance Placement Courses and Honors Courses carry a 1 point increase in GPA (5 point scale). Concurrent/dual enrollment courses earn a 1 point increase in GPA at the discretion of

the principal (prior to enrollment in the course). Once a concurrent/dual enrollment course is determined to be weighted, it will be weighted for all current high school students and future high school students.

- 1.3 An 'incomplete' grade by reason of an excused absence may be converted to the grade earned on make-up work completed within 30 days after the student's return to school during the course of the same school year or the next school year with approval of the principal.
- 1.4 Narrative assessments by teachers and self-assessment by students in relation to each student's individual learning plan will be encouraged.
- 1.5 Students are encouraged to discuss their grades and assessments with teachers and, particularly, to use their grades and assessments to assist in honestly and objectively identifying areas for continued improvement.
- 1.6 The following factors will be used when determining the senior class Valedictorian and Salutatorian:
 - 1.6.1 The final cumulative Grade Point Average (GPA). The student with a number 1 ranking will be named Valedictorian. The student with a number 2 ranking will be named Salutatorian. A "tie" will occur only if grade point averages are exactly the same. The determination will be made after the final senior grades are posted. And;
 - 1.6.2 Length of enrollment at PAPA will be considered. Students who have attended PAPA for 5 semesters or more of high school are eligible for Valedictorian/Salutatorian honors. And;
 - 1.6.3 The candidate must have participated in a performing arts course every semester while attending PAPA.

2. GRADE REPORTING AND CONFERENCING GUIDELINES

- 2.1 It is the responsibility of the principal to keep parents informed of student progress through graded report cards and progress reports.
- 2.2 The school year will be divided into two semesters. There will be four regular reporting periods in each school year timed half way through and at the end of each semester.
- 2.3 Report cards will be compiled and sent home 4 times per year, at the end of each regular reporting period.
- 2.4 Progress reports for all students will be sent to parents by the fifth week of each regular reporting period. Teachers may contact parents at any time for conference if student performance declines.
- 2.5 Students must be enrolled a minimum of 20 days within a regular reporting period to receive a report card. Students enrolled for fewer than 20 days may receive a summary statement of progress.
- 2.6 Parents are encouraged to participate in the education process and to communicate with teachers by contacting the school to set up an appointment.
- 2.7 At the end of the school year parents should receive notification of failing grades in sufficient time to allow them to enroll failing students in summer school (if this is offered).
- 2.8 Parent-teacher conferences may be used to notify parents of student progress but may not be used in lieu of a scheduled report in writing.

3. COURSE WITHDRAWALS AND CREDITS

- 3.1 A student who is permitted to drop a class after the second week of enrollment will be given the grade of 'W'. The grade of 'W' will not be used in calculating the GPA.
- 3.2 A student who repeats a specific course of study 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 GPA. The lower grade will remain with a line drawn through it, the credit designation removed, and the word "REPEAT" inserted in its place. Dual credit will not be allowed.
- 3.3 A student who is removed from a class for reason of attendance and/or discipline will be given an "F" grade. A student removed from school under long term suspension will receive an "F." "F" does not carry credit and is included in the GPA. The course title and "F" will remain on the transcript. The course may be repeated for credit.

4. HIGH SCHOOL GPA CALCULATION

- 4.1 For the purposes of calculating GPA and class rank for seniors, calculation will be made at the end of the seventh semester (preliminary) and at the end of the 8th semester (final).
- 4.2 The top ten (10) students will be determined at the end of the final semester.
- 4.3 All courses for which a grade and credit are given and reflected on the high school transcript will be included in the computation of the GPA. Courses granting "I" or "W" will not be included in the computation of the GPA. "F" grade is included in the GPA.

