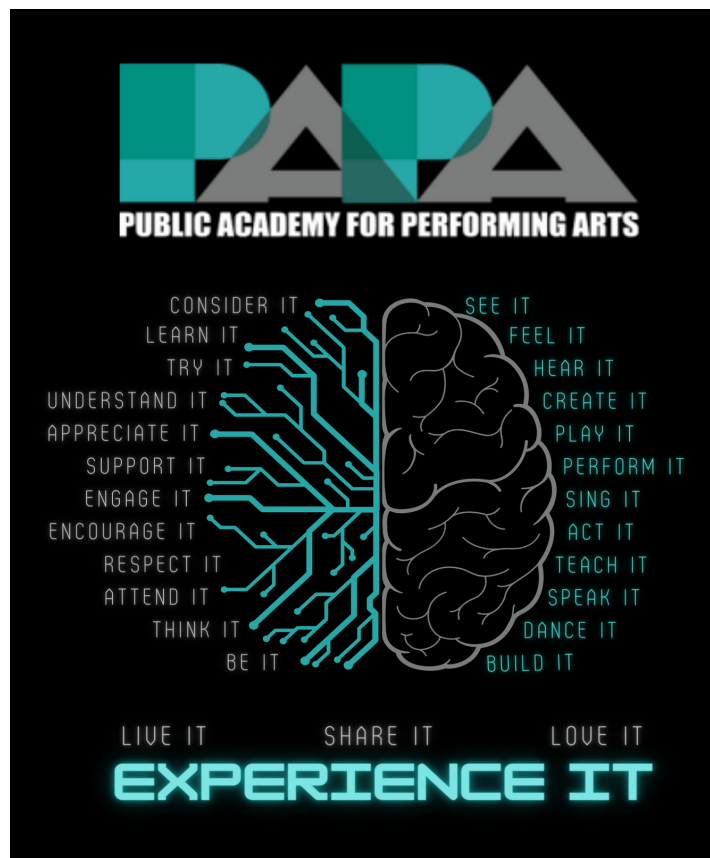


**PUBLIC ACADEMY FOR PERFORMING ARTS (PAPA)
PARENT/STUDENT HANDBOOK
2023-24**



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.

11800 Princess Jeanne Ave NE
Albuquerque, NM 87112
Phone 505-830-3128 / Fax 505-830-9930
www.paparts.org



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! You have chosen a school dedicated to college readiness and the pursuit of excellence in the arts. This means you have the opportunity to watch your child grow in academic skill, technical and expressive artistry. The development of a student performer is nourished with our community as students learn tools to build endurance, to maneuver productive struggle, overcome setbacks, take direction with grace, and build community with one another. While you don't need tickets to watch this "show", we are happy to partner with you through the "rehearsal" of middle school and high school.

This book is a guide for the journey at PAPA. 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. We cannot 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 this document as needed.

If you have any questions or concerns after reading the handbook, please call or email me (505-830-3128 or tlopez@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 and is updated regularly and posted on the school website (www.paparts.org).

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 and every day, by checking PowerSchool for grades and 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 Executive Director's Advisory Council, volunteering for the PAPA THRIVES (SEL, EQUITY, MLSS), assisting the Performing Arts Foundation and attending meetings. Our efforts will be successful when they are an extension of the base you construct at home.

We look forward to a year of performance in the classroom and on the stage! Thank you for your commitment to PAPA! We look forward to working with you to make 2023-24 excellent!

Sincerely,

Tamara Lopez



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, Google Classroom, Google Docs, IXL, Edmodo, Kahn Academy, Classflow, etc.), 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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PAPA Calendar 2023-24

GC Approved 1/26/23

Notes:

Jul 04	Independence Day
Sep 04	Labor Day
Oct 09- Oct 10	Indigenous Peoples' Day, Fall Break
Nov 11	Veterans Day
Nov 23	Thanksgiving Day
Dec 15- Jan 3	Winter Break
Jan 15	M L King Day
Feb 19	Presidents' Day
Mar 29	Vernal Holiday
May 27	Memorial Day

	In-service
	No school for all
	New Student Orientation
	Jump Start, new students
	First/last day of school
	Final registration
	All-school awards, 1pm release
	Graduation

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**8th Period Lite &
PLC Staff Collaboration
2023-2024**

**No 8th period
classes**

**Study Hall is available in
the cafe for those that
cannot get picked up on
these dates.**

***Study Skills Class will not Cancel
and will meet as usual.***

Contact Us



505-830-3128



www.paparts.org



8/23/23



9/20/23



10/18/23



11/29/23



1/24/24



2/14/24



3/13/24



Health & Wellness Monthly Focus 2023-2024



August

Social Emotional Skills

Week 1: Self-Awareness
Week 2: Self-management-
use Alongside
Week 3: Responsible
decision making
Week 4: Social Awareness
Week 5: Relationship

