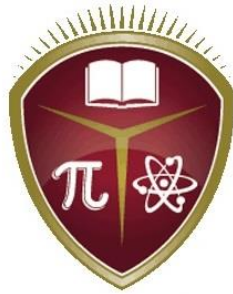


Student and Parent Handbook
2016-2017



**ACADEMY OF
MATH & SCIENCE**
MASSA

434 W. Lerdo Rd Tucson, Arizona 85706

Phone: (520) 889-1504
Fax: (520) 889-1540

Web Page: <http://www.massatucson.org>

Principal : Norma Derby Email : nderby@massatucson.org

Welcome to the 2016-2017 school year at the Math and Science

Success Academy! The teachers and administration at MASSA are grateful to have the privilege of educating your children. By choosing us, you have ensured that your child will be provided with the necessary skills and content knowledge necessary to succeed in higher grade levels, post-secondary education, the workplace, and life in general. Through use of student/parent surveys, parent meetings, and ongoing program research, MASSA continually offers a high quality education tailored to the world of today.

MASSA teachers, administrators, and staff do more than teach; we help your child to develop mental attitudes and habits which will ensure a long, healthy, purposeful, and productive life. Students at MASSA will appreciate and create art and music and apply math and science knowledge to meet and overcome the challenges facing the world of today.

With parental input and participation and your child's active participation in the educational process, the MASSA team is committed towards helping your child develop and reach their unique educational goals. By staying aligned with the school mission and values, our vision is transformed from a goal to a reality.

This handbook has been designed to provide parents and students with a copy of MASSA goals, policies, schedules, and procedures. Please refer to the handbook for pertinent information. This handbook should be kept in an easily accessible location as a reference for you and your student. The handbook is current as of July 30th, 2015, but may be updated at any time upon notification of parents as deemed appropriate by the administration. Please see the school website or front desk for the most updated handbook.

Sincerely,

Norma Derby

Principal, Math and Science Success Academy

MASSA SUCCESS SUMMARY

Mission:

“MASSA is a charter school dedicated to providing students with a quality education. We emphasize math and science while simultaneously providing a superior education in all other aspects of the school curriculum.”

Vision:

The vision of MASSA is to empower students to become critical thinkers dedicated to creating solutions for the world of tomorrow through an application of knowledge.

• **Values**

- *All students* can be successful
- *Math and science* are essential for success in the job market and world of today
- *High expectations* and collaboration from students, parents, and all stakeholders yields results
- *Complete dedication* of teachers, administration, and staff leads to student success

• **Performance**

- The school outperforms Tucson schools by 20% in math and 30% in science (according to AIMS)
- Highest performing K-8 charter school in 85706 (according to AIMS)
- AIMS Scores → Mathematics – 74% Reading – 81% Science – 84%

• **Awards**

- *Blue Ribbon*: 1 out of 16 schools nationwide to receive this prestigious award for making significant progress in student achievement
- *Gold Gain*: 1 out of 22 schools nationwide and the only school in Arizona to receive the prestigious award in 2008
- *US News and World Report for America’s Best High Schools*: Bronze Medal award in 2009

• **Program Features**

- All teachers are “Highly Qualified” as defined by Arizona Department of Education
- Free guitar, piano, advanced art and computer courses, and after school programs
- Advanced curriculum taught one grade level ahead
- Small class sizes (average of less than 20 students per teacher)
- After school programs: Martial arts, gymnastics, open art studio, journalism, guitar/rock band, yoga, student council, arts & crafts, drawing
- Sports: soccer, cross country, basketball, softball, flag football, volleyball
- Clubs: Math Kangaroo, Science Olympiad, Robotics, Computer Club, Sports Club, Drama Club, Russian Club, Spanish Club and the College Bound Club

SCHOOL GOVERNANCE

CHARTER SCHOOL DEFINITION

Charter schools are public schools created as an alternative to traditional public schools in 1988. Every charter school has its own individual mission, vision, and values. They provide a comprehensive program of instruction, but unlike traditional public schools, Charter schools often provide a curriculum with a specific learning philosophy. Each is organized and operated in a variety of ways.

