

Adventure Schools

Grades: Kindergarten - 8th

5757 E. Pima Street, Tucson, AZ 85712

6074 E. Pima Street, Tucson, AZ 85712

Elementary/Main Campus: (520) 296-0656 * Fax: (520) 721-4472

Middle School Campus: (520) 407-1200



Student-Family Handbook

2025-2026

WELCOME

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WELCOME!

Welcome to Adventure Schools!

Whether you are joining us for another school year or joining us for the first time we are excited to begin this academic adventure with you and your student(s)! Attached are all of our policies and procedures that we follow here at Adventure Schools and expect our families and students to adhere to them.

Our final pages are the agreement that the parent/guardian and student(s) are expected to sign and date and return to the front office.

Please note that this handbook is a work in progress. The policies included in this handbook are subject to change as school officials deem appropriate and necessary.

When policies are modified or programs and procedures are added parents/guardians will receive a notice. Parents/guardians are responsible for keeping an up to date handbook

I. ABOUT US

1. PHILOSOPHY

Our program and facilities adhere to the highest quality standards for education and environment as governed by the regulations and principles of all applicable local, state and federal agencies.

We feel that every child is special and unique. With a low student/teacher ratio, our program provides “hands-on”, center-based daily activities, which give each child the opportunity to grow and succeed.

Our intention is that each of our students be prepared to attend college. To this end, our singular goal is to have each student proficient or exceeding in reading, writing and mathematics. We hold our students, our parents and our staff to high expectations and accept no excuses for failure. Positive and Active participation in learning activities is critical to creating and maintaining a safe and effective learning environment for your child, as well as their classmates. Students must participate and follow the teacher’s instruction in an effort to ensure maximum learning for all students involved. Students are expected to comply with all teacher directions and requests regarding participation in learning activities. Refusing or defiant behavior reduces valuable learning time for all students.

2. MISSION STATEMENT

Adventure Schools maintains and nurtures an educational environment where all stakeholders (students, families and staff) recognize and build on their strengths.

3. ADMISSION

Adventures Schools offers a full day Kindergarten program, as well as learning for students in grades 1st - 8th. Admission is not based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability. The Arizona Department of Education requires that Pursuant to A.R.S. §15-828, a certified copy of your child's Birth Certificate or other reliable proof of identity and age (including Baptismal Certificate, application for Social Security Number or original copy of school registration records and an affidavit explaining the inability to provide a copy of Birth Certificate) OR a letter from the authorized representative of an agency having custody of the pupil pursuant to Title 8, Chapter 3 certifying that the pupil has been placed in custody of the agency as prescribed by law. Immunization records and proof of Arizona Residency must also be provided for admission.

4. SMOKE-FREE/ALCOHOL-FREE/DRUG-FREE CAMPUS

Adventure Schools is a smoke-free/alcohol-free/drug free campus. No smoking (cigarettes, cigars, e-cigs, etc.) or drinking alcohol is allowed at any time on our campus, which includes the parking lot, at any school functions or during school activities, by students or adults. Drinking alcohol, smoking and the use of tobacco or any illegal drug products are prohibited at all sites, including buildings, grounds and parking lots (including in cars parked in the Adventure Schools parking lots). *This applies to all employees, parents, visitors, contractors, sub-contractors, volunteers and other guests in the Adventure Schools buildings, grounds or properties.*

5. STAFF

The staff at Adventure Schools participates in professional development to increase their abilities to teach, model and interact with students and their families. Staff qualifications and backgrounds are available in the front lobby for your perusal.

6. SCHOOL HOURS

School begins promptly at 8:00 AM and ends at 3:00 PM and 3:15 for grades 6-8. ***Every Wednesday is a 2:00 PM dismissal.*** Please refer to the schedule of hours for attendance. Students who arrive late ***must report to the office*** before going to class. ***Parents must sign in each child when their arrival is after 8:00 AM*** or they will be considered absent for the day. On time arrival at school (between 7:30 AM – 8:00 AM) and a prompt pick up (3:00 PM-3:15 PM) will contribute to a true measure of safety for each child.

7. OPEN DOOR POLICY

We welcome and value your questions and comments at any time relevant to your child's learning experience at Adventure Schools.

8. CONFIDENTIALITY

Federal and state law protects the interests of families and individual members of those families. These laws provide for the strict adherence to procedures which protect privacy rights. Failure to comply is considered an invasion of privacy and subject to penalties by law. The strict observance of privacy rights is a professional responsibility of all staff members and any volunteer serving the school. For questions regarding confidentiality, please discuss your concerns with the appropriate administrator.

9. STATEMENT OF NONDISCRIMINATION

Adventure Schools is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, disability and national origin. This policy shall prevail in all of its policies concerning staff, students, educational programs and services, and individuals with whom the Board does business.

The staff shall establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living, including:

- **Respect** for the individual regardless of economic status, intellectual ability, race, national origin, religion, sex, disability or age.
- **Respect** for cultural differences
- **Respect** for economic, political and social rights of others
- **Respect** for the rights of others to seek and maintain their own identities

The Board and staff shall promote good human relations by removing any vestige of prejudice and discrimination in employment, assignment and promotion of personnel; in unlawful location and use of facilities; in educational offerings and instructional materials.