5. TRANSFERRING HIGH SCHOOL STUDENTS

PAPA will comply with the following APS directives:

- 5.1 When a student transfers from an APS high school to PAPA, grades for a completed semester of work or a "W/F" given by the sending school may not be changed by PAPA. Only the school that awarded a final grade can change it. Partial grades (for less than a full semester of work) should be taken into account by PAPA in awarding a final semester grade.
- 5.2 When a student transfers from an APS high school to PAPA within ten (10) school days of the end of the semester, the sending school shall be responsible for that semester's grades. It is the responsibility of the student to make the necessary arrangements to complete all work. The transcript of the sending school should reflect the semester grades in all subjects. PAPA should make every effort to discourage transfers in the last 10 days of a semester.
- 5.3 Students who transfer to PAPA from another school will receive the transfer school's weighting of grades. When transferring during a grading period a student's "exit" grade from the transfer school will be averaged (through time weighting) with the grade earned at PAPA. I.e. If a student transfers during the 3rd week of the grading period, the course grade will be averaged by 1/3 the transfer grade and 2/3 PAPA's grade.
- 5.4 High school grades earned through home schooling will only transfer to PAPA if the grades were earned through an accredited correspondence school. The transcript from the correspondence program must be provided. No credit will be earned through testing.

6. NOTIFICATION OF STUDENT FAILURES AND RETENTION

- 6.1 PAPA may require a middle school student to repeat a grade if the student fails in all or most academic subject areas. 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.
- 6.2 PAPA will notify parents of middle school students after first semester grades are determined of the possibility of retention. School personnel will make appropriate remediation attempts involving students and parents before initiating procedures for retention in accordance with the directive on retention.
- 6.3 PAPA will send a failure notice to the parent/guardian using the most current address on file. Failure on the part of the parent/guardian to receive notification does not constitute grounds for automatic passage of the student. When high school students fail a required course for graduation, a notice of the need for credit recovery will be mailed home to parents.

7. HOMEWORK

- 7.1 PAPA recognizes the value of requiring students to take responsibility for homework and learn to balance academic, extra-curricular and recreational activities.

- 7.2 Teachers are encouraged to allow students to plan and use their time effectively and to learn to meet deadlines by giving some homework days or weeks in advance of the due date. Teachers commit to collaboration with one another in the educational process, including the assignment of homework.
- 7.3 Students should, prior to the event, discuss any extraordinary extra-curricular commitments that may affect their ability to complete homework with their teachers. Students must work with their teachers to find a reasonable solution to any problem with extraordinary homework burdens. It remains the student's responsibility to complete all assigned homework. A student may receive no or partial credit for incomplete homework, as determined by the individual teacher.

8. INDIVIDUAL LEARNING PLAN

- 8.1 Each student will work with a member of the PAPA faculty and the student's parent/guardian(s) to develop and maintain an Individual Learning Plan for himself/herself incorporating general and specific educational and social goals and performance assessment measures in relation to those goals.
- 8.2 The principal will develop and maintain documentation and procedures necessary to fulfill this requirement.
- 8.3 The Individual Learning Plan should include the components listed below:
 - 8.3.1 A statement of the student's present level of educational performance:
 - should include measurable information whenever possible
 - should document parent concerns
 - should cite all sources of data reported
 - should include student's strengths and weaknesses
 - 8.3.2 A statement of annual goals, including short-term instructional objectives/benchmarks:
 - should be generated from the information documented under present levels of performance
 - should be measurable (like rubric portfolio)
 - should be reviewed at least once during each of the four regular reporting periods
 - 8.3.3 A statement of the documentation and work to be produced and maintained in an Individual Student Portfolio that is intended to reflect the student's progress towards identified goals
 - 8.3.4 At the end of 8th grade, the Individual Learning Plan becomes a Next Step Plan, a statement of career goals, the 4-year plan for graduation and counseling in relation to higher education. At the end of the 11th grade year, students will complete a Final Step Plan that may be updated during the 12th grade year.

J.7. RECORDS RETENTION AND DISPOSITION SCHEDULE

This schedule describes the most commonly used retention periods. This directive applies only to school records. Retention periods for school security, legal records, business and financial, personnel, library, and transportation records are not covered. Access to confidential documents and/or confidential files will be only by court order, unless provided by statute. Release of confidential documents to law enforcement and other governmental agencies will only be upon specific statutory authorization or court order.