September

**Substance Abuse-
Education**

Hispanic Heritage

October

**Bullying Prevention &
Digital Literacy**

Red Ribbon Week

November

**Diabetes Awareness/
Kindness & Gratitude**

Week 1: Diabetes
Weeks 2 & 3:
Kindness & Gratitude
Food Drive

December

**Helping Others/
Community**

Giving Tree

January

**Healthy You/
Healthy School**

Body, Mind, & Movement

February

**HS Healthy Relationships/
MS Body Boundaries**

Black History Month

March

**Agency & Advocacy
Disability Awareness
Month**

April

Stress Management
Arab American Heritage

May

**Mental Health Awareness
Month/
Volunteerism**

Asian Pacific American
Heritage
Jewish American Heritage



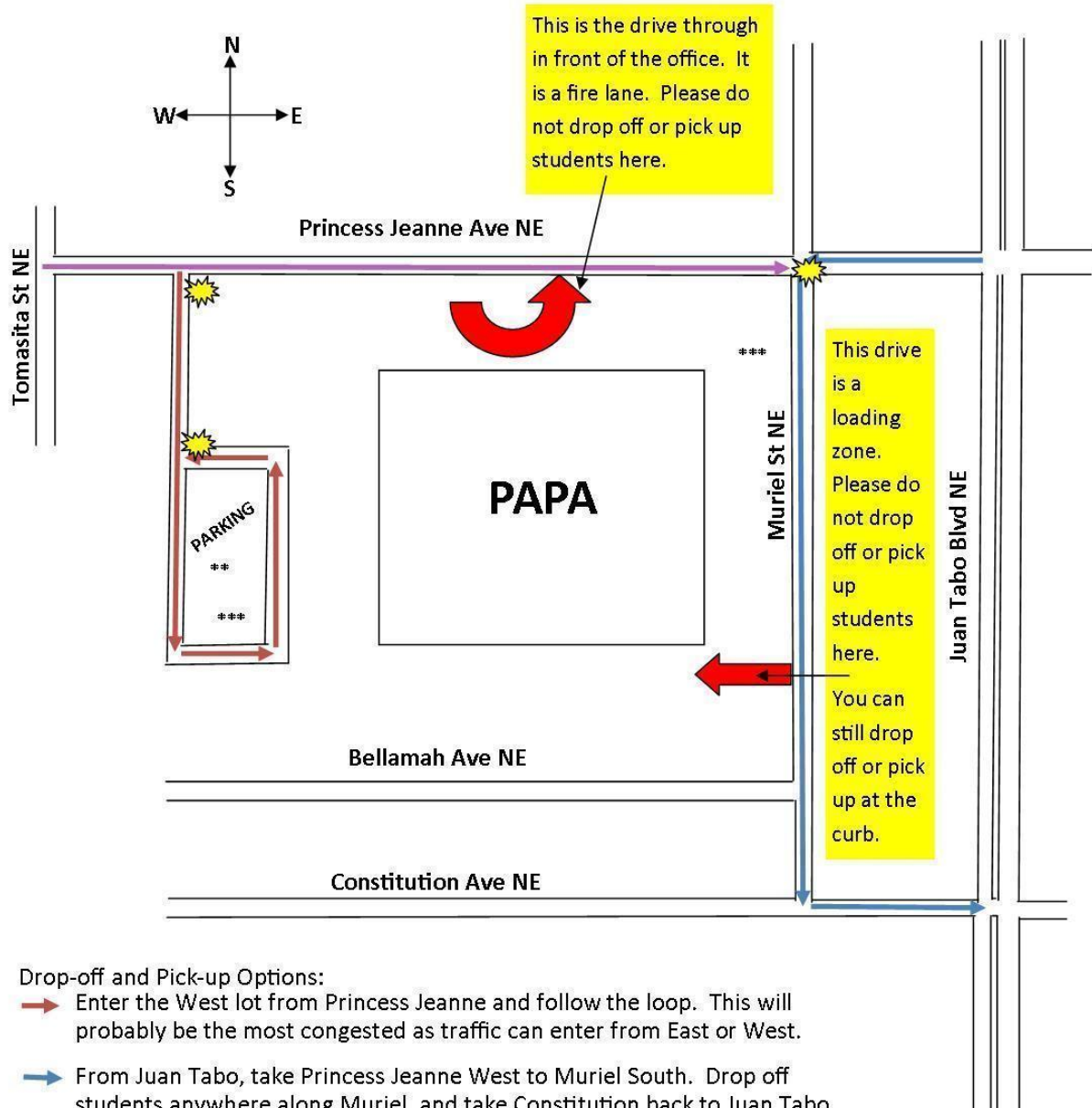


Performance Agreements

Location	Respectful We treat ourselves, others and the environment with care.	Professionalism We take honest reflection and ownership of our words and actions. (No PDA/drugs/gangs)	Agency, Initiative, Attitude, Self Advocacy, Effort We are truthful to ourselves and others.	Kindness We take care of each other.
Classroom	Listen to speakers Engage with lessons Treat all students well Stay on Task	Take care of all materials Keep the room clean Come prepared and on time Always try your best	Admit your mistakes, learn from them Do your own work Give credit for ideas you use Work through challenges, try your best	Keep a positive attitude Be inclusive and helpful Be kind and encouraging
Common Areas	Use kind language, speak softly Take care of all materials and return them when you're done	Be in the correct locations at breaks Do not run inside Water bottles only (no food or drinks)	Own up to your actions Stick to the rules of the game If something breaks, let a teacher know	Be kind towards all people Always practice inclusivity
Bathroom / Dressing Rooms	Give people privacy Speak with a low volume Minimize time in the bathroom Keep the lights on	Use the appropriate amount of products (water, paper towels). Take care of the property inside Clean up after yourself	Only use bathroom when needed No technology in the bathroom Own up to your behavior Use the assigned change room	Treat others as you'd like to be treated Inform an adult if you or someone else needs help
Cafeteria & Outside Eating Areas	Keep noise to a conversation level Be polite to staff and each other	Clean up after yourself Avoid food waste Remind your peers to follow protocol	If something spills or breaks, let the staff know Wait your turn in line	Help out others in need Include others in your table group
Online	Collaborate in encouraging and supportive ways Take care of all school devices Always communicate respectfully	Only share information with people you know Check email regularly Close chat programs during class time Use school computers for work, even at home.	If you see something that makes you uncomfortable, report it to an adult Give credit if you take information from an online source Do not plagiarize	Build people up in positive ways Consider your actions and their effect on others
Theater	Remain quiet during the performance Speak and clap at appropriate times Sit properly and stay in the chairs Turn off devices during the performance	Leave in an orderly manner and remember to take all your belongings Be on time for the performance Food and drink must stay outside	Put props/equipment where they belong Report if you break something Give credit to those who did the work Only take videos and photos with permission	Be appreciative to those who made the performance possible Have empathy for the performers Give constructive feedback (if asked)

We are not here to create the stars of tomorrow, rather we are here to create a whole human today.

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	7:50
1	8:00-8:58 (+Announcements)
2	9:02-9:56
3	10:00-10:54
4	10:58-11:52
HS 5	11:56-12:50
MS LUNCH	11:56-12:26 (Closed Campus)
MS 5	12:26-1:20
HS LUNCH	12:50-1:20 (Closed Campus)
6	1:25-2:19
7	2:23-3:18
8 (Only students with class/school business may be present)	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 all of APS delays (district-wide). 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 missed work.

PARENT OFFICE ASSISTANCE

PAPA's office is open for 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. Records requests or transcripts may be ordered via email at llucero@paparts.org. Please give at least 24 hour notice. Special Education records may be requested at mpower@paparts.org.

