



**Community Handbook
Student/Parent Guide
2019-2020**

**124 North Virginia Street
Prescott, AZ 86301
Telephone: (928)
445-5100**

**School Operations
Office**

**Monday - Thursday
7:45 am - 3:45 pm**

**Friday
9:00-3:00**

Classroom Instruction:

Kindergarten 8:15 am - 3:00 pm

First, Second and Third Grades: 8:15 am - 3:15 pm

Fourth, Fifth Grades: 8:15 am - 3:30 pm

Sixth and Seventh Grades 8:00 am - 3:30 pm



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INTRODUCTION TO LA TIERRA COMMUNITY SCHOOL

La Tierra Staff

- Academic Director: Rhette Buller
- Operational Director: Julie Jongsma
- Administrative Assistant: Heather Sheetz
- Kindergarten: Ryan Allen & Kristi Spreng
- First Grade: Rachel Cochran
- Second Grade: Dawn Klaiber
- Third Grade: David McNelly
- Fourth Grade: Barbara Braswell & Denise Germaine LeGoullon Bennett
- Fifth Grade: Logan Smit
- Sixth & Seventh Grade: Lance Barnes
- Special Education: Cyndi Reynolds
- Spanish Teacher: Teri Lynn Stout
- Art Teacher: Tasili Epperson
- Music Teacher: Kelly Robertson
- Aftercare: Sabrina Hood
- Custodial: Kylea Norman

La Tierra Board

- Board President: Sierra Wilson
- Board Member: Matt Hart
- Board Member: Megan Merchant
- Board Member: Liz McClelland
- Board Member: Donna Kesler

La Tierra Parent Volunteer Coordinator

Lanna Dueck



OVERVIEW: VISION AND DESIGN

La Tierra Community School is committed to providing a rich learning environment for students from diverse racial, ethnic, and socioeconomic backgrounds and students with a range of abilities, affinities, and strengths. We encourage enrollment by all members of the community.

Mission Statement

La Tierra provides active and transformative educational experiences that respect diverse learning styles. Our educational philosophy is inspired by the expeditionary learning model and covers a spectrum of experiential education elements that are inclusive, progressive and value-based. We respect academic rigor, diversity and provide a developmentally appropriate, student-centered learning environment that encourages growth in all developmental areas, fosters natural curiosity and promotes critical thinking and reflection. Our highly qualified teaching faculty is committed to fostering each student's uniqueness while promoting their sense of curiosity, exploration and discovery. Our curriculum is centered on a differentiated instructional approach assuring that each student's needs are met. Students are involved in many experiential projects that explore diverse cultures, local and global perspectives, and environmental and social justice issues. Each semester students celebrate learning and in-depth knowledge through school wide expeditions.

Expeditionary Learning Model and Experience

The expeditionary learning model fosters children's natural tendency toward lifelong love for learning. It promotes meaningful, participatory and engaged instruction that nourishes students' natural curiosity, knowledge, skills, and personal qualities needed for successful adulthood. Learning expeditions - journeys into the unknown for a definite purpose - are the heart of this learning model. Students gain knowledge and skills primarily through learning expeditions that are multidisciplinary and interconnected. Instruction is experientially-based and meets the individual needs of every student.

It encompasses:

1. Literacy rich learning that focuses on developing reading and writing skills in alignment with state and national educational standards.
2. Applied mathematics that is inquiry-based and aligned with state and national education standards.
3. Fieldwork that is service oriented and community based.
4. Adventure and environmental education that fosters ecological literacy, Earth stewardship and respect for all living beings.
5. Integrated fine arts curriculum that supports differentiated instruction, creativity and authenticity.
6. Southwest studies that are place-based and connect past with the present, teaching students about the management of the local natural resources and community sustainable development.
7. Foreign language curriculum that supports diversity and cultural awareness.
8. Social and environmental justice issues that provide a larger window of future opportunities and ability to design and make positive social changes in students' communities.



Fieldwork and Adventure Learning

La Tierra views indoor and outdoor as one rich and interconnected learning environment. Learning is extended beyond the walls with purpose, clear intentions and focus. For example, students learn values of collaboration and respect through outdoor cooperative group games or study plants by growing them in the outdoor gardens and investigate local place by organizing focused field work and explorative field trips. La Tierra fieldwork is deeply woven into each grade level curriculum.

Teacher & Parent & Student Team

La Tierra understands that family and community involvement are critical to its success. As a community school, La Tierra encourages and expects high levels of family involvement. A variety of research states that families that are involved in their child's learning and school happenings help children toward their lifelong love for learning and self-efficacy.

LA TIERRA ACADEMIC PROCESS AND ACCOUNTABILITY

Curriculum and Instruction

La Tierra strives to create an environment of academic rigor that is integrative and takes into account a variety of instructional learning models. Academia does not exist separate from the learning experience and its practical application; those make learning personal, engaging, meaningful, and integrated. Teachers effectively utilize progressive strategies that allow for formative and summative assessments. In addition to those, La Tierra students create their own portfolios that demonstrate progress towards meeting long-term learning targets and manifest in student's learning outcomes.

La Tierra learning expeditions support curriculum design in areas of experiential, nature-, place-, value-, and project-based learning. This integrated instructional delivery model is aligned with AZ State Standards and National Academic Standards. La Tierra teachers provide learning delivery through cultural framework that supports their chosen learning expedition and includes reading, writing, social studies, science, Spanish, art, and music within that framework. Fieldwork, service, adventure and working with experts are embedded in the learning expedition and provide multiple opportunities for students to recognize the relevance of their learning. Each long-term expeditions work culminates into a day-long celebration of learning where students have an opportunity to showcase their work, research and deep learning.



Assessment

La Tierra teachers keep assessment practices at the forefront of their teaching. The approach to assessment is holistic, multi-faceted and takes into consideration the whole child elements. The assessment is rather a process consisting of several parts.