The school administration and members of the Board shall investigate human relations complaints and protect the rights of all students and staff at Adventure School.

The policy is enacted in compliance with federal law, including the Civil Rights Act of 1964, as amended; Title IX, Educational Amendments of 1972; The Rehabilitation Act of 1973; and the Americans with Disabilities Act.

The administration is authorized to develop and implement procedures for the purpose of complying with these laws.

II. STUDENT INFORMATION

1. ACTIVE AND POSITIVE PARTICIPATION

Active and positive participation in learning activities is critical to creating and maintaining a safe and effective learning environment for your child, as well as their classmates. Students are expected to comply with all the teacher directions and requests regarding their participation in learning activities.

2. GRADES

The codes for marking the grading section (for Language Arts, Mathematics, Science, Social Studies and Specials) are as follows:

- A = Outstanding Achievement.** The student has mastered the objectives in the subject area, shows initiative, applies knowledge gained to new situations and accepts responsibility for learning. The students scored an average of 90%-100% on all relevant assessments.
- B = Above Average (high) Achievement.** The student has mastered most of the objectives in the subject area, is above average in initiative, application of knowledge and accepting responsibility for learning. The student has scored an average of 80%-89% on all relevant assessments.
- C = Satisfactory Achievement.** The student has mastered the basic objectives in the subject area and with direction and stimulation by the teacher is progressing in initiative, application of knowledge and accepting responsibility for learning. The student has scored an average of 70%-79% on all relevant assessments.
- D = Below Average (Needs Improvement) in Achievement.** The students mastered a few of the basic objectives in the subject area. The student scored an average of 60%-69% on all relevant assessments.
- F = Unsatisfactory Achievement.** The student has not mastered the basic objectives in the subject area. The student has scored an average of 0%-59% on all relevant assessments.

In evaluating the performance of students in a given subject area, the teacher takes into account tests, daily work, classroom participation, oral and written reports, projects, etc. as they relate to the course objectives and the Arizona Standards.

3. HOMEWORK POLICY

Adventure Schools values high expectations, rigor and discipline. In accordance with these values, we believe the consistent discipline required to complete homework every day and on time is a foundational building block for the work ethic required for future success. It is helpful for students to have a specific time and place each night to complete their homework.

4. ASSESSMENTS, PORTFOLIOS & PERFORMANCE

The faculty and staff use several methods to assess and measure the progress of students. Standardized tests, portfolios, student performance and other assessments are used to judge students' knowledge of basic skills and their use of that knowledge. Student performance is assessed as students demonstrate their mastery of knowledge and skills in each subject area.

5. STUDENT-LED CONFERENCES

Adventure Schools considers the relationship between students' families and the school to be extremely important with respect to academic success. Two (2) times during the school year, both the student and their parent(s) or guardian(s) attend student-led conferences during which students will explain their academic progress. The student-led conference gives the parents and teachers the opportunity to "sit beside" the student in a most purposeful way as the student engages in evaluating and reflecting on their academic progress. Students hold important information about what they know and what they are able to do, as well as what they do not know and are unable to do. Students, families and teachers will actively participate in developing action plans that will help students continue to excel in areas of academic strength and develop steps necessary to improve in academic areas where they struggle.

6. ATTENDANCE

Adventure Schools require students to be at school daily and on time. The attendance policy is based on state law and requirements and will be followed by the school. The law requires children between the ages of 6 and 16 to attend school during the hours a school is in session. Attendance is mandatory, being necessary for instruction and achievement as determined by the education standards of Arizona.

By law, Arizona Revised Statute §15-803, excessive absences are those that exceed 10% of the attendance days for instruction. Per law, students who are absent for 10 unexcused consecutive days are required to be withdrawn from school.

If your child will be absent please call the front office by 9:30am on the day of the absence to have it properly excused. If no contact is made, your child will have an unexcused absence on their attendance report.

EXCUSED ABSENCES

Student Illness
Family Emergency/Death
Medical Appointments with doctor's note to verify
Family emergency when family has made prior arrangements
Religious holidays
Administrator's discretion

UNEXCUSED ABSENCES

Parent has not contacted school by 9:30am to report absence
Parent/guardian has failed to provide doctor's note

Adventure Schools does internal Perfect Attendance Awards each month of school! To earn this award, students must be present every day during the academic hours, which is the duration of the school day. That means, for a student to earn perfect attendance for the month they need to have no tardies, no absences, and no early outs. A monthly morning assembly will be held for these awards to be presented to students.

****Please refer to attached student attendance contract which is required to be signed by parent and student. We recommend you make a copy for your personal records.**

TARDINESS

Structure and routine is an important part of a students' and teachers' day. Late students must quickly catch up from the activities or lessons that they missed, disrupting the structure of their day. To avoid this, students must be on time for each school day and be an active participant in the academic day.

If a student arrives late, they **must** be walked onto campus by an adult and signed in.

Middle school students (6th - 8th grade) follow a routine where they have specific classes to attend throughout the day. Their first class of the day is homeroom where students prepare for their academic day as expectations for the day are set in place. Arriving late disrupts the structure of the day for that student, their classmates, and their teachers.