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. If a child feels unwell, they are to report to the office, speak with the health assistant. The health assistant will determine if a call to the parent and/or pick up is necessary.

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.

Federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, physical or mental handicap, serious medical condition, race, creed, color, sex, gender identity, sexual orientation, spousal affiliation, national origin, religion, ancestry or need for special education services. There will be no imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion, or culture or because of the student's use of protective hairstyles or cultural or religious headaddresses.

SCHOOL HOURS

School is in session from 7:50a.m. until 3:18p.m with a 4:16p.m. release for 8th period. Students enrolled in 8th period classes may not leave after 7th period without being signed out by a parent/guardian at the front office. Faculty members are on campus from 7:45a.m. until 3:30p.m. There is no supervision before or after those times. The administration office is open from 7:30a.m. - 4:30p.m. The building will be locked at 4:30p.m.

Please do not leave your child on campus unattended. If a student is unable to be picked up by 3:30, they should be enrolled in an 8th period class or enrolled in a community after school program. If a student needs to wait for parent pick up, they should wait on the patio outside of the main office doors until their parent arrives. The Jeanne Bellamah Community Center (11516 Summer Ave NE, Albuquerque, NM 87112; (505) 767-5910) provides an after-school program until 6 p.m. and partners with PAPA to provide transportation (determined by need) to the Center. Parents should call the center directly to register their child. APD or APS Police will be called to take care of students left unattended after school hours.

LOTTERY

PAPA follows NM statute (22-8B-4.1 NMSA (1978)) in its operation of the lottery. Current PAPA students complete an intent to return form in December that helps PAPA determine the number of spots available at each grade level for the following year. State law provides that only the following categories of applicants may be exempted from the lottery process: (1) students who have been admitted to the charter school through an appropriate admission process and remain in attendance through subsequent grades; and (2) siblings of students already admitted to, or attending, the same charter school.

The application and the lottery process are posted on the website at paparts.org. The lottery application is accessed and submitted via a Google Form and the window is open for over 4 weeks, in January/February. Lottery applications are assigned a ticket number; that number is emailed to the parent/guardian of the applicant.

Once the lottery window is closed, the drawing begins. The date of the drawing is posted on the website. PAPA uses a computer randomizer to select applications by grade based on the number of spots available. Lottery results are posted on PAPA's website by ticket number. The parent/guardian of students selected through the lottery are required to call PAPA within the designated time (usually two weeks) to accept the spot. Failure to contact PAPA within the allotted time will result in loss of the spot. PAPA's office number is (505) 830-3128 ext 0.

Students not drawn for the lottery are placed on a waitlist in the order assigned by the randomizer. If a space becomes available, it will be offered to students on the waitlist (in order). Waitlist students have 24 hours from the time of the call to accept the spot. If there is no response, the opening will be given to the next student on the waitlist.

All selected students and a parent/guardian are to attend New Student Orientation to complete online and paper enrollment forms, choose classes for next year, take skills assessments in math and reading, participate in a mandatory audition experience, and to learn about PAPA. If there is an extenuating circumstance prohibiting attendance at New Student Orientation, contact the office at (505) 830-3128 ext 0 or info@paparts.org.