- A. **Learning Targets:** Teachers write both long-term and supporting learning targets (explicit objectives for learning) that reflect standards for learning and are written in student-friendly language. The focus is to clarify the purpose for learning with space for student's self reflection and a system that tracks their progress.
- B. **Student-Led Conferences:** La Tierra student/parent conferences are held in October. Parent attendance is mandatory.
- C. **Portfolios:** La Tierra students create portfolios that display evidence of learning and align to long-term learning targets. Portfolios are developed and shared with parents during portfolio presentations at the end of the school year in May. Parent attendance is mandatory. This portfolio presentation is part of their passages as they transition to the next grade level.
- D. **Report Cards:** La Tierra students' report cards utilize the language: Beginning, Developing, Accomplished and Exemplary. Students receive two formal report cards at the end of each semester.
- E. **Celebrations of Learning:** La Tierra students showcase their knowledge and understanding during Celebrations of Learning. These school wide events are held in December and May.

Homework

La Tierra parents are encouraged to read and spend time with their children and help them to complete their assigned homework. Each classroom has modified homework protocols and students are expected to follow them. Completing homework as assigned is a responsibility of each learner and parents are asked to support their children in doing so. Homework does not have to be painful. On the contrary, it helps students to reflect on their learning process, retain information and ask for support when needed. It helps students to attain healthy study and organizational habits.



La Tierra Character Traits and Design Principles

Courage - The Primacy of Self-Discovery

Learning happens best with emotion, challenge, and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In expeditionary learning schools, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher's primary task is to help students overcome their fears and discover they can do more than they think they can.

Success and Failure All students need to be successful if they are to build the confidence and capacity to take risks and meet increasingly difficult challenges. It is equally important for students to learn from their failures, to persevere when things are hard, and to learn to turn disabilities into opportunities.

Creativity - The Having of Wonderful Ideas

Teaching in expeditionary learning schools fosters curiosity about the world by creating learning situations that provide something important to think about, time to experiment, and time to make sense of what is observed.

Responsibility - The Responsibility for Learning

Learning is both a personal process of discovery and a social activity. Everyone learns both individually and as part of a group. La Tierra encourages both children and adults to become increasingly responsible for directing their own personal and collective learning.

Integrity - Collaboration and Competition

Individual development and group development are integrated so that the value of friendship, trust, and group action is clear. Students are encouraged to compete, not against each other, but with their own personal best and with rigorous standards of excellence.

Respect - Diversity and Inclusion

Both diversity and inclusion increase the richness of ideas, creative power, problem-solving ability, and respect for others. In Expeditionary Learning schools, students investigate and value their different histories and talents as well as those of other communities and cultures.

The Natural World - A direct and respectful relationship with the natural world refreshes the human spirit and teaches the important ideas of recurring cycles and cause and effect. Students learn to become stewards of the earth and of future generations.

Compassion - Service and Compassion

We are crew, not passengers. Students and teachers are strengthened by acts of consequential service to others, and one of an Expeditionary Learning school's primary functions is to prepare students with the attitudes and skills to learn from and be of service.

Empathy and Caring

Learning is fostered best in communities where students' and teachers' ideas are respected and where there is mutual trust. Learning groups are small, with a caring adult looking after the progress and acting as an advocate for each child. Older students mentor younger ones, and students feel emotionally safe.



3rd Grade Reading Requirement

Arizona Revised Statute § 15-701 requires that Arizona students in third grade who score ‘far below’ the third grade level on the AZMerit assessment be retained in the third grade. Exceptions to this rule include

- English Language Learners (ELL) or Limited English Proficient (ILEP) who have received less than two years of English language instruction
- Students with disabilities with an individualized education plan (IEP) and the IEP team recommends promotion
- Students who are currently being evaluated for an IEP
- Students who have been diagnosed with reading challenges including dyslexia

Title I Supplemental Reading and Math Program

La Tierra implements a supplemental reading and math program for students who are struggling to meet the grade level proficiency and could benefit from additional instructional support. La Tierra’s Title I program provides a small group skill-based instruction during the scheduled school day for grades 1-7. Title I reading and math intervention groups meet Monday-Thursday during the day.

Program Emphasis:

- The Title I Director/Specialist helps to identify the lowest 25% of the student body in reading and math using Galileo Benchmark Assessments, Dibels Assessments and teacher input. Once identified, students are pulled out in small groups for individualized math and reading instruction facilitated by the Title I Specialist.
- All students grades K-7 are assessed using the Galileo Benchmark Assessment in Reading, Science and Math 3x per year.
- Dibels Reading Fluency Assessments are also given 3x per year.

Parent/Teacher Communication:

- The school Data Team and Intervention Specialist/Title I teacher will share assessment results and a compiled list of students who are recommended for Title I with classroom teachers;
- The Intervention Specialist/Title I teacher will send home letters explaining La Tierra Title I reading and math intervention program, as well as a consent form, to all parents with children who are eligible to receive services.

Special Education Policies and Procedures

The following is an abbreviated list of La Tierra Community School Special Education Policies and Procedures. A detailed and thorough list of policies and procedures can be obtained in the office.

1. Child Find

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires charter



schools to identify, locate, and evaluate all children with disabilities within their population who are in need of special education and related services. In compliance with federal legislation, La Tierra has established the following policies and procedures for Child Find purposes.

- Child Find must include children who are suspected of being children with a disability and are in need of special education, even though they are advancing from grade to grade or they are highly mobile children, including those who are migrant children. La Tierra will inform the parents or guardians within its population of the availability of special education services for students and how to access those services.
- La Tierra will maintain a confidential record of children who are receiving special education and related services in the Special Education Office.
- La Tierra will establish, implement, and disseminate to its school-based personnel and all parents written procedures for the identification and referral of all children with disabilities within the student population. As a public agency, it will require all school-based staff to review the written procedures related to child identification and referral on an annual basis and will maintain documentation of the staff review. **A detailed and thorough description of La Tierra Community School Special Education Policies and Procedures is available in the school office.**
- Identification (screening for possible disabilities) shall be completed within 45 calendar days after the entry of each new student. La Tierra will review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education or a history of poor progress, the name of the student shall be submitted to the Special Education Coordinator for consideration of the need for a referral for a full and individual evaluation or other services. All students with concerns identified through screening procedures (including any student enrolling without appropriate records of screening, evaluation, and progress in previous school) will be brought to the attention of the parent or guardian within 10 school days and informed of La Tierra's procedures to follow up on the student's needs.
- Screening procedures shall include vision and hearing status and consideration of the following; cognitive, academic, communication, motor, social, behavioral, and adaptive development.
- La Tierra will maintain documentation of the identification procedures utilized, the dates of entry into school or notification by parents of a concern, and the dates of screening. The dates shall be maintained in students' permanent records.
- If the screening indicates a possible disability, the name of the student shall be submitted to the Special Education Coordinator for consideration of the need for a referral for a full and individual evaluation or other services. A parent may request an evaluation of the student.
- If evaluation data determines that a student qualifies for special education or related services, an Individualized Education Plan (IEP) will be developed following federal and state guidelines.
- If, after consultation with the parent, the LTCS determines that a full and individual evaluation is not warranted, the public agency shall provide prior written notice and procedural safeguards notice to the parent in a timely manner. Procedural safeguards are available in the Special Education Office.