When a middle school student arrives late (any time after 8am) the student will be required to stay after school for Academic Lab for a minimum of 30 minutes. If the student arrives late, the student and parent signing the student in, will be notified that their child will need to be picked up by 3:45pm.

At this time, no middle school student is an exception to this policy.

The only time this policy is not in effect is if a student has an appointment set up and the parent/guardian notified the front office 24 hours in advance.

EARLY PICKUP

Parents/Guardians are encouraged to set up all appointments for students outside of the academic day so as not to disrupt student learning. Early pickup from the academic day must be set up 24 hours in advance. We understand that emergencies do arise, please call the office if something has come up and you need to pick up your child early.

At this time, 30 minutes before dismissal is closed off for early pick up times unless it has been pre-arranged with the front office staff.

No student is exempt from this policy.

SICK POLICY GUIDELINES

Needs to Stay Home:

- Fever over 100 degrees (underarm)

- Sores that are open and appear infected and are not easily covered
- Vomiting more than twice in 24 hours
- Diarrhea
- Earache
- Red eyes with discharge
- Lice or nits are present
- Not well enough to participate in activities
- Has been to the hospital or emergency room within the last 24 hours

Inform Staff Member if:

- Runny nose
- Cough
- Rash
- Been to the doctor with release from the doctor's office
- Is not acting like usual
- Family member that is ill

Have a Great Day (Return to School)

- Feeling well today
- Has been fever free for the last 24 hours, without the aid of fever reducing medication
- On antibiotics (if prescribed) for at least 24 hours before returning to school

7. LICE

A common problem on any school campus is head lice. Our primary concern is that head lice are easily transmitted from one student to another. Unless an infected student has all nits (egg sacks) removed, the lice will return. For these reasons, Adventure Schools recommends that students do not share hats, jackets, etc. Also, it is our policy that a student sent home for head lice must be completely nit free before returning to school and must be checked in at the office before returning to class. Routine checks for head lice are performed by school staff.

8. CELL PHONE

At Adventure Schools face-to-face communication is highly valued. In order to promote face-to-face communication between home and school, Adventure Schools implements a no cell phone policy. All cell phone calls/texts should take place before entering or after leaving the school to allow maximum opportunity for face-to-face communication.

Students are not allowed to use their personal cell phones during the academic day. If necessary, cell phones will be kept with school administration for the day and returned to the student as they leave for the day. If a student needs to contact their parent or guardian they may use the school phone.

9. TOYS / PERSONAL TECHNOLOGY

Toys and personal technology are not permitted and will be held by the school for the student until the end of the day.

10. DRESS CODE/UNIFORM POLICY

There is a dress code for the school and students are expected to follow it. If you have questions or need assistance with uniforms, please do not hesitate to talk with a staff member and we will assist you. Please remember students need to wear shoes with a strap or closed toed. Flip flops and rollers/Heelys are not permitted as it is a safety concern.

UNIFORMS

Students attending Adventure Schools are required to wear school uniforms. The regulation uniform is: a navy blue, burgundy, white, light blue or black long or short sleeved polo style, three button knit shirt or a button down blouse with a collar and either navy blue or khaki pants, shorts, skirts, skorts or jumpers. School logo t-shirts are considered an acceptable school uniform. Denim of any color is not permitted. Families are responsible for providing clothing appropriate for the weather. Shoes and socks that allow students to be active and participate in outdoor activities is recommended. Sandals and flip flops or “no heel” footwear are discouraged.

Consequences for Non-Uniform:

- First Offense: A written warning/reminder will be given to the student to take home and get signed by their parent/guardian
- Second Offense: The student will be sent to the office to borrow clothes and the parent/guardian will be notified
- Third and All Future Offenses: The parent will be asked to either immediately bring a uniform to school or the parent will be asked to pick up the student

FREE DRESS

We occasionally have free dress days where students are not required to wear a school uniform. Appropriate attire is required.

Acceptable Dress On Free Dress Day:

- Clothing must be clean, in good repair and size appropriate
- All shirts must be long enough to tuck inside
- All pants must be worn at the waist
- Sweaters and hooded sweatshirts may be worn BUT they must FIT and not go beyond the wrists.
- Shorts, skirts, skorts and splits must touch the top of the knee

Unacceptable Dress on Free Dress Day:

- Bare midriffs, spaghetti straps, halter tops, tank tops with large sleeve openings, tank tops with less than 2” wide straps, basketball jerseys (unless a T-shirt is worn underneath), see through, mesh or sheer tops through which undergarments can be seen, or shirts/tops that expose the entire shoulder.
- Sagging pants

***For more information, families may request a copy of the full dress code/uniform policy.

11. FIELD TRIPS

Adventure Schools participates in a number of field trips every school year. Field trips complement the academic curriculum and it is desired that all students be able to participate. A limited number of family chaperones are permitted on field trips and they must agree to and sign the chaperone guidelines in the front office.

12. BIRTHDAYS

You are welcome to bring in birthday treats on your child's birthday as long as you consult with your child's classroom teacher in advance. Arizona Health and Nutrition standards require treats brought into the school be pre-packaged and store bought.