Forfeiture of the enrollment spot includes: lack of correspondence/response to accept the spot and/or to attend New Student Orientation, failure to complete required enrollment forms by the deadline, failure to provide required enrollment documents by the deadline (birth certificate, immunization records, etc.), or misrepresentation of a student's grade level or number of credits earned (high school).

New PAPA students are required to attend Jump Start in August of the new school year.

REGISTRATION

Pre-registration for current PAPA students is held each spring for the following school year. High school credits are analyzed and Individual Learning Plans (middle school students) and Next Step Plans (high school students) are created and updated by each student. Students also receive academic, career, and 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 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 homeschooled 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 who do not provide required documentation including shot records or medical exemption and a 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, VEHICLE ACCESS, CLOSED CAMPUS, NO FOOD DELIVERY

Student parking is on the west lot and only in the dirt lot with special permission (late start/early release students and with a special pass). Students are not permitted to park on the street or in the neighborhood. Students must obtain a parking pass at the beginning of each year through the school office in order to park on campus. The parking pass must be displayed on their vehicle.

The west gate, bus loop and service entrance are closed at 9:15am and reopen at 3pm. If a student arrives at that time and needs access to the parking lot, call (505) 830-3128 and the gate will be opened. If a student needs to leave early and exit from a locked gate, they need to check out in the office and ask for the gates to be opened.

Students may not access or sit in their cars during the school day or during lunch. If a student needs to access their vehicle for any reason, they are to contact the front office prior to going to their car. Students should leave campus when their school day is over. They are not permitted to be in their cars during any part of the instructional day. This includes students who do not have an 8th period class but need to wait for someone who does. The waiting student should enroll in an 8th period class or participate in off campus activities such as the community center.

PAPA is a closed campus. Once a student arrives at school, the student 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. This includes students on class rosters for 8th period classes. Students are not allowed to check themselves out for lunch. If a parent wants a student to leave during lunch, the student has to come to the office and sign the student out. The age of 18 has no bearing on the closed campus rule.

Ordering food from off-campus delivery services and receiving food deliveries during the day is not permitted.

VISITORS

Parents are welcome and encouraged to visit the school. Please make appointments with teachers. Parents 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 by 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 7:50a.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. are reasons to miss school. If your child is not experiencing this type of issue, there is no reason to claim an illness.

Parents are encouraged to monitor student attendance through the PowerSchool system. Parents and students will receive a PowerSchool username and password during registration.

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 student’s 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 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. Vacations are not considered excused absences. Tardies in excess of 15 minutes are considered an absence for that class period.

School-sponsored activities are considered excused, and no parent phone call is necessary. Participation in some school-sponsored extracurricular 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

The Attendance Success Act allows students to miss a total of 10 days in total. All absences, excused, or unexcused will be counted in this total per the regulation of the law.

Chronically Absent Students are defined as students that miss 10% or more of classes or school instructional time for any reason. Absences will be marked in this way; missing 50% of class will count as a full class absence, missing 50% of the day will be marked as a full day absence. A student shall not be absent from school for interscholastic extracurricular activities for more than 15 days per semester.

- **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 plan to improve attendance will be developed and implemented.
- **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 attendance plan and discuss the impact of truancy on the future of the child. At this time, the 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 habitually 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 accelerated 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 PARTICIPATION

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 fully participate will earn all of the possible points for that week. The participation grade is worth 10% of a students' course grade each quarter. Performing arts classes currently have participation grades that may exceed 10%. Alternate participation assignments may be given as necessary (injury, illness, etc.).

EXTRACURRICULAR ACTIVITIES AND NON-PAPA PERFORMING ARTS-RELATED ABSENCES

PAPA's primary emphasis is education. Extra-curricular activities are supplemental to the instructional priority and are meant to enhance students' experience. Students must be in attendance more than half of the day of an extracurricular activity in order to be eligible to participate. Students not in attendance will not be permitted to participate/perform. Extracurricular activities include and are not limited to: performances, dances, field trips, competitions, movie nights, etc. There are additional requirements for performances (see below in the section called "Absences from Performing Arts Classes"). Attendance is expected the entire day following an extracurricular activity.

Extracurricular student activities not connected with the school have to receive approval from administration (executive director and assistant director) prior to the absence (i.e., sports, cheer, dance competitions, theater, dance, musical performances, etc.) at least one week prior to the absence. Appropriate documentation for the event along with the [Performing Arts 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 a privilege and are subject to administrative approval. The administration may limit approval of out-of-school extra-curricular absences for the following reasons: poor school attendance, poor academic performance or grades, 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 one 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. Classwork and learning continue during student absences. It is the responsibility of students to request make-up work from their teachers. If an assignment is due the day a student is absent, the assignment is due the day the student returns. Students can make arrangements with math teachers to attend Targeted Assistance to address learning loss. For planned absences, students should contact the teacher to collect work prior to the absence. Out of school performing arts activity absences are approved through the front office after students turn in form, available in the office and on the school website (see Non-PAPA Performing Arts- Related Absences). Make-up work for unexcused absences, including suspension, 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 proactive 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” the course. Demonstrating proficiency toward a standard or skill set, however, may be required at a level above 60% mastery. In math classes, students are expected to demonstrate mastery at 80% as math is a subject that builds on prior skills. Large gaps in skills are difficult to remediate and negatively impact a student’s ability to master current and future concepts. If mastery is not demonstrated, students will participate in remediation to relearn the concepts and then retest over that standard/skill. Math and reading skills are remediated during Targeted Assistance during the school year. Students may be required to take Targeted Assistance, participate in academic tutoring or take a study hall class in lieu of arts electives if the student is performing below academic standards. All interventions are implemented to ensure students master course content and earn high grades.