PAPA is required to include accident reports, cumulative health records, daily attendance, disciplinary records, free lunch authorization, and parent permission to participate in extramural activities, cumulative record folder, student data transmittal form, student permanent record card, and the teacher class record book.

Record Schedule

DESCRIPTION	RETENTION PERIOD
Textbook Inventory Listing Listing prepared annually by each school which reports current inventory of schools instructional materials supplied by the state	Until superseded by new listing
Textbook Adoption List Copies listing of all textbooks adopted by State Board of Education	Until superseded by new listing
Student Cumulative Education Record File	
A. Transcripts, shows date of birth, date of entrance, courses taken, grades received, and degree granted	90 Years after graduation
B. Student health records, immunization	10 Years from date of last attendance
C. Federal program records	5 Years after final expenditure Report
D. Other student records including registration record, screening evaluation, counselor notes, correspondence, program participation, 504 Plan	2 Years after last attendance
Special Education Records	
Special Education confidential records must contain all IEP's as long as student is in school, plus 5 years	After completion of special services but not sooner than 5 years after completion of activities funded
Other Records	
Discipline	5 Years after last entry or 2 Years after last attendance
Guidance Folder	5 Years after last entry or 2 Years after last attendance
Scholarship Award Record	1 Year after award
Employment Certificate	Until student is 21
Honor Society Record	1 Year after end of school year
School Census Records	1 Year after end of school year
Student Attendance Record	1 Year after end of school year
Student Attendance Exemption Record	Until student is 21
Student Accident/Illness Record	1 Year after end of school year
Student Organization Record	6 Years after date created
Student Fine Receipts	3 Years after close of fiscal year
Parent Survey P.1.874	4 Years
Athletic Program Records	
Activity Membership	6 Years after date created
Injury Records/Medical Reports	10 Years after date of last entry
Record of Assigned Coaches	Until reference value ends
Curriculum Records	
A. Curriculum catalogue or bulletin	Permanent
B. Approved curriculum variance application	10 years after approved
C. Approved application of occupational education curriculum	1 year after curriculum discontinued

D. Denied application for curriculum approval	1 year after end school year
Other Instruction Records	
Teacher's lesson plan	2 years after close of school year
Teacher's class rolls, grade sheets	1 year after end of term
Examination and test answer papers	2 years after close of school year
State required district testing records Original to NM Dept. of Ed	2 years after close of school year
Food Management And Child Nutrition	5 years after submission of final report, 7 years for Title I purposes
School Administrative File	5 years after close of school year
Calendar Of Events File	Until obsolete
Committees, Councils Files	5 years after end of school year
Maintenance Service File	3 years after date of last entry
Work Orders File	1 year after work completed, paper; 2 years, electronic

J.8. STUDENT RECOGNITION

PAPA affirms the importance of recognizing and rewarding outstanding student achievement in academics and the arts. PAPA also seeks to recognize student success in other areas, both within and outside the school, including student behavior and service to the community.

1. ACADEMIC ACHIEVEMENT

- 1.1 At the end of each grading period the principal will establish and publish an honor roll containing the names of students who have achieved an overall grade point average of 3.0- or better separated into: 4.0 or better, 3.5 or better, 3.0 or better. Such an honor roll may also contain a ranking of 12th grade students. A system of recognition for students in accordance with the honor roll may include: publication of the honor roll in local newspaper, presentation of an honor roll certificate and/or recognition at an awards assembly and any other appropriate recognition.
- 1.2 In addition, the principal will, in consultation with the academic faculty, establish and publish a system for recognizing and rewarding those students who have demonstrated significant progress towards meeting their individual academic goals as contained in their Individual Learning Plan and measured at the end of each grading period.

2. ARTS

PAPA will recognize outstanding achievement in the arts both within and outside the school. The principal will, in consultation with the adjunct faculty, establish and publish a system for recognizing and rewarding such achievement.

3. STUDENT BEHAVIOR AND COMMUNITY SERVICE

The principal will, in consultation with the academic and adjunct faculty, non-academic staff, parents and students, establish and publish a system for recognizing and rewarding those students who have demonstrated excellence or significant improvement in behavior and/or service to the community.