****Please note that Adventure Schools is a peanut-free school.**

13. EMERGENCY DRILLS

Fire, evacuation, and lockdown drills are held on a regular basis at Adventure Schools to ensure staff and students are prepared in the event of an emergency. Procedures are taught and practiced with students and staff.

14. LUNCH/BREAKFAST

Adventure Schools participates in the National School Lunch Program and offers breakfast and lunch to students every day at no charge. A monthly menu will be given out the first week of each month. Students will let their teacher know at the beginning of each morning if they have brought a lunch from home or will need a school lunch. ***If your student is bringing their own lunch, please label lunches with first and last name.*** Lunches cannot be heated up for students. Non-fat milk or water is always available for students if they do not have a drink. Adventure School is concerned that the food that families provide to children be healthy and nutritious in order to support the growth and development of the children.

Foods high in sugar and fat, such as chips, cakes and cookies, are discouraged. Sodas are not permitted. Adventure Schools teaches children that food is a source of energy for growing and active play. We encourage development of self-help skills and table manners (i.e. cooperatively cleaning up after each meal).

Please note that Adventure Schools is a peanut free campus.

15. SNACK

Students in all classes will have an opportunity to eat a snack while they work during the morning. Students are permitted to bring in an individual snack from home or families can donate snacks to the teacher to share with

the student's class. Adventure Schools encourages families to provide healthy and nutritious snacks in order to support the growth and development of the children. A clear water bottle (filled with water) with the student's name on it is encouraged for students to have in the classroom. They can drink water at any time during the school day. We know that eating fruits and vegetables and drinking water is a great recipe for learning because it can improve energy levels, alertness and concentration. Students will not be permitted to eat unacceptable snacks during class snack time.

ACCEPTABLE SNACKS

- Fruit
- Vegetables
- Crackers, Wheat Thins, Saltines, Triscuits, etc.
- Cheez-Its
- Goldfish

UNACCEPTABLE SNACKS

- Cookies
- Candy
- Fruit Roll-Ups
- Sugar Cereal
- Any type of Chips (potato, Takis, Cheetos, etc)
- Any drink that is not water

16. DISCIPLINARY MEASURES

A primary goal of Adventure Schools is to provide a safe and constructive learning environment for each student. A variety of disciplinary measures may be used to maintain that environment. Disciplinary proceedings are designed to provide the student more appropriate choices for the future. Staff members and the administration may use a variety of measures before formal disciplinary action is taken. All disciplinary measures are applied on an individual, student-by-student basis. ***The application of any disciplinary measure is not sequential but based upon the most appropriate consequence in a given situation.***

The following disciplinary measures may be applied:

- **Redirection** – given by a staff member to refocus the student's attention and activity in a more positive direction.
- **Time Away from Peers** – temporary short-term removal from one assigned physical site to another for reflection, self-evaluation and regrouping by the student. This is intended to be a period of time when the student has an opportunity to plan to change disruptive behavior to constructive behavior.
- **Parent/Guardian Contact** – communication between the parent/guardian and the school community is vital. In the event that formal disciplinary action needs to be taken, the parent will be notified in advance of such actions when reasonable and appropriate.
- **Parent/Guardian and/or Student Conference** – a personal meeting between the student, administration and other involved staff members in order to discuss disciplinary issues and agree upon a behavior plan for the student.
- **In-School Suspension** – students may be temporarily removed from learning center activities or class for a designated period of time as determined at a conference with parents/guardians. The student will be placed in a supervised learning environment separate from that of other students.

- **Behavior Modification Plan** – a plan may be written with parents, the student, administration and other involved individuals identifying specific behaviors and specific consequences.
- **Suspensions** – a period of time during which the student is away from school and all school sponsored activities. This action will be taken when other disciplinary measures have been exhausted or found to be inappropriate in a given situation.

The administration may suspend a student from school up to three (3) consecutive days due to the violation of selected school rules, policies and procedures. A student may be suspended for up to ten (10) days by school administration if disciplinary measures have been either exhausted or deemed inappropriate in a given situation. Conferences to determine this action shall be held with parents/guardians, the student and other involved staff members. Home learning and class assignments will be made available during the suspension. During any suspension, the student may not participate in any school activities; the student must remain off campus.

17. WEAPONS PROHIBITIONS

No person shall carry or possess a weapon or simulated weapon on school premises or at school functions without authorization by a school administrator. No person shall display, use or threaten to use a weapon or simulated weapon to disrupt any activity of the school whether or not such use or threat of use occurs on or in close proximity to school premises. Law enforcement will be notified.

Any staff member who observes a person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administration. A school administrator who observes or receives a report of a person possessing a weapon on school premises or school sponsored activity shall immediately take appropriate safety and disciplinary actions in accordance with school policies and shall immediately report a violation of this policy to a peace officer if the weapon is considered a deadly weapon.

A student that violates this policy by carrying or possessing firearms or other weapons or threatening to use a weapon or simulated weapon shall be in jeopardy of one of the following:

1. Being placed in a homebound education program for a period of not less than one year;
2. Suspended for a period of not less than one year; or
3. Expelled and not be readmitted within a one-year period, if ever.