PAPA may require a middle school student to repeat a grade or class if the student fails all or most academic subject area classes. In the event a student would benefit from additional time during the summer for skill development in any middle school class, summer coursework may be required at parental expense.

Academic honesty is expected and is a hallmark of professionalism. Cheating, plagiarism and/or using AI/internet websites to complete/submit assignments that impersonates work performed or knowledge learned and/or is not a student’s own work is not acceptable. Academic dishonesty will result in consequences determined by the teacher. Consequences may include: a zero for the assignment, alternate assignment, or other disciplinary action.

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 or Targeted Assistance. Once the work is caught up and/or the student has a verified passing grade, the student will be excused from such support.

HIGH SCHOOL CLASSIFICATION

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, the student 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.

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, foreign language, Advanced Placement, Dual Credit and Honors English, and numerous arts options, each at different skill levels. 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. See Dual Credit Enrollment for more information.

PAPA strives to personalize educational programs for all students through the Individual Learning Plan (middle school) and Next Step Plan (high school) processes during Panda U, annual registration. 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.

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 (quarter). Two quarter period grades and a final exam grade make up a semester grade in the following manner:

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

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

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

Advanced Placement (AP) and Honors courses (including AP 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). Other dual credit courses will not receive weighting (including Financial Literacy). 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 to PAPA 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.

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 and pass state required assessments in Reading, Writing, Math, Science and Social Studies to receive a diploma.

GRADUATION REQUIREMENTS - 24.5 units to include:
<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>

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, the student needs to seek assistance from the teacher.

At the end of each semester, all students will take a comprehensive final exam worth 20% of the semester grade. 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.

PAPA students follow Federal, State, and NMPED assessment requirements and PAPA **does not allow students to opt out of testing**. NMPED required assessments include, but are not limited to End of Course Exams (EOC) or Local Demonstration of Competency (LDC), NM-ASR (Science), NM-MSSA (middle school ELA and Math), PSAT, and SAT. Proficiency on PSAT, SAT and EOC/LDC, in addition to other assessments determined by PED are required for graduation. NMPED sets passing cut scores for all assessments used to satisfy graduation requirements including the PSAT, SAT, and EOC/LDC. More detailed information will be provided during registration meetings and during student academic advisement.

PAPA students will participate in the PSAT and/or Pre-ACT in grades 9 and 10 to gauge skills in preparation for the SAT and ACT. The SAT and ACT are highly recommended assessments for use in graduation, college entrance requirements, college course placement and scholarship acquisition. Students are required to take the SAT during their 11th grade year. It is highly recommended that students take the SAT and/or 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. Students may speak with the Academic Transition Specialist for more information.

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.

SENIOR SHOWCASE

Senior Showcase provides an opportunity for seniors to collaborate with peers and to highlight art forms 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 a Senior Showcase course in the student's chosen art form counting for a 0.5 elective credit earning a pass or fail grade. Seniors meet with their mentor and an Arts Panel to prepare for their performance during in-service days. The Senior Showcase course teacher will serve as Showcase Mentor who facilitates and evaluates the development of the student's Showcase.

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 the academic transition specialist. PAPA currently has an agreement with 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 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.

Seniors have until May 1st to complete any on-line or off campus credit recovery if they plan to participate in the graduation ceremonies.

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 First Year Experience before taking another course.
- Meet course prerequisites for each course.
- Have a 95% attendance rate over the past 2 grading periods.
- Have a 3.0 or higher GPA over the past 2 grading periods.
- Have no credit recovery needs.

Students who are enrolled in on-line dual credit courses are required to submit weekly grade checks to their host teacher and the Academic Transition Specialist. Screenshots of grades will be entered into PowerSchool during the semester and will be used to determine Honor Roll and year-end awards. Students who fail to submit grades as required may be denied the permission to take future dual credit courses. 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 any book/fees incurred 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. Courses may NOT be added or dropped without a conversation with the academic transition specialist. Students must take Algebra I, Geometry and Algebra II before they are eligible to take dual credit math courses.

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 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.

As stated above, remediation for middle school takes place during the school year. If a middle school student would benefit from summer skill development in any middle school class, summer coursework may be required at parental expense.

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

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

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 activities 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 extracurricular 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.

SCHOOL-WIDE STUDENT ORGANIZATIONS

PAPA has a number of student organization and clubs including Student Council, National Honor Society, PAPA Junior Honor Society, Garden Club, Climate Crew, Poetry Club, Gender Sexuality Alliance, Chess Club (pending), Sci Girls (pending funding), and Femme Art Code (pending funding). PAPA has an active Student Council. The focus is community service, promotion of school spirit, facilitation of activities and fundraising for activities. Membership begins with officer elections at the end of the year for each organization. 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.

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).
- Performers should use their own make-up and should not share products for hygienic reasons.
- 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 arrivals.
- 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.