2. Confidentiality

La Tierra will ensure that protection of the confidentiality of any personally identifiable data, information, and records collected or maintained by the agency will be in accordance with IDEA Regulations §§300.611 through 300.627.

3. Discipline

A child with a disability may be disciplined for a violation of the student code of conduct, including removal from his or her current placement to an appropriate interim alternative educational setting, another setting, suspension, or expulsion in accordance with IDEA Regulations §§300.530 through 300.536.

4. Evaluation And Eligibility

A full and individual initial evaluation will be conducted by La Tierra before the initial provision of special education and related services to a child with a disability in accordance with §§300.300-300.311 of the IDEA regulations. A reevaluation of each child with a disability will be conducted by La Tierra Community School in accordance with §§300.300-300.311 of the IDEA regulation

SCHOOL ROUTINES AND PROTOCOLS

Daily Schedule

Classroom Instruction:

Kindergarten 8:15 am - 3:00 pm

First, Second and Third Grades: 8:15 am - 3:15 pm

Fourth, Fifth Grades: 8:15 am - 3:30 pm

Sixth, Seventh Grades: 8:00 am - 3:30 pm

Children are not to be dropped off at school before 7:45 am and should be picked up at their designated dismissal time unless after school care has been arranged.

School Operations

Office:

Monday - Thursday: 7:45-3:45

Friday: 9:00-3:00

Arrival and Dismissal

Arrival

The La Tierra front gate is unlocked at 7:45 am. The front gate and playground are monitored by two staff members from 7:45 am-8:15 am. Students may arrive at school anytime after 7:45 am and can play on the playground. Students are not to be anywhere else on campus at this time unless accompanied by a parent or teacher. School starts promptly at 8:15 am.



Dismissal

La Tierra has staggered dismissal times, depending on which grade they are in. Students will be waiting to be picked up in a designated location with their classmates and classroom teacher. We encourage parents to come and pick up their students in person. Please be sure to find your child and connect with their teacher if you are personally checking them out. Parents using the drive through will be acknowledged by a staff member at the gate, their child's teacher will be notified and the student excused to leave with their parent or guardian. If the students are not yet picked up by their designated pickup time, they will be enrolled in aftercare. Aftercare will have a designated meeting location and be supervised by school staff.

Students with siblings in lower grades are expected to remain in their classrooms until their class is dismissed. Under no circumstances will a student be allowed to 'check-out' a sibling from class. For each child's safety, if a parent or guardian is not able to pick up her or his child, only those who have written permission to pick up the child will be allowed to do so. Students who are **walking and/or riding bikes** will need to check out at the end of the day with their classroom teacher. Students must have a written note of parent permission recorded in the office to walk and/or ride their bikes to and from school.

Drop off and Pick up Protocol

WEST side of N. Virginia

Please drive through the La Tierra drive through, pull up to gate, drop off child, and staff will greet child at the gate. Please do not park or exit your vehicle in the drive through during drop off and pick up times. The drop off lane is a through lane only. Please park curb side or in a La Tierra parking spot if you are going to get out of your vehicle.

EAST side of N. Virginia and/or adjacent streets

Please park your car and walk your child across the street and to the sidewalk to the front gate.

Children may not cross the street without an adult.

Inclement Weather (Snow) School Closure

La Tierra closes for snow when the Prescott Unified School District closes for inclement weather or at the discretion of the Director. Parents are asked to tune in to the radio or any of the local network TV stations for the latest school closure information. School closure information can also be found on the PUSD website. Once PUSD announces that it will be closed, La Tierra will be closed. If PUSD runs a two hour delay schedule, so will La Tierra Community School. In the event of a 2 hour delay all classes at LTCS will begin at 10:00am. La Tierra will notify parents by Phonevite system and email that there is a closure. Dismissal will be at regular times.

Fire Drills and Emergency Procedures

Fire drills are held monthly as outlined by state law. Teachers will instruct students how to behave during a fire drill. Lockdowns and reverse lockdowns are also held to prepare students for their safety



ATTENDANCE PROCEDURES

Every child who has attained the age of six years and is under the age of 16 is required to attend school, with such exceptions as provided by law. According to state law, Arizona laws chapter 8 article 1 code section 15-802: Compulsory Attendance Law, it is the obligation of every parent, guardian, and legal custodian to ensure that every child under his/her care and supervision attends school. This Student/Parent Guide serves as La Tierra's notification to parents, guardians, and legal custodians of their obligation under state law to ensure their child's attendance at school.

Parents, guardians, and legal custodians must note that adventure activities, including camping trips, are a required part of the La Tierra's curriculum. If a student has physical limitations, accommodations will be made with input from the teacher and the parents/guardians. La Tierra utilizes adventure experiences to promote growth in intellect, character, and social responsibility. Students are required to attend all adventure activities. Failure to appear for an adventure activity or camping trip will constitute an absence from school and will be treated according to La Tierra policies on student attendance described below.

Tardiness

Tardiness is the arrival of a student at school after the scheduled time that a class begins. Parents need to make sure that their children arrive on time to ensure their success in learning and to limit classroom disruptions. Students may not enter the building after school start time for their class without checking in at the office first and receiving a pass to take to their teacher acknowledging that they have been signed in. Parents/guardians are required to go to the school office to sign-in their children in the event of tardiness. The Sign In/Out notebook is in the school office.