The governing Board, in their sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

18. BULLY & HARASSMENT

Bullying of any kind (physical or verbal) is not permitted on or off campus. Victims of bullying should report the problem immediately to an adult (i.e. teacher, counselor, administrator, etc.). Students that observe bullying should also report to an adult. Students shall note that gossip and negative comments (spoken, written, texted or posted online) can result in behavior consequences. It is important that we work together to solve problems and get along with one another in a positive way.

FOR THE PURPOSE OF THIS POLICY, WE WILL USE THE FOLLOWING DEFINITIONS FROM A.R.S. §13-105

- **Bullying/Harassment** is any unwanted intentional behavior that hurts, harms or humiliates a student, either physically or emotionally.
- **Disruption** means any conduct that causes, is intended to cause or that is reasonably likely to cause a breakdown in the orderly process of instruction and/or school activities.
- **Injury Prone Behavior** means intentional, negligent or reckless behavior that has a reasonable possibility of hurting or damaging oneself, others or the property of others.
- **School Premises** means the school, school grounds, school transportation vehicles or any premises, grounds or vehicles used for school purposes and includes bus stops and premises where school sponsored events are held away from the school property.
- **Threat/Intimidation** includes any verbal, written or physical, implicit or explicit, communication or acts made with the intent or reasonable effect to inflict fear, injury or damage.
- **Weapon** means any of the following:
 - A firearm;
 - A knife, other than a folding pocket knife that has a blade the length of not more than 2 ½ inches or that does not have a mechanism by which the blade can be locked in the open position (regardless of blade length);
 - A destructive device;
 - A dangerous instrument; and
 - A deadly weapon as defined by A.R.S. §13-105
- **Simulated weapon** means an instrument displayed or represented as a weapon.
- **Firearm** means any of the following:
 - Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive;
 - The frame or receiver of any such firearm;
 - Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine or similar device; or
 - Any combination of parts that could be readily assembled to form a firearm
- **Destructive device** means:
 - Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow; or
 - Any collection of parts that could be readily assembled to form a destructive device
- **Dangerous Instrument** means anything other than a firearm, knife or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.
- **School Premises** means the school, school grounds, school transportation vehicles or any premises, grounds or vehicles for school purposes and includes bus stops and premises where school-sponsored events are held away from school property.
- **Deadly weapon** means any weapon designed for lethal use, including firearms.

19. RETAINING A STUDENT POLICY & PROCEDURE

Adventure Schools carefully monitors the progress of every child ensuring they are ready to be promoted to the next grade level at the end of each school year. If an educator has concerns regarding the promotion of a child, the following procedures will be followed.

During the February Parent/Teacher Conferences, the child's teacher(s) will express to the parent their concerns regarding the child's progress. Teachers will provide academic evidence, as well as attendance records if applicable, to the parents. Teacher(s) will explain how the child has been, and will continue to be supported, to meet the necessary academic progress to be promoted.

If a child is not meeting the progress needed by the end of third (3rd) quarter, the teacher will meet with the school administrator to discuss the concerns. The school administrator and teacher will determine the next steps which may include:

- Reaching out to the parent/guardian to set up a meeting to discuss retention of the child;
- Providing the parent/guardian with documentation to support the child's retention; ● Provide parent/guardian with goals for the child to meet in order to be promoted to the next grade, including:
 - How the school will support the child in reaching the goals; and
 - How the parent/guardian can support the child in reaching the goals at home.
- A follow up meeting with the parent/guardian will take place within the first two weeks of May to make the final determination; and
- Parent/Guardian will be officially notified of the final decision

Documentation such as the child's work, assessments and attendance will be used in the final determination. Meeting notes and signatures will be obtained and kept on file, as well as the final notification.

III. FAMILY INFORMATION

1. FAMILY CONDUCT

Adventure Schools has a tradition of treating all members of the learning community with consideration and respect. Adventure Schools believes that all students, family members and staff have the right to a safe learning environment. Family members do not have the right to swear, threaten, aggressively confront or touch any child (that is not their own), staff or other individual on school property. In addition, please be aware of your language, tone of voice and actions while on campus.

2. FAMILY PARTICIPATION AND INVOLVEMENT

Adventure Schools hosts a variety of special events throughout the school year. We encourage students and their families to actively participate in these events. Events will be presented on a monthly event calendar that is sent home. We look forward to seeing you at an event soon. Be sure to check the monthly calendar to see what is happening each month. We encourage an “open door” policy, which welcomes families to visit at any time. Volunteering or longer visits should be scheduled with the classroom teacher and may require a fingerprint clearance card. Volunteers/Visitors must check in and obtain a visitor’s badge.

3. EMERGENCIES

In the event of an emergency, every attempt will be made to contact parents or emergency contacts if a student requires immediate medical attention. The emergency card on file in the school office lists emergency contacts. School staff will follow the parent’s direction on the emergency card as closely as possible. *PLEASE FILL OUT THE EMERGENCY CARD COMPLETELY...IF THERE IS AN EMERGENCY IT IS IMPORTANT THAT THE SCHOOL HAVE A NUMBER TO REACH YOU...IF THERE IS A CHANGE, NOTIFY US IMMEDIATELY SO THAT THE SCHOOL CAN UPDATE THE EMERGENCY CARD.*

4. ACCIDENTS

If a serious injury occurs on the school grounds, parents/guardians will be notified and asked to pick up the child from school for personal observation or examination by the family physician. This policy applies to any head injury, as the brain is a soft and delicate organ. A hard blow to the head can injure the brain or spinal cord even when there are no visible signs of trauma to the scalp or face. That is why all head injuries are considered serious and should be assessed by your doctor or the nearest hospital emergency department. Parents/guardians will be promptly notified of other injuries as well. In the event that the parents cannot be reached, the student will be released to the person named on the emergency card. It is critical that the emergency card be completed and **up-to-date**.