Charter schools have a governing board and a sponsoring entity, such as a school district governing board, the State Board of Education, or the State Board for Charter Schools. Charter schools participate in the state's nationally standardized norm-referenced achievement tests and essential skills tests. Charter schools are in compliance with all state, local and federal laws.

More information can be found at <http://en.wikipedia.org/wiki/Charterschool>.

NON-SECTARIAN POLICY

MASSA does not discriminate against anyone on the basis of ethnicity, national origin, gender, or disability. The school is non-sectarian in its programs, admission policies, employment practices, and all other operations. MASSA is not affiliated with any sectarian school or any religious organizations.

GOVERNING BOARD

The MASSA Governing Board meets on a regular basis to review the performance of the school and plan for the future. Board meetings are open to the public and the agenda is available in advance on the website and in the school lobby. The Governing Board may handle issues of policy and due process for students and staff. School administrators handle the daily operation of the school and the implementation of school policies.

ADMISSIONS AND ENROLLMENT

Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in English language, or athletic ability. No tuition is charged for attending the Math and Science Success Academy. MASSA charter school will admit all eligible pupils who submit an application. The charter school shall give preference to pupils returning to the school in the second or subsequent year of its operation and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applications exceeds the capacity of a program, class, grade level, or building, all applications for that program, class, grade level or building will be selected for available slots through an equitable selection process, except that preference shall be given to siblings of a pupil. After the application deadline, pupils for any remaining slots or from a waiting list will be accepted in chronological order. The Arizona State Board for Charter Schools approves these procedures.

STUDENT RECORDS

Students enrolling in MASSA must provide specific information and records as required by the state and the school. The school will also request records from the student's previous school. All information is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA). Student records include demographic information, enrollment information, attendance, discipline, assessment scores, grades, and promotion and graduation data. All student records are kept in locked files in administrative offices or in password-protected electronic computer databases. Records are released only with permission to qualified entities. Parents/guardians may request to view their child's records and set an appointment to do so.

TITLE I INFORMATION

Title I is a federal law that gives schools money to support disadvantaged students. The Math and Science Success Academy's eligibility for Title I funds is determined by enrollment information and income guidelines. MASSA uses Title I funds to support school wide programs including, but not limited to: maintaining low classroom sizes, providing high quality professional development to all teachers, and hiring "Highly Qualified" teachers as designated by No Child Left Behind. All students at MASSA have the right to participate in and be involved in Title I programs. Parents have the right to be notified if a teacher who is not "Highly Qualified" is teaching their child. MASSA will contact parents within four weeks of their child being taught by a teacher who is not "Highly Qualified". The MASSA curriculum is aligned with Arizona State Standards and is available in the school office. MASSA uses many forms of academic assessments to measure student progress including standardized tests, comprehensive exams, and teacher generated assessments.

HOMELESS POLICY

The McKinney Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster parents or relatives other than their legal guardians.

Arizona Revised Statutes, A.R.S. §15-825(C) states:

"C. The current residence of a homeless pupil who does not reside with the person having legal custody of the pupil, is considered to be the residence of the homeless pupil if the person having legal custody of the pupil is a resident of the United States. For the purposes of this subsection, "homeless pupil" means a pupil who has a primary residence that is:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations.
- An institution that provides a temporary residence for individuals intended to be institutionalized.
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings."

Under this policy, The Math and Science Success Academy will admit students who meet the definition of “homeless” by:

- Not requiring birth certificate
- Not requiring proof of immunization until the fifth calendar day of enrollment as defined in A.R.S. §15-825

GUIDELINES FOR SUCCESS

The teachers, administration, and staff at MASSA will work with students to ensure their success. In order for MASSA to facilitate the success of every student, there are certain guidelines for success otherwise known as student responsibilities, which each student must commit to in order to reach their full potential.