Absences

When a student is absent, the student's parent or legal guardian is to notify the school of the absence by calling the office at 928-445-5100 and/or emailing heather@latierracommunityschool.org before 9:30 am on the day of the absence. Parents have 24 hours to call in an absence in order for it to be marked as excused. When a student is absent, we will make a reasonable effort to notify parents, guardians, or legal custodians as quickly as possible. Any student who misses more than 10% of instruction due to absences will be reviewed for appropriate grade placement in the following year which may include repeating the current grade.

Early Departure

When a student needs to be excused early, she/he should bring a note from her/his parent/guardian to inform the teacher of a specific time and approximate time of return. The parent/guardian will need to go to the office and sign the student out. The Sign In/Out notebook is in the school office.

Make-up Work

In the event of an absence the parent/guardian should arrange to pick up assignments and make-up work from the classroom teacher to make sure that the student does not fall behind.



DRESS CODE PROTOCOL

Restrictions on a student's hairstyle or manner of dress will be imposed when there is a "clear and present danger" to the student's health and safety or when the behavior causes an interference with work and learning or creates classroom disorder. Students must dress appropriately for whatever activities are called for on a given day. Closed-toed shoes or shoes with secure back straps are required. Arizona weather can be unpredictable, therefore it is advised to send students to school in layered clothes. Another suggestion is to send them with an extra bag of clothes in case of storm or rain. Children who come to school dressed inappropriately for their learning and/or outings will not be allowed to participate in specific learning activities (including outdoor recess). Students are encouraged to wear La Tierra t-shirts on every Thursday.

General Dress Code Standards:

1. Reasonable cleanliness of wearing apparel is expected.
2. Children may not wear makeup and may not have body piercing (except for earrings).
3. Shoes, sneakers, boots, and/or sandals with the back strap must be worn in the building (no flip flops).
4. Dress will not be worn that is likely to cause disruption of the educational process/classroom activities including, but not limited to, hats that obscure a student's face or clothing that may be deemed to be provocative or offensive or which promotes illegal activity such as the use of drugs, alcohol and tobacco. The decision as to the safety or unsuitability of the clothing is a matter for the judgment of La Tierra staff.
5. Any kind of underwear needs to be covered.
6. Shorts should be as long as your hand when it is resting at your side.
7. Any manner of grooming or apparel, including clothing, jewelry, emblems, and badges, which by virtue of color, arrangement, trademark, or other attribute that is associated with or denotes membership in or affiliation with any gang is not allowed.
8. Parents/guardians should remember that in cold weather, students must come to school with adequate warm clothing to allow them to be outside for up to 30 minutes at a time.

TRANSPORTATION AND FIELD TRIP PROTOCOL

Field trips are a vital part of your child's education at La Tierra. Because these field trips may require transportation or walking, we adhere to the following protocol:

- Parents/guardians will be notified in advance of any upcoming field trips.
- A signed permission slip is required for each outing.
- Teachers/Field trip leaders will have an In Case of Emergency card on each child which will include: emergency contact numbers, allergies or food sensitivities and permission for medical treatment should the need arise.
- Teachers will carry a first aid kit and a cell phone at all times.
- If traveling in a motor vehicle, all are required to wear their safety belt at all times.
- Students will abide by all La Tierra policies and behavior guidelines and respect community parent



personal protocols for respectful vehicle behavior while in the vehicle or on the field trip.

STUDENT HEALTH AND WELLNESS POLICY

La Tierra strives to provide a clean learning environment for its students. Teachers, staff and parents are encouraged to teach students proper hand-washing techniques and other personal hygiene habits. When a child is not feeling well, families often wonder when students should stay home from school. For many families, deciding what to do can be even more difficult because of parental work responsibilities and the lack of child care.

La Tierra asks parents to assess their child's condition first thing in the morning.

Students are expected to stay home:

- If the student has had a fever of 100°F or above, she/he needs to stay home for 24 hours after the temperature returns to normal.
- If the student has a severe cough, wheezing, difficult or rapid breathing, she/he needs to stay home until medical evaluation allows them to return back to school.
- If your student has vomited or had diarrhea, she/he needs to stay home until 24 hours after the last episode.
- If the student has a rash that may be related to a disease, such as chicken pox, etc., or if the cause of the rash is unknown, contact your family physician before sending the student to school.
- If the student has eye discharge and/or Pink Eye, she/he needs to be home until 24 hours after antibacterial treatment has begun.
- If the student has head lice, scabies or other infestations, she/he needs to stay home until 24 hours after treatment has begun. In case of head lice, the student must be nit-free before returning to school.
- If the student has strep throat, she/he needs to stay home until 24 hours after antibiotic treatment has begun.

Students who show any of the above symptoms while at school will be separated from other students, provided a supervised space to lie down and rest while awaiting pick up. La Tierra will make every effort to reach the parents/guardians when a student is ill.

La Tierra will do their best to provide students with assistance to make up the work they've missed, however it is the parent's and student's responsibility to acquire all missed assignments and projects and complete them in a timely manner as discussed with their classroom teacher.

- Parents of students with excessive absences, due to illness, will need to schedule a meeting with their child's classroom teacher to develop a strategy and timeline for their child to complete missed assignments upon (if not prior to) their child's return.
- Students who fail to complete missed assignments in a timely manner after an absence or series of absences may receive marks for those assignments as incomplete or a zero.
- Students may be held back from off campus outings, at the discretion of their teacher, after being out for prolonged absences for illness in order to provide a time and place on campus to complete their missing assignments.



Student Health: Medication Policy

If a student requires herbal remedies, over the counter or prescribed medication during the school day, parent/guardian must complete and sign a medication consent form that is located in the office.

Parents/guardians must bring the medication to the school office as soon as the student arrives at La Tierra. It must be in the original container labeled with the recommended dosage. School office personnel will dispense the medication at the prescribed times. At no time is a student permitted to have medication in her/his possession unless prior approval has been obtained.