5. CHANGE OF INFORMATION & WITHDRAWAL FROM SCHOOL

Please visit the office and fill out a change of info form if there are any changes in address, telephone numbers or emergency contacts. Adventure Schools **must** have an accurate telephone number on file where the parents/guardians can be reached in the event of an emergency. Please notify the school office in advance if your child will be withdrawn from school.

6. DROP OFF & PICK UP

Students are to be dropped off and on the playground by 8:00 AM to be considered on time for school. Students, not attending the before school program, may not be dropped off prior to 7:30 AM. Only students registered in the tuition based After School Program or after school academic clubs may remain on campus after dismissal time. Teachers are not available to watch a child after dismissal time that is not registered for these programs.

7. EARLY DISMISSAL

A child is not permitted to leave school or the school grounds before regular dismissal without prior written consent from the parent/guardian. Notes for early dismissal of students for the purpose of dental appointments, etc. are requested. Please try to schedule all doctor, dentist and other appointments for early release days, school closure days or after school. ***PARENTS MUST SIGN OUT THEIR CHILD THROUGH THE OFFICE IN ALL CASES OF DEPARTURE PRIOR TO DISMISSAL.***

Please note that 30 minutes prior to dismissal is closed off for early pick up times unless it has been pre-arranged with the front office staff.

No student is exempt from this policy.

8. PARKING

Please park in the larger parking lot across the street from Adventure Schools. Parking directly in front of the school is reserved for families of our pre-k preschool program. If you are signing out your student early, parents/guardians may park directly in front of the school. Families are expected to use the driveline during drop off (7:30am - 8:00am) and pickup times(3:00pm - 3:15pm). Please do not use McKinley Avenue at those times as it creates a safety issue. To decrease traffic during pick up times, please remember that you have between 3:00 PM and 3:15 PM to pick up your child.

For middle school campus, please use the driveline that opens up on Lee Street and exits out onto Alamo Street for dismissal. If you are parking to pick up your child early please park on Alamo Street and call the campus at (520)407-1200 to let a staff member know you need to sign out your student.

10. FUNDRAISERS

In order to go on as many field trips as we would like and purchase additional equipment for the school, we appreciate all your help with our various fundraising effort

11. BEFORE & AFTER SCHOOL PROGRAM

Adventure Schools is open from 6:30 AM – 5:30 PM, offering a fee-based childcare service for non-school hours. See Preschool for a current rate schedule. The Before & After School Program contracts with the Arizona Department of Economic Security (DES) and accepts payments for childcare for children whose guardians have been approved. See Before & After School Director rates and more information.

12. IMMUNIZATIONS

State law makes it mandatory for parents/guardians to present evidence that their child has been protected against polio, diphtheria, pertussis, tetanus, mumps, measles and rubella. Immunization for Hepatitis B and second mumps, measles and rubella (MMR) is required. If your child has not been immunized, a medical or personal exemption form must be on file regarding this fact.

13. MEDICATIONS

Parents/Guardians are required by state law to inform the school of medications that are to be taken by their child during school hours. Current dosage and the name of the supervising physician are needed. The school must receive written permission to administer medication. The school office has the required forms. School officials will not administer Over-the-Counter medications (i.e. Tylenol) without written permission from a parent/guardian. ALL medications must be in the original pharmaceutical container. Medication is to be kept with administration in a locked container. Medication is administered only at the times and dosage indicated on the pharmaceutical container. For the protection of your child and others, students who are ill should stay home. If a student becomes ill during the school day, a parent/guardian will be notified and asked to take the child home. Students are not permitted to have cough drops and/or any other over-the-counter medication on their person.

14. PERMISSION SLIPS

Permission slips for field trips have a deadline on each slip. If a permission slip is not turned in on or before the printed due date, your child will not be able to go on the field trip. If you do not have payment at the time, please speak with the front office about alternate arrangements, but we MUST have the slip properly filled out by the printed due date.

15. CHAPERONES/VOLUNTEERS

We want and encourage family members to participate in school field trips. You MUST review Volunteer Training Guidelines BEFORE you can go on a field trip. It is necessary that you speak to the teacher about signing up as a chaperone, as we often have limited spaces or opportunities and cannot take all interested parties. Please do not sign up and then decide the morning of the field trip that you are not going without notifying the teacher as soon as possible so they can make alternate arrangements

16. LOST & FOUND

Each year we give away boxes of sweaters, clothes, lunchboxes and other miscellaneous items to a charitable institution. **Please be sure to put your child's name on everything** so they can identify them when checking the Lost and Found. Please inspect the Lost and Found located at the front office lobby area when you visit and ask your child to check there when they have lost something.