ACADEMIC RECOGNITION AND NATIONAL HONOR SOCIETY AND PAPA 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 the PAPA Junior Honor Society. Academic excellence will also be recognized at the End of Year Awards Ceremony.

END OF YEAR AWARDS

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

- Academic Awards- Any student that earns the Honor Roll during the 1st quarter, 2nd quarter, 3rd quarter.
 - o High School Letter (“A” for academics, 1st time award=letter, subsequent awards=bar)
 - o Middle School Academic Panda (1st time award=panda, subsequent=pin)
- Number 1 Awards – The Freshman, Sophomore, and Junior with the highest cumulative GPA in their respective classes.
- Attendance - Perfect Attendance five or fewer absences, not including field trips. Excellent Attendance six to nine absences, not including field trips.

Nominated Awards:

- Performing Arts
 - o High School Letter - (“P” for performing arts, 1st time award=letter, subsequent awards=bar)
 - o Middle School Performing Arts Panda (1st time award=panda, subsequent =pin)

- o Any student in grades 6-12 can earn this award in each of the performing arts classes based on the following criteria:
 - o Earn all As, Bs, and Cs for the year,
 - o Earn an A or B all year in the performing arts class nominated,
 - o Have an excellent/good attendance all year in the nominating class (fewer than 12 absences in nominated class),
 - o Participate in all performances or activities, and
 - o 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
- Rising Artist Certificate
 - o Teachers may nominate students for this award based on improvement, character, etc.
 - o If nominated for a performing arts letter or panda (above) but the student does not meet all criteria (grades or attendance), they will receive the Rising Artist Award.
- 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 the top seniors in each of the six arts departments: Visual Arts, Film, Theater, Dance, 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

- Academic Honor Graduates
 - o Seniors who have earned a 3.5 or higher cumulative GPA will be given the distinction of being an Academic Honor Graduate.
- Fine/Performing Arts Honor Graduates
 - o Seniors who have participated in performing arts courses each semester of high school, participated in at least two (2) different advanced performing arts courses, or the aptitude to have been enrolled in advanced classes when schedule prohibits enrollment in the advanced course but enrolled in the corresponding intermediate course 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 GPAs 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.
 - 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, PowerSchool, and emails. Parents may 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, SAC/SHAC (see below), and Equity Council also provide an excellent avenue for involvement and support.

EXECUTIVE DIRECTOR ADVISORY COUNCIL (EDAC), SCHOOL HEALTH ADVISORY COUNCIL (SHAC), PAPA THRIVES (PAPA EQUITY COUNCIL, SOCIAL-EMOTIONAL LEARNING (SEL))

The committees above are composed of teachers, staff members, students, parents, and/or community members. The main goal of these committees is to provide input on programs, policies, procedures, health, and safety to PAPA Administration and the Executive Director, and to the Governing Council (for policy additions or modifications). Contact the Executive Director if you would like to volunteer for these committees.

The goal of PAPA's Equity Council is to make recommendations to the executive director regarding equal access to education. PAPA's Equity Statement is as follows:

PAPA is a public charter school committed to advancing historically marginalized and underrepresented students in the arts and academics by our continual efforts devoted to intentionally identifying and dismantling the structures of institutional oppression in education, consistently validating the unique social, historical, cultural, linguistic, gender, sexuality, and ethnic identities of our students, families, and community, and constantly working to build equitable access to power and resources by bridging barriers to higher education and career choice for underrepresented students. We show our commitment to a holistic response to this work in our efforts to create equitable and culturally responsive school-wide systems reflected in, among others- administrative policies, practices, and procedures; a diverse and multicultural student body, and staffing which reflects this diversity; culturally and linguistically responsive curriculum and instruction and;

sufficient resources devoted to promoting and sustaining the health and wellness of PAPA students and designing student support strategies which validate and affirm the unique cultural identities of our students and leverage the strengths of their communities.

SPECIAL SERVICES PROGRAMS

PAPA shall provide a free, appropriate public education for all students with disabilities that complies with the Individuals with Disabilities Education Act, its implementing regulations, and state regulations established pursuant to 20 U.S.C. Section 1412 of the U.S. Code. PAPA also works closely with parents to create Individualized Education Plans and necessary 504 Plans. PAPA's Fine Arts and College Preparatory curricula will provide enriched learning opportunities in the least restrictive environment as defined by IDEA. Accommodations and modifications that meet the needs of individual students are provided by appropriate staff. All inquiries about special special services may be directed to the Special Services Director, Michael Power, at mpower@paparts.org.

GENDER SUPPORT PLANS

The Public Academy for Performing Arts strives to support inclusivity. The Gender Support Plan (GSP) is a detailed document created to support our transgender and non-binary students. It establishes a shared understanding among student, parent(s)/guardian(s,) and school faculty and staff about the ways in which the student's authentic gender will be accounted for and supported at school and will affirm the gender-inclusive climate The Public Academy for Performing Arts implements within our community.