BE RESPONSIBLE

Making responsible choices is not always easy, especially if someone else is not being responsible. Remember you are in charge of yourself. Throughout your life you must decide how you will act. You are expected to do what is right whether anyone is watching or not. This is called “being responsible.”

TREAT EVERYONE WITH RESPECT

Everyone must work together to maintain our high standards of MASSA School being a safe and friendly place. Any behavior that could hurt someone else is not tolerated. This means a “hands off” and “no put-downs” policy. Students are expected to care for our school, equipment and the personal property of peers.

COOPERATE WITH OTHERS

Cooperation includes being polite, embracing differences between people as assets to be used for positive results, resolving disagreements in a responsible manner, and encouraging others to do their best.

ALWAYS TRY

The first time you attempt to do something new, it is often difficult. The best way to learn something new is to practice until you have mastered the particular skill. The more you practice, the easier it becomes.

DO YOUR BEST

When completing a job or an assignment, always strive for excellence. While you are working on a particular task, ask yourself, “Is this the best I can do?” Doing your best creates a feeling of pride. If you need help while striving for excellence, please don’t hesitate to ask your teacher for help.

ACADEMICS

PROMOTION SYSTEM

The Math and Science Success Academy reviews its promotional and informational materials and activities each year to ensure that they are truthful, accurate, and current with Arizona State and federal guidelines. If a student fails to meet the criteria set forth by MASSA, a remediation plan will be created to provide students the personalized instruction and tools necessary for success.

ELEMENTARY SCHOOL (K-5):

Students are promoted using classroom assessments and teacher evaluations of student performance throughout the course of the academic year. The promotion of the elementary students is at the discretion of the classroom teacher and administration.

MIDDLE SCHOOL (6-8):

Students are promoted upon passing comprehensive finals in four core areas:

- *Mathematics (includes geometry)
- *Science
- *English
- *Social Studies (includes art history)

Students will be evaluated throughout the year utilizing student grade books, progress reports, and report cards. Formal meetings with teachers and administration will also be held as part of the evaluation process.

PHYSICAL EDUCATION CLASSES

MASSA believes physical education is important for the overall well being of a student and that being physically active increases academic performance. MASSA offers physical education classes, but recognizes that students may participate in a variety of athletic activities outside the scope of the normal class day.

HOMEWORK POLICY

Every teacher will assign homework. Students are expected to finish their homework in the time allotted by the teacher. If a child is absent, and the absence is excused, the student will have a number of days to make up the assignments equal to the number of days the student was absent.

GRADING POLICY

Our goal is to ensure parents are constantly informed of their student's academic performance in school. Progress reports will be sent home every 4 weeks, and report cards will be sent home every 9 weeks. At the end of each semester, quarter grades will be averaged to create a semester grade in each class. The grading scale is as follows:

- 90-100% A*
- 80-89% B*
- 70-79% C*
- 60-69% D*
- 59%-below F*

Report cards/progress reports will be sent home the week following the end of every quarter (9 weeks). The quarter end dates are 9/29/2016, 12/22/2016, 3/23/2016, and 5/25/2017. Parents are encouraged to contact the school any time they have questions following the reports at the end of each quarter. If you would like a conference with your child's teacher, the Principal, or Dean of Students, please contact the school office at (520) 889-1504 to schedule an appointment.

GRADE POINT AVERAGES

Middle school students are graded on a 4.0 scale. Points are assigned for the non-weighted grade point averages as follows:

<u>Quality Points Awarded</u>
<u>Standard/Honors Courses</u>
A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

Grade point average calculations are determined by dividing the total number of quality points earned by the total number of credits attempted during the semester. The highest non-weighted GPA is 4.0.

STUDENT PLANNERS

Elementary and middle school students will receive student planners. They will be responsible for writing down their homework assignments on a daily basis. Teachers will record student grades in these books on a routine basis. Parents are expected to sign the planner on a weekly basis; failure to do so will result in disciplinary action. Planners are also used as communication devices between parents and teachers.