17. PET POLICIES

The decision to have pets in our classrooms is made with great care. Pets of any kind require good care and their enclosures require cleaning. Some pets bite and scratch and may be frightened by children. A new child in the classroom may have allergies that require the pet to be removed from the facility. All of these issues require consideration before a decision is reached to allow a pet in our facility

PET GUIDELINES

Animals are chosen carefully for temperament and safety. We do not keep ferrets, turtles, iguanas, lizards or other reptiles, birds of the parrot family or any wild or dangerous animals. No pets from outside/home are allowed at Adventure Schools.

- No live animals are allowed in food preparation areas.
- Pet enclosures are not placed near areas where children eat or food is served.
- Children and adults wash their hands after handling or feeding animals.
- Children do not clean cages.
- All animals are properly cared for and provided clean water, appropriate food and clean cages.
- Food preparation/service facilities and supplies are not used to clean animal cages and aquariums.
- Animal food is stored separately from human food. Animal food is kept tightly closed to prevent insect infestation.
- We plan for the care of pets during holidays, weekends and vacations.

IV. Reporting

Policy and Procedure for Reporting Suspected Crimes and Notifying Parents/Guardians in Schools

Policy Statement:

The safety and well-being of students are paramount in our school community. To ensure a secure learning environment, all school personnel are required to promptly report any suspected criminal activities involving students and, when appropriate, notify parents/guardians of the students involved or local law enforcement. This policy outlines the procedures for reporting suspected crimes and the subsequent communication with parents/guardians or local law enforcement per **A.R.S. §15-153, A.R.S., §13-706, A.R.S. §13-105 and A.R.S. §15-341**

Definitions per A.R.S. §13-105:

- 1. “Deadly weapon”:** anything designed for lethal use, including firearm
- 2. “Dangerous instrument”:** anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury
- 3. “Physical injury”:** the impairment of physical condition

I. Reporting Suspected Crimes:

1. Obligation to Report:

- a. All school personnel, including teachers, administrators, support staff, and any other individuals working within the school, have a duty to promptly report any suspected criminal activity involving students or property to the designated school authority.
- b. Per **A.R.S. §15-341** any school personnel, including teachers, administrators, support staff and any other individual working within the school that are in violation of the policies will have disciplinary action taken that may include suspension without pay for no more than 10 school days.
 - i. The following procedures will take place for personnel in violation of the policy that are cause for dismissal:
 1. Provisions of Notice
 2. Hearing
 3. Appeal provisions for violation that are cause for disciplinary

action

2. Reporting Process:

- a. If the suspected crime against a person or property is a serious offense as defined in **A.R.S. §13-706** or involves a deadly weapon, dangerous instrument or serious physical injury (as prescribed in **A.R.S. §13-105**) and any conduct poses a threat of death or serious physical injury to staff, students or anyone on the property, law enforcement shall be notified immediately.
- b. Report any suspected crime immediately to the school principal or designated school administrator.
- c. In the absence of the principal or designated administrator, report to the next available senior school official.
- d. If the suspected crime involves the designated school authority, report directly to the school district superintendent or the appropriate district-level administrator.

3. Information to Include in the Report:

- a. Details of the suspected crime.
- b. Names and descriptions of individuals involved.
- c. Date, time, and location of the incident.
- d. Any witness statements, if available.

II. Notification to Parents/Guardians:

1. Determining Notification Necessity:

- a. The school administrator, in consultation with law enforcement if applicable, will assess the severity and nature of the suspected crime to determine if parent or guardian notification is warranted.
- b. If the suspected crime poses an immediate threat to the safety of students or staff, parents or guardians will be notified without delay.

2. Communication Protocol:

- a. Parents or guardians will be informed through a direct and discreet method, such as a phone call or in-person meeting, whenever possible.
- b. In non-emergency situations, notification may be sent through written communication, such as letters, school messaging system or emails.

3. Content of Notification:

- a. Clearly communicate the nature of the suspected crime without compromising the ongoing investigation or providing names of others involved.
- b. Provide information on any immediate actions taken by the school to ensure the safety and well-being of students.

4. Confidentiality:

- a. Respect the confidentiality of ongoing investigations and only disclose information necessary for parents or guardians to understand the situation and take appropriate actions.