Student Health: Immunization Policy

No child will be admitted to school without immunization records. A.R.S. § 15-871-§15-874.

Student Injuries and Accidents

La Tierra personnel are first aid and CPR certified. If your child is injured during the school day, on or off the campus, first aid will be administered as allowed. If there is a serious injury, the parent/guardian will be notified. Staff are required to fill out a detailed accident report form that will be sent home.

Student Allergies

Parents and guardians are responsible for notifying the office of any allergies and if the child needs to carry an emergency device, such as an epi-pen, inhaler or other medical device.

WEAPONS/ILLEGAL SUBSTANCES

The possession and/or use of a weapon or illegal substance by students is detrimental to the welfare and safety of the students and school personnel within the school.

- Carrying, bringing, using, or possessing a dangerous weapon or illegal substances on school property, when being transported in vehicles utilized by the school during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school curricular or non-curricular event without the authorization of the school is prohibited.
- “Dangerous weapon” includes but is not limited to a firearm, whether loaded or unloaded; any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; a fixed-blade knife; or a spring-loaded knife, or a pocket knife with a blade longer than three and one-half inches; any other object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including but not limited to bludgeon, brass knuckles or artificial knuckles of any kind.
- “Illegal substances” includes illegal or unknown drugs or drug look-alikes of any kind, including tobacco and marijuana
- The board and the director may initiate expulsion proceedings for students who carry, bring, use or possess a weapon or substance in violation of this policy. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have



brought a firearm to, or possessed a firearm at school in violation of this policy.

SCHOOL-WIDE DISCIPLINE PROTOCOL

One essential mission of La Tierra Community School (LTCS) is to establish a culture of deep care and respect for oneself, one another, the immediate school environment, extended family, and community. This requires self-regulatory skills, problem-solving skills, and value-based approaches. LTCS applies proactive, preventive, and brain-research strategies that foster respect, responsibility, honesty, accountability, courage, compassion, and kindness. Students are empowered in their choices, encouraged to respectfully resolve conflict, and prepared to receive constructive feedback.

While LTCS staff need to prepare students to be academically proficient, it is also our responsibility to focus on fostering healthy levels of social and emotional intelligence. Students need to be able to solve conflict in constructive ways. Research shows that students who feel emotionally and socially safe are more likely to progress well academically.

La Tierra community members are encouraged to behave in accordance with the school behavior expectations and norms, which are consistently modeled by staff and clearly established with students. In a positive manner, teachers define clear and firm limits and state consequences during the LTCS 6-week Grace and Courtesy period where we consistently model, practice, and remind students of the La Tierra school-wide ethics of care expectations.

Here are the LTCS school-wide ethics of care expectations:

Treat others the way you want to be treated

Put things away the way you find them

Speak with kindness

Practice positive body messages

Care about others, nature, and school environment

Before you speak, pause and reflect

Be responsible for your learning and actions

If it is not safe, think about it and choose a safe alternative



LTCS Classroom Management & Behavior

LTCS teachers and staff are encouraged, supported, and expected to practice positive classroom management and attend professional development workshops exploring new ways to effectively address common classroom concerns.

Teachers are responsible for clearly stating their expectations and verbalizing their classroom routines, traffic flow, and other logistics that will make their classrooms emotionally safe and organized as a learning environment. The focus will be to empower students to make choices that are responsible, self-regulatory, and aligned with the needs of the individual without negatively affecting the group.

If a student's actions negatively affect the classroom group, she/he will be advised to go to a safe space where the student can reflect and practice appropriate strategies to calm down. If the student needs further assistance, staff will send the student to the school office where other positive strategies will be implemented.

Every classroom environment consists of many students who come in with a unique set of abilities, dispositions, intelligences and preferred styles of learning. By acknowledging and accommodating these unique learning attributes, behavioral challenges will be kept to a minimum. Also helpful are regular morning meetings where students are encouraged to speak up and to be heard in a manner that supports their needs and the well-being of the overall classroom culture. In addition each teacher models and facilitates a value- and character-based culture by developing age appropriate classroom expectations. These expectations are written and posted in the classroom.

LCTS is committed to creating an emotionally and socially safe community where administration and teaching staff use alternative and positively-oriented approaches to discipline. LTCS understands that consistent positive role modeling and clear expectation protocols foster a healthy classroom climate and discipline.

LTCS Discipline Protocol Steps:

1. Safe Space

If the student has difficulty self-regulating and following usual classroom routines, a safe space will be designated in each classroom where the student can go to take time to process and do what is necessary until she/he is ready to join the classroom flow.

2. Office Referral

If the student cannot self-regulate she/he will be sent to the school office to have quiet time. In this case



parents will be notified by the school administration with an office referral note. Behaviors that warrant an office referral are as follows:

- Throwing objects in the classroom
- Repeatedly leaving the classroom/campus without permission
- Foul/aggressive language
- Hurting yourself or others
- Physically aggressive behavior
- Inappropriate touching/behavior
- Improper use of computers/technology
- Intentional destruction of school property
- Bullying
- Possession of illicit substances
- Possession of a weapon
- Forgery/Plagiarism
- Failure to comply with safety norms

3. Two Office Referrals

If the student receives two office referrals, the school will schedule a director/teacher/parent conference where the situation will be addressed and behavior plan will be implemented. The behavior plan will be monitored by the classroom teacher and the administration and parents will be notified if any changes need to be made.

4. In-School Suspension

If the behavior doesn't improve the school administration will make an executive decision whether to implement in-school suspension. The student will not be counted as absent but is required to work in the office and complete her/his assigned work.

5. Off-Campus Suspension

Repeated behaviors that result in the disruption of the classroom and school community can lead to an off-campus suspension. In this case the school will take steps to ensure the safety of the student and school community. The school administration may suspend the student for up to five days. When suspension occurs the student will not be readmitted until a meeting takes place with the administration, teacher and parents to discuss necessary steps to ensure that the returning student will abide by the LTCS school-wide discipline protocol.

6. School Expulsion

After suspension has occurred, repeated offenses and failure to change inappropriate behavior will result in school expulsion. The governing board and school administration will notify parents and provide detailed documentation of why such a step was taken.