Either parents/guardians or students have access to request a Gender Support Plan (GSP) via The Gender Support Plan Request Form located on PAPA's website. Once submitted, the requester will be contacted by the Safe Zone Coordinators to begin the official process. Once the GSP is finalized, it will be implemented school wide. Gender Support Plans will be reviewed each academic year to ensure that the student's gender-related needs are being met during their time at PAPA. There are different types of gender support plans:

Informal: Upon student request, our school will recognize students by their affirmed name/gender identity in interpersonal interactions, such as how the student is addressed in class including Google Classroom. No parental notification or permission is required. Students have the right to access the facilities and activities that affirm their gender identity, regardless of legal name or sex assigned at birth. Pupil records, such as records in PowerSchool will remain in the legal name.

Formal: Parent participation is required. Students may request that their name/gender be changed in most school-generated documents, google classroom, PowerSchool, performance programs, certificates. Legal documents that are generated internally (e.g., transcripts) and externally (e.g., Advanced Placement exams) will continue to show the student's legal name/gender.

Legal: A court order showing legal name/gender change is recognized permanently across student records. Some historical documents may be updated upon request.

For questions or concerns, please contact the Safe Zone Co-Coordinator at safezone@paparts.net.

BREAKFAST AND LUNCH SERVICE

PAPA provides breakfast and lunch for students. All meals served follow Federal and State guidelines for nutrition and portion size. Breakfast is served in the Cafe at 7:30am and PAPA has separate lunch periods for middle and high school students.

No food or drink (except water) is permitted in the classroom. Students who arrive at school with drinks other than water will be asked to finish them before entering the classroom. If your child has a medical condition that necessitates access to food at times other than breakfast and lunch, contact our health assistant in the main office to determine next steps (info@paparts.org).

Students are permitted to eat outside and in the Cafe. Students are not permitted to eat lunch in the hallways or classrooms except during inclement weather or if they are part of an organization that meets during lunch, or if their teacher provides extra support during lunch. Students are strongly encouraged to go outside for fresh air and sunshine. They need to dress according to the weather.

If a parent delivers lunch for a student, it should be taken to the office for the student to pick up during passing period. Students will not be called out of class to pick up lunches, to meet parents in the parking lot, and food will not be delivered to classrooms. Ordering food from off-campus delivery services and receiving food deliveries during the day is not permitted. Food deliveries are an inappropriate use of instructional time, disrupt the educational process and compete with state-mandated food service programs.

For the 2023-24, all students have free breakfast and lunch. PAPA is still required to collect information contained on Free and Reduced Lunch Forms. Therefore, parents/guardians will need to complete the form at registration. All students will receive a Free and Reduced Lunch Form as part of the registration process. A determination of eligibility will be provided to the parent once the form is processed. Eligibility will determine whether the student pays fully for lunch, has a reduced lunch rate or receives free lunch. The forms will also be available in the school office if a family's status changes. The information provided is kept confidential.

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 the variety of lunches offered, 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 AND HEALTH

PAPA will always follow PED and DOH guidance for health and safety related to illness and medication.

All students must comply with state-mandated health screenings and immunization requirements. 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 an 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. Students are not permitted to carry medicine (over the counter or prescribed) with them during school hours, on campus or school-related activities without appropriate medical authorization. Students who require over the counter medication must have doctor's authorization on file, have parents bring medication to school, and have medication dispensed in the health office by staff as needed. 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 (this includes asthma and anaphylaxis self-administration). 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.
 - [Medication Authorization Form](#)
- 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.
- Students who need to take medications on a field trip or on an overnight field trip must comply with the information and procedures above. Medication will be collected at the beginning of the trip, stored by a staff member, and administered by staff. Students are not

permitted to carry medications on them unless specifically stated on the Medical Authorization Form.

DRESS CODE

PAPA's dual focus on arts and college preparation lends itself to preparing students to understand the role dress plays in different settings from audition, interview, college and career. PAPA expects student dress and grooming to reflect high standards of personal conduct while providing an avenue for creativity and individuality. Student dress may not present a health or safety hazard, violate municipal or state law or present a potential for disruption to the instructional program.

Undergarments should not be exposed. Unacceptable clothing and accessories include, but are not limited to, attire or accessories which advertise, display or promote any drug, including alcohol or tobacco, sexual activity, violence, gangs, or disrespect and/or show bigotry toward any group are not acceptable.

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.

PERSONAL ITEMS, CELL PHONES, ELECTRONIC DEVICES

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. School personnel will not spend time looking for missing cell phones or other personal items. 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. Cell phones should not be accessed during instructional time, unless explicitly directed by the teacher. To do so is a disruption to the educational process for your child and other children. Each teacher has their own procedure about where cell phones should be stored during the period. Failure to comply with cell phone procedures may result in collection of the phone for that period, cell phone collected and housed in the office for parent pick up, or additional measures as necessary. Please do not call, text or Facetime your child during instructional time. Cell phones are used in exchange for a hall or restroom pass. Cell phone use during lunch is permitted so long as use follows anti bullying policy and appropriate technology usage. When cell phones are brought to school, they are no longer solely personal property and are subject to search and seizure if the student is suspected of violating school rules or local law, including harassment, bullying, or drugs.

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.