III. Record Keeping:

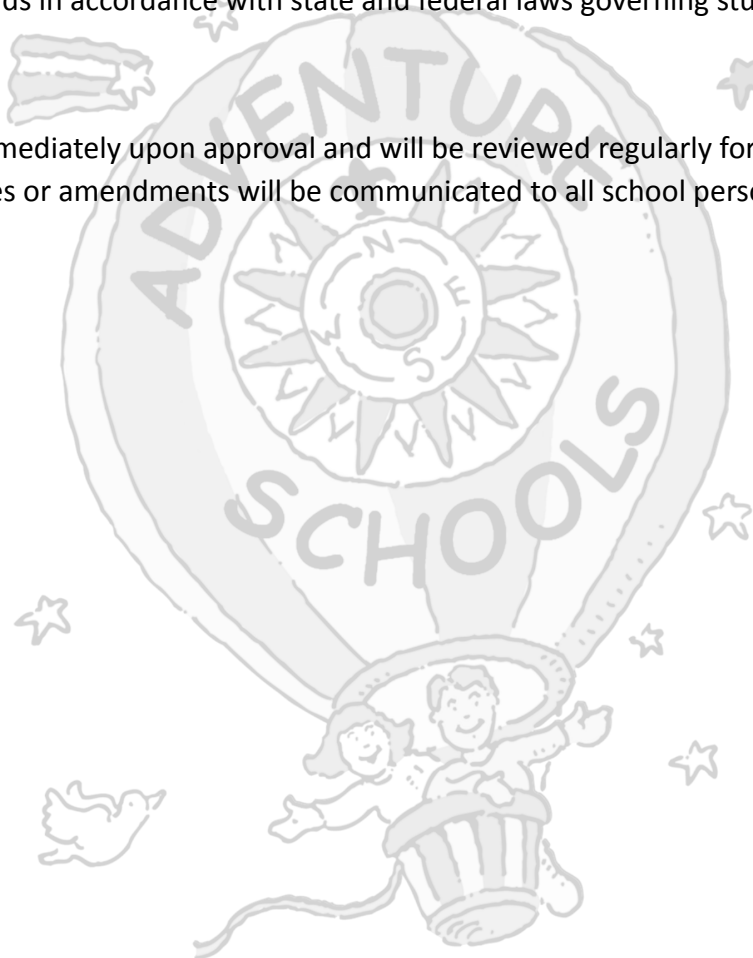
1. Documentation:

- a. Maintain detailed records of all reports and actions taken regarding suspected crimes in a secure location.
- b. Document communication with parents or guardians, including the method, date, and content of notifications.

2. Retaining Records:

- a. Retain records in accordance with state and federal laws governing student records.

This policy is effective immediately upon approval and will be reviewed regularly for relevance and effectiveness. Any updates or amendments will be communicated to all school personnel.



School Policy on Harassment, Threats, and Intimidation Reporting

Purpose: This policy aims to create a safe and inclusive learning environment for all students. It outlines procedures for reporting incidents of harassment, threats, or intimidation against a student and/or school grounds and ensures timely communication with parents or guardians.

Policy Statement: Our school is committed to providing a secure environment where students can thrive academically, emotionally, and socially. Harassment, threats, and intimidation are not tolerated. This policy establishes procedures for reporting such incidents promptly and notifying parents or guardians per **A.R.S. §15-186.01**.

Definition of Harassment: A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person anonymously or otherwise contacts, communicates or causes a communication with another person by verbal, electronic, mechanical, telephonic or written means in a manner that harasses on school grounds or substantially disrupts the school environment.

Applicability: This policy applies to all students, staff, and anyone associated with the school community.

Procedures:

1. **Reporting Incident:** Any person who witnesses or becomes aware of an incident involving harassment, threats, or intimidation against a student must report it promptly to a teacher, school staff member, or school administrator.
2. **Initial Assessment:** Upon receiving a report, the school staff or administrator will conduct an initial assessment to determine the nature and severity of the incident. If immediate intervention is required, appropriate measures will be taken to ensure the safety of the affected student and others.
3. **Documentation:** The school will maintain written records of reported incidents, including details of the event, the individuals involved, and any actions taken.
4. **Parent/Guardian Notification:**
 - a. **Timeliness:** Parents or guardians of the affected student will be notified as soon as possible, taking into consideration the need for a thorough assessment.
 - b. **Communication Method:** Notification may be in writing, through phone calls, or in person, depending on the severity and urgency of the situation.
5. **Support Services:** The school will offer support services to the affected student and their family, including counseling services and information on available resources.
6. **Investigation:** If necessary, the school will conduct a thorough investigation into the incident, involving appropriate authorities if required.
7. **Disciplinary Action:** If the investigation substantiates the allegations, the school will take appropriate disciplinary action against the perpetrator in accordance with school policies and procedures.
8. **Follow-Up Communication:** The school will provide ongoing communication with the affected student's parents or guardians regarding the resolution of the incident and any further actions taken.

Compliance and Monitoring: The school will periodically review and assess the effectiveness of this policy, making adjustments as needed to ensure a safe and secure learning environment.

Training: Staff and students will receive training on recognizing and reporting incidents of harassment, threats, or intimidation.

References: This policy aligns with local, state, and federal laws related to school safety and anti-harassment measures.

Review and Revision: This policy will be reviewed and revised as necessary to remain in compliance with applicable laws and regulations.



ADVENTURE SCHOOLS

RECEIPT AND AGREEMENT OF STUDENT/FAMILY HANDBOOK

I hereby acknowledge that I have received the Adventure Schools Student-Family Handbook and that I have thoroughly read and understand the policies and procedures of Adventure Schools as set forth in the Handbook. I agree to abide by all the policies, practices, guidelines and regulations of Adventure Schools including any amendments made to any and all of them.

This handbook is a work in progress. Any changes will be made available. You are responsible to keep your handbook up-to-date.

This signature page will be placed in your child's file. Please sign and return this age to the school.

Student Name (please print): _____

Student Signature: _____ Date: _____

Student Name (please print): _____

Student Signature: _____ Date: _____

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____