ACCEPTABLE USE POLICY FOR TECHNOLOGY

This policy outlines the acceptable use of computers or personal technology at La Tierra. These rules are in place to protect the students and the school. Inappropriate use exposes La Tierra to risks including virus attacks, compromise of network systems and services, and legal issues. This policy applies to all students at La Tierra and applies to all equipment that is owned, leased, or approved for use by the school. Access to the Internet enables students to explore thousands of libraries, databases, and websites while exchanging messages with Internet users throughout the world. La Tierra provides students with Internet access to further educational goals and objectives and believes the benefits of access to the Internet in the form of information resources and opportunities for collaboration.

Student Rights and Responsibilities for using the School's Computer Network

La Tierra provides access to our computers for all students who agree to act in a considerate and responsible manner. The network is available to conduct research, save work and files, and communicate with others. All students have access to the items above for academic use.

Use of Technology Protocol: Student IDs and Passwords

In some instances, La Tierra provides all students with a unique user ID and password for that person's use only. Students shall not share their passwords with anyone else, nor shall anyone use anyone else's network login information, regardless of how the password is obtained. Students who suspect that someone has discovered their password should contact their teacher immediately. Students shall not intentionally seek information on, obtain copies of, or modify files, delete files, other data, or passwords belonging to other users.

Unacceptable Use

La Tierra's regulations on student rights and responsibilities demonstrate that the following activities are prohibited on the school's network, Internet, and wireless access systems. These items apply to all students:

1. Sending, displaying, or printing offensive messages, materials, photos and using obscene language
2. Harassing, insulting, discriminating against others
3. Offering for sale, purchase, or use of any prohibited or illegal substances
4. Damaging computers, computer systems, computer networks, or wireless systems
5. Downloading games and copyrighted material and violating copyright material
6. Playing unauthorized internet-based games or activities
7. Using another student's password
8. Using a teacher ID as the student's own
9. Trespassing in another user's folders, work, or files
10. Using technology, computers, scanners, or other peripherals to produce counterfeit reproductions
11. Buying or selling on Ebay or similar auction sites



12. Displaying and/or printing instructions for making weapons or conducting illegal activities.
13. Intentionally wasting resources, i.e., printing off 20 copies of an image to distribute to all of your friends
14. Employing the network for commercial purposes, including, but not limited to, posting advertisements to a newsgroup, using email to solicit sales, or using websites to advertise or sell a service

Use of Non-District Software and Applications

Students shall not install any software on La Tierra Community School's network or school workstations. Any external storage or media devices must be scanned by school faculty for unauthorized files before students may use them in district computers. Students may not download inappropriate files onto La Tierra's network drives, into home directories, or onto workstation hard drives unless the student first obtains written permission from the La Tierra. Inappropriate Internet files include, but are not limited to, games, copyrighted material, or material protected by the district's filtering or blocking software.

Filtering Software

In compliance with the Children's Internet Protection Act (CIPA), the district has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors, such as sexually explicit or other inappropriate materials. The software works by scanning for objectionable words or concepts as determined by La Tierra. However, no software is foolproof. A user who accidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher. If a user sees another user accessing inappropriate sites, he or she should notify a teacher immediately. Students shall not tamper with the filtering service.

Personal Expression

The following restrictions against inappropriate speech and messages apply to all speech communicated and accessed through La Tierra's Internet system, including email, instant messages, web pages, and blogs. Students shall not send obscene, profane, rude, inflammatory, threatening, or disrespectful messages. Students shall not post information that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial or discriminatory comments. Students shall not harass another person, or knowingly or recklessly post false or defamatory information about a person or organization.

Protection of Identifying Information

When sending electronic messages on La Tierra's network, through e-mail account or to users outside the network, students shall not include information that identifies themselves or other students. Identifying information includes, but is not limited to, last names, addresses, telephone numbers, family information, or any other personal information that could be used inappropriately. Students shall identify themselves by first names only.

Definition of social networking



A social networking service is an online service, platform, or site that focuses on facilitating the building of social networks or social relations among people who, for example, share interests, activities, backgrounds, or real-life connections. A social network service consists of a representation of each user (often a profile), his/her social links, and a variety of additional services. Most social network services are web-based and provide means for users to interact over the Internet, such as e-mail and instant messaging. Online community services are sometimes considered as a social network service, though in a broader sense, social network service usually means an individual-centered service whereas online community services are group-centered. Social networking sites allow users to share ideas, activities, events, and interests within their individual networks. Examples of such sites are Facebook, Edmodo, Twitter, YouTube, and various blogging sites like Blogger and WordPress.

Acceptable social networking requirements:

Must be approved by La Tierra staff, must have an educational purpose and, where sites will be used by or with students, must provide staff full moderator rights to the extent that content will be controlled, reviewed and managed by an approved staff acting as moderator of the site/application. This control must allow the moderator to grant access or delete access of any or all user profiles and submitted content. The moderator should have control over the level and type of advertisement or links a student will be exposed to and the moderator must inform parents of the use of the social network application or site, including its educational purpose. A moderator must be cognizant of and adhere to all H.I.P.A.A. and F.E.R.P.A. requirements when using social networking applications or sites.

<http://www.hhs.gov/ocr/privacy/>

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

La Tierra recommends that all staff practice proper professional distancing as it relates to personal social networking sites and the implications of accepting profiles from active K-7 students, whether or not the students attend La Tierra.

Monitoring use of district approved social networking pages/sites:

The moderator does act in the place, or in the absence of a parent or guardian and is responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these resources. Comments, posts, and messages are welcome on any approved social networking sites or application. La Tierra recognizes and respects differences in opinion and all interactions will be monitored regularly and reviewed for content and relevance (before publishing when possible). La Tierra staff reserves the right to remove any posts deemed inappropriate.