MATHEMATICS ASSESSMENTS AND GROUPING

All students at MASSA are assessed for their current level of mathematics knowledge upon enrollment and then placed into appropriate groups for mathematics. This grouping allows teachers to focus on appropriate concepts to ensure the greatest amount of progress whether a student is currently at or above grade level in their knowledge of mathematics.

SPECIAL EDUCATION SERVICES

MASSA provides special education services to qualified students in accordance with state and federal regulations. Students suspected of having a disability that impacts their learning will be evaluated by a qualified examiner. All special education students will have an Individual Education Plan (IEP), which details goals and objectives and specific therapy or services needed for instruction. MASSA provides evaluation, therapy, and instruction as appropriately determined by the IEP team. Special education records are kept confidential, and IEP meetings are held on a regular basis.

SCHOOL HOURS SECTION

<u>BUILDING:</u>	7:30am- 4:00pm
<u>OFFICE STAFF:</u>	7:30am- 4:00pm
<u>SCHOOL HOURS FOR STUDENTS:</u>	7:55am- 3:04pm
<u>AFTER SCHOOL:</u>	3:08pm- 3:45pm
<u>EXTENDED CARE:</u>	3:45pm- 5:00pm

ARRIVAL

Parents/guardians should drop their children off at school and wait for them to safely enter the building before leaving. Students who take the bus or walk should enter the school immediately upon arrival. Loitering in front of the school building is not permitted under any circumstances. All children should arrive between 7:30 a.m. to 7:50 a.m.

DISMISSAL

Parents/Guardians should enter the main school building to sign out and pick up their child to pick-up before the end of the school day. Students will not be allowed to exit the building unless a guardian is present or the students have a signed permission slip from a parent or guardian specifying the method of transportation. Students taking the bus or walking should notify the office before they leave. All children must be picked up by 4:00 p.m. daily. Parents who do not pick up their children by 4:00 p.m. may be charged after school fees.

EARLY DISMISSAL

The school cannot allow students to leave the campus without parent authorization. In an emergency situation, a parent/guardian must personally contact the office by phone or by note.

CLASS SCHEDULE

Study Skills	7:55am – 8:20 am
Period 1	8:24 am – 9:14 am
Period 2	9:18 am – 10:08 am
Period 3	10:12 am – 11:02 am
Period 4	11:06 am – 11:56 am
Period 5 (A)	12:00 pm – 12:50 pm
Period 5 (B)	12:26 pm – 1:16 pm
Period 6	1:20 pm – 2:10 pm
Period 7	2:14 pm – 3:04 pm
After School Activities	3:08 pm – 3:45 pm

AFTER-SCHOOL/EXTRA-CURRICULAR PROGRAM SECTION

AFTER-SCHOOL TUTORING/ACTIVITIES PROGRAM

Afterschool tutoring provides an opportunity for children to work on homework for an additional 45 minutes at school and to receive one-on-one help from teachers. Children who are advanced may use this time to work on additional projects to enhance their skills. Some students may choose additional activities which may be offered such as academic clubs, organizations, or extra-curricular programs.

ELIGIBILITY: Students wishing to participate in **ANY** after school program (athletics, student government, clubs, etc.) excluding tutoring, are expected to behave appropriately and display a positive attitude at all times. When students leave campus for a school activity, they are considered to be representatives of MASSA and thus, expected to behave in a respectful manner at all times. Students **must** also maintain a “C” average in all classes or they will be deemed ineligible to participate in organized activities. The faculty sponsor of activities will generate weekly reviews, and student eligibility will be determined on a week-to-week basis. Students who are suspended are considered ineligible during the length of their suspension, and may be permanently removed from an activity if they fail to meet both academic and behavior requirements.

ATHLETICS: MASSA is a member of the Arizona Charter Athletic Association. In these leagues, middle school and high school students, respectively, compete with other students from charter schools around Tucson. Students participate in sports such as volleyball, soccer, basketball, softball, and football. Through these leagues, students compete with other charter schools around Tucson. Students can compete in volleyball, soccer, basketball, and flag football. To participate in the athletic program, students must maintain C's or better in all of their classes.