RESTORATIVE PRACTICES AND DISCIPLINE

PAPA seeks to use positive, preventative and restorative approaches to manage student behavior, minimize the need for discipline, and maximize instructional time for students. Our goal is for all students and staff to exhibit respect for each other in all aspects of the education process including behavior, dress, and communication. The staff at PAPA strives to uphold the highest levels of positive behavior. Students are expected to conduct themselves in a manner that supports the educational purpose of PAPA and with regard for the rights and welfare of all school community members. PAPA's restorative practices give students an opportunity to create and understand shared behavioral expectations in the classroom, understand behavioral expectations as PAPA students, and to build relationships that foster the development of healthy, productive students while preventing behavioral infractions. The emphasis on restorative relationships and positive behavior creates an atmosphere of mutual respect and the appreciation of individual differences among students, teachers and staff members and parents, as well as respect for the school campus and public property.

If infractions do occur, restorative practices help students acknowledge and be accountable for their behavior, repair damage caused, learn and grow, and prevent a recurrence of that behavior. Punishment may be used in conjunction with restorative justice, as determined by the administrative team.

At the beginning of the year, teachers will create a set of classroom rules with student input. When a student fails to follow the rules set forth by their teacher, the behavior becomes a distraction to the teacher and to the class and disrupts the education process. Teachers will use a progressive series of restorative practices to address behavioral concerns which may include conversation, responsive circles with the class, conference, and office referral. Continued failure to follow classroom expectations and rules that have a negative impact on the relationships within the classroom and prevents students from learning. This may result in an office discipline referral.

Following are school-wide expected behaviors at PAPA. Students are expected to exhibit these behaviors while on campus and at all PAPA activities. See the Performance Agreement listing expected behaviors by location at the beginning of this document.

Respectful - We treat ourselves, others and the environment with care. Use appropriate language, engage in class, take care of school property, practice performance etiquette. Be safe on campus.

Professionalism - We take honest reflection and ownership of our words and actions. This includes keeping hands and feet to ourselves, no public display of affection. Come to school/class prepared and on time. No drugs. No gangs or gang-like behavior.

Agency, Initiative, Attitude, and Self Advocacy, and Effort - We are truthful to ourselves and others. Try, learn from mistakes, give full attention and effort in class, if you see something, say something. Have a positive attitude.

Kindness - We take care of each other. Be kind and supportive of each other, practice inclusivity, help others in need by getting an adult.

Appropriate actions, including restorative practices and/or discipline will be taken when students do not meet these expectations. Potential consequences for misbehavior are determined by frequency

and intensity of the behavior. Consequences always contain a restorative component and self/behavioral reflection (conversation, make it right, corrective action, reintegration meetings, etc.) and may include: redirection, removal from setting, parent contact, loss of free time, lunch detention, campus clean up, in school suspension, out of school suspension, or expulsion.

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.

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!

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.
- Student social media accounts which impersonate PAPA, incite ill feelings, spread gossip or rumors that result in conflict or upset the educational process can be subject to disciplinary action.

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.

Students are not permitted to create PAPA social media accounts. All clubs and activity social media posts must be approved by the PAPA Executive Director and under the supervision of club sponsors.

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. Bullying/incident report forms are located in the front office and on our website under policies & PTSO. All forms are to be turned in to any administrator. [Bullying/Incident Report Form](#)

SUBSTANCE USE/ABUSE

NM law (NMAC 6.12.4) clearly "prohibits the use, possession and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances and illicit drugs in school buildings, on school premises and by students at school-sponsored activities away from school grounds." The law requires schools to "establish a tobacco, alcohol and drug free school policy that provides specific rules of conduct prohibiting the use, possession and distribution of such items, establish adequate provisions for its enforcement, including the enumeration of possible sanctions or disciplinary action, consistent with applicable statutory and case law." Schools are to post notices on school premises prohibiting use, possession or distribution of drugs/alcohol and at school-sponsored activities off campus.

Other NM and Federal laws state that it is illegal to possess, use, purchase, sell, procure or attempt to procure, offer or barter for illegal substances for the minor's own use or for another minor prior to the age of 21.

Substance abuse prevention activities and learning opportunities will take place in multiple classrooms and settings throughout the year. The School Health Advisory Council (SHAC) will offer after school educational events to students, staff and parents to increase awareness of and prevent the use of illegal substances and to increase the physical, mental, social and academic health of

students.

In an effort to keep everyone safe and deter illegal activity, the possession/distribution or use of drugs/alcohol are non-negotiables at PAPA and will result in suspension up to 9-days. In addition to suspension, students will be required to participate in restorative practices such as community service, research papers, counseling, reintegration meetings, etc.

Choosing to violate this rule more than one time in a school year will result in additional disciplinary action including expulsion from PAPA.

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. An administrator may direct or conduct a screening (random or blanket search of students/belongings generally as a preventative measure) and/or search (individual search of students and belongings with probable cause) when the administrator believes that a either is necessary to help maintain or improve school safety and security. PAPA may use trained dogs or specialized equipment to screen for concealed, prohibited items including drugs or weapons on campus. This includes classrooms, lockers, and vehicles on school grounds, and backpacks. Screenings conducted by trained dogs may or may not be announced in advance. Screening and/or searches of the entire student body or of individual students may occur.

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 personal/public property, 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.

POLICE REPORT

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.

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) who is/are the subject of the grievance. The person(s) who is/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, feel free to call or email PAPA at info@paparts.org.

**I HAVE REVIEWED THE 2023-24 PUBLIC ACADEMY FOR PERFORMING ARTS
PARENT/STUDENT HANDBOOK.**

STUDENT NAME _____

DATE _____