All postings which contain any of the following will be removed and the poster banned from posting any subsequent messages to La Tierra 's approved social networking pages/sites:

- Obscene, racist, sexist or otherwise discriminatory content



- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copyrighted material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- Organized political activity
- Photos or other images that fall in any of the above categories or violate the District's

Policy on privacy

In addition, La Tierra reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. La Tierra shall also be granted the right to reproduce comments, posts, and messages in other public venues, e.g. a response to a book review may be quoted in a newspaper or on the La Tierra's website. Identifying information, other than first name, will be removed, unless prior approval is granted by the poster. La Tierra assumes no liability regarding any event or interaction that takes place by any participant in any school-sponsored social networking service and does not endorse or review content outside the "pages" created by La Tierra staff. Participation in La Tierra's social networking services implies agreement to follow all La Tierra's policies. La Tierra does not endorse any information, opinions, services or advertisements available for viewing on social networking sites.

La Tierra encourages open, lively debate but the decision to publish comments received by La Tierra is at the discretion of the moderator or staff. Comments that violate any of the above rules will not be published or will be removed and the user's profile deleted.

Unauthorized computer or network use subject to prosecution

La Tierra retains the right to terminate access to La Tierra's technology. Staff may deny or suspend a user's network access and alter this agreement at any time. Students who engage in unauthorized computer or network use may be subject to disciplinary measures consistent with the La Tierra's policies and regulations, including suspension and expulsion or referral to law enforcement.



PARENT VOLUNTEER SERVICE

There are significant opportunities for involvement both in the classroom and out. La Tierra families are expected to volunteer 30 hours in a given school year. Parents are asked to respect and follow school expectations and protocols when volunteering on or off campus with a classroom. Parents must sign in with the office when on campus. Volunteers must be in the company of a La Tierra staff member unless the office has a copy of their current fingerprint authorization card from the state of Arizona. La Tierra hopes to provide parents with meaningful and fulfilling volunteer opportunities. The recent research points at the importance of parental involvement in their child's education and their school community. Parents are encouraged to talk to their classroom teachers and ask for information on how to be the most helpful. La Tierra is a community school that thrives on collaboration and engagement of all, understanding that all lives are equally busy. Nonetheless, active parent volunteer service is encouraged and appreciated.

HOME AND SCHOOL COMMUNICATION

La Tierra asks parents/guardians to take an active interest in communicating with the school and your child's teacher. Communication is essential to the well being of the school and La Tierra welcomes any feedback that is helpful and constructive.

La Tierra values all community members and understands that communication is the key to the overall well-being of the school and the child's success and safety. There are many ways how to make school/home communication successful. Each classroom teacher communicates via email and weekly newsletters and parents are expected to read them. Additionally, the La Tierra office communicates with families regarding upcoming events and changes via emails, website updates, the school-wide Phonevite system, and Facebook at <https://www.facebook.com/LaTierraCommunitySchool/>. In those communications, valuable information is enclosed and parents are encouraged to read the communication that comes from the school.

La Tierra families are expected to read the La Tierra Community Handbook- Student/Parent Guide and to ask questions if further clarification is needed. Parents are strongly encouraged to join their children for school events, potlucks, field trips, conferences and to check in with the teachers for any upcoming events.

La Tierra channels of communication consists of:

- Classroom weekly newsletters
- Classrooms and office emails
- School website updates
- Monthly board meetings and board meetings minutes
- Daily dismissals
- Informal notes phone calls and office communication
- School-wide Phonevite system



La Tierra teachers are pleased to talk with parents/guardians about their children, their classroom, or other matters, however, when involved with students, their undivided attention needs to be with them. Parents are asked to be respectful of their teachers' time and schedule a meeting at a mutually convenient time.

Communication is essential to the well being of the school and La Tierra welcomes any feedback that is helpful and constructive.

La Tierra follows a Communication Protocol to address any concerns or needs. This protocol is as follows:

- Speak directly to the person.
- If this does not bring resolution, both parties can meet with the Director.
- The Director will work with both parties to negotiate an acceptable resolution. If a mutually agreed upon resolution is not reached, the Director may choose to resolve the matter herself.
- The Director's decision may be appealed to the Board of Directors through the Board President. The Board may either appeal for review or support the Director's decision. The Board's decision is final.
- For concerns regarding the Director, the same Communication Protocol is followed. Should the need arise, the Board President will serve in the Director's role when a disagreement cannot be resolved

Parental Concerns

To address a concern or seek resolution to a problem at La Tierra Community School, please address the person with whom you have a concern first and foremost. Please remember that teachers have very full schedules and may not be available to talk anytime. This is especially true at the beginning of the school day and during instructional hours. It is best to schedule a time in advance to meet either in person or to talk on the phone. If you feel having a facilitator might be helpful, you may ask to have the Operational Director or another staff person attend the meeting. If resolve is not reached, please schedule a meeting with the Operational Director to seek further resolution. Those wishing to address concerns in writing are encouraged to submit a Student/Parent Grievance Form or Bullying Grievance Form. Forms and instructions are available on our website, in the office and in this document.

Students Concerns, Complaints and Grievance

Students who have concerns or complaints, shall discuss it first with the staff member involved to see if the problem can be resolved at this level. If discussion with the staff member fails to resolve the concern to the student's satisfaction and the student considers the matter serious enough to justify further discussion, an informal conference shall be scheduled with the student, the staff member involved, and the Operational Director. The conference should be requested by the student promptly after the conference with the involved staff member and shall be scheduled within two weeks after the student's request. Students wishing to address concerns in writing are encouraged to submit a Student/Parent Grievance Form or Bullying Grievance Form. Forms and instructions are available on our website, in the office and in this document.



TAX CREDIT PROGRAM

Arizona residents who pay Arizona income tax are able to donate money to Arizona public schools. Individuals may donate up to \$200 per year to La Tierra and married couples may donate up to \$400 per year. These funds can be used for extracurricular activities, field trips, clubs, camps and after school educational enrichment programs. Donations may be made during any time of the year and may be set up for monthly contribution.

Tax Deductible Donations

Families, businesses and other organizations are welcome to make tax-deductible donations to La Tierra throughout the school year. Donors will receive a receipt with La Tierra's tax ID number so taxpayers can deduct the value of the donation from their income taxes. All donations will be categorized as 'unrestricted' to be used for facility enhancement or to make educational investments, unless the donor specifically designates how the donation is to be used.

GENERAL INFORMATION

Student Records

La Tierra, in accordance with The Family Educational Rights and Privacy Act (FERPA), forwards student educational records to other schools that have requested the records and in which the student seeks or intends to enroll. This includes the transfer of any disciplinary records related to an out of school suspension, expulsion, or deferred expulsions to any private or public elementary or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

The following records must be on file in the school office at the beginning of each school year.

- Consent for Medical/Dental Emergency Treatment form
- Pick-up authorization form
- Consent for Off-Campus Activities form
- Release of Student Records form

Failure to have the above records on file by the first week of the school year could prevent the student from participating in fieldwork and/or other activities.

Cell Phone Use Protocol

La Tierra discourages students from bringing cellphones to school. In case of emergency students are advised to use the office and/or classroom phones with the teacher's permission. Parents are asked to support La Tierra cell phone protocol and help students to leave cell phones at home. If a student chooses to bring a cell phone to school, the ringer must be turned off and it must be kept in the student's backpack during school hours. If a student violates the cell phone policy, the cell phone may be confiscated and held in the school office. A parent or guardian must pick up the phone from the school office.



Withdrawal from School / Transfer of Records

If a parent/guardian and student move to another school district during the school year or summer months, the student's records will be sent to the appropriate school at the request of that school.

Students Staying with Another Family

If a student is staying with another family in the absence of the parent/guardian for a short term, the school must be notified with a note stating the dates the parent/guardian will be away and the name and number of the designated responsible person. This information will be used in case of an illness or an emergency.

School Calendar

The current school calendar can be found on our website www.latierracommunityschool.org.

After School Care

La Tierra will offer after school care Monday-Thursday 3:00 pm to 5:15 pm. The cost is \$10.00 per day. Parents are asked to provide a snack for their child for aftercare. Failure to pay for aftercare fees may preclude a child from participating in the aftercare program. All school protocols will be enforced during aftercare. All children will remain on campus during aftercare hours. Parents or guardians picking up their children must sign their children out with a time and signature. Every effort should be made to pick up the child by 5:15 pm. If a child has not been picked up by 5:45 pm and the aftercare provider is unable to contact a parent or family member, the police will be notified to pick up the child.

Lost and Found

The school's lost and found is located at the front gate during school dismissal. Parents are urged to label children's clothing for easy return. Items not claimed within a month are donated to charitable organizations. As a reminder, please do not allow children to bring valuable items to school.

Birthday celebrations

La Tierra accommodates students who wish to share and celebrate their birthdays. Each classroom has their own birthday protocol and parents need to communicate with the class teacher regarding any food items brought into class for a student's birthday. The birthday invitations for home celebrations shall not be distributed or discussed at school unless the whole class is invited.

Fundraising

Throughout the school year, individual classrooms may host fundraisers to earn money for classroom learning, expeditions or for community organizations.



Community Gatherings

Each Thursday morning, 8:15 a.m. to 8:30 a.m. we will have a community gathering. During this time there will be a general greeting, celebration of weekly birthdays, presentations by classrooms, a variety of student and staff performances, a school wide character pledge, singing of our school song and the pledge of allegiance. Parents and community members are encouraged and welcome to attend the gatherings.

Pledge of Allegiance

ARS 15-506 requires that publicly funded schools 'set aside a specific time each day for students who wish to recite the Pledge of Allegiance to the United States flag.' La Tierra invites all students who wish to take part in reciting the Pledge of Allegiance to meet on the La Tierra playground at 8:15am every school day.

Family Directory

Every year, La Tierra publishes a family directory to facilitate communication among families. Names, phone numbers, email addresses, and addresses are published. This information is to be used solely for communication between families. Please do not use this information to solicit families for commercial or charitable purposes. Families will need to provide consent to the office to have their information listed in the directory.

HOMELESS CHILDREN AND YOUTH INTRODUCTION

La Tierra Community School is committed to creating equal educational opportunities for all children. Our school strives to ensure that homeless children and youth have access to a free, appropriate public education that is comparable to that provided to the children of any Arizona resident and consistent with Arizona's mandatory school attendance laws.

- All children and youth experiencing homelessness will be immediately enrolled in school based on availability and will have educational opportunities equal to those of their non-homeless peers.
- Homeless students will not be stigmatized or segregated on the basis of their status as homeless.

Legal Background: The McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), which is included in No Child Left Behind as Title X-C.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

1. **Annual Notification of Rights for Elementary Schools Under FERPA Regulations** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:
 1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Director a written request that identifies the record(s) they wish to inspect. The Director will make arrangements for access and



notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

**Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605**

2. Annual Parent Notification of Access to Employee Information

La Tierra Community School maintains a log of all employee fingerprint clearance cards and resumes. These materials are located in the office and are available for public viewing. Parents may request information on the professional qualifications of all teachers.

A parent may request information on the professional qualifications of staff that work with the requesting parent's child. The following information may be requested:

- Classroom teacher college majors/ degrees and the areas in which advanced degrees are held.
- Classroom teacher status regarding certification, including emergency or provisional certification.
- Instructional aide and paraprofessional qualifications and services offered from a paraprofessional/ instructional aide.



La Tierra Non-discriminatory Policy

La Tierra Community School does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities. La Tierra does not discriminate in its hiring or employment practices. This notice is provided as required by Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Title IX of the Education amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator (s):

Operational Director

124 N Virginia St

Prescott, AZ 86301

928-455-5100

office@latierracommunityschool.org



Acknowledgement of Policies, Protocols and Procedures

Dear Parents and La Tierra Community Members,

It is every parent and student's responsibility to become aware of and review the Community Handbook - Student/Parent Guide.

In enrolling your child at La Tierra Community School, you acknowledge receipt of this notice and have taken on the responsibility to read and agree to the policies and procedures of La Tierra Community School.

Please sign and date this sheet and return to La Tierra Community School acknowledging that you have read and agreed to the policies and procedures of La Tierra Community School as outlined in the Community Handbook - Student/Parent Guide. Thank you!

Parent's Signature: _____

Student's Name: _____ **Date:** _____