MUSICAL: Middle school students have the option of participating in one musical each year. Students practice during extra-curricular time after school on song and dance numbers. Performances are then held during the MASSA Spring Musical for parents, peers, and staff.

STUDENT COUNCIL: This student-led government teaches students about the roles and responsibilities of government through weekly meetings, activities, and fundraisers. Student officers are elected to this group by their peers and serve one year in office. School student council officers communicate with faculty, students, and parents regarding student sponsored activities and support the administration in its promotion of academics.

ACADEMIC COMPETITIONS: Students at MASSA are equipped for success in local, state, and national art, writing, science, and mathematics competitions throughout the year. Competitions in the past have included Math Counts, Readers Digest Word Challenge, University High Math Competition, Sixth Grade AATM Math Competitions,

Science Olympiad, Math Kangaroo, Purple Comet, the Southern Arizona Regional Science and Engineering Fair, and the International Science and Engineering Fair. Teachers join students in their enthusiasm for these competitions as they prepare them to be successful.

OTHER CLUBS: Club offerings may be changed throughout the year based on parent and student interest and involvement.

GENERAL INFORMATION SECTION

HEALTH RELATED ISSUES

Math and Science Success Academy Wellness Policy

Introduction

In the Child Nutrition and WIC Reauthorization Act of 2004, the U.S. Congress established a new requirement that all schools with federally funded school meal programs develop and implement wellness policies that address nutrition and physical activity by the start of the 2006-2007 school year (PL 108.265 Section 204). Congress determined that there was a need for each school to develop a local wellness policy to address a number of concerns. The number of overweight children in the U.S. has grown dramatically while children's physical activity is declining as they get older. These trends have health and financial consequences. A healthy school environment goes beyond the school meals served in the lunchroom. A healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices and an appropriate amount of physical activity. The healthy, physically active child is more likely to be academically successful. In creating a healthy school environment, MASSA will encourage the involvement of parents, the school board, school staff and administrators, and the public, in the development and continual improvement of the local wellness policy.

Nutrition:

- The Math and Science Success Academy (MASSA) School Child Nutrition Program is obliged to conform to federal, state, and local requirements. The Child Nutrition Program is accessible to all children. Each child receives a meal benefit form at the beginning of each school year. Parents or guardians may apply for meal benefits at any time during the school year. The meals provided at AMS shall follow the guidelines set forth by the USDA through the National School Lunch Program. MASSA guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the U.S. Department of Agriculture.
- Foods will be appealing and attractive to students.
- There are no fried foods offered through the MASSA school lunch program.
- The milk choices available are 1% white milk and nonfat chocolate milk.
- The Kindergarten, first, and second grade classes offer a snack time each school afternoon. The classroom teachers for these grades will compile a list of healthy snack ideas from which parents may choose.

Physical Education and Activity:

- A certified physical education teacher shall teach physical education.
- Students will have access to a physical education curriculum which includes opportunities to learn, meaningful content, and appropriate instruction.
- Physical education classes shall have a student/teacher ratio similar to other classes.
- Adequate equipment is available for all students to participate in physical education.
- The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.
- The certified physical education teacher is the only MASSA teacher who may require students to run laps, or complete pushups as a part of the physical education program. No school personnel may use physical activity as a form of punishment.
- MASSA will offer all elementary, and middle school students' opportunities to participate in extracurricular physical activity programs, such as physical activity clubs or sports programs.
- Students in most grades shall receive 50 minutes per week of physical education instruction and 100 minutes of physical activity.

Eating Environment:

- The students shall be provided with adequate time to eat their meals.
- The lunch period will be scheduled as near the middle of the school day as possible. Food is not used as a reward or punishment for student behaviors.
- Dining areas have enough space for seating all students.
- The school will provide students the opportunity to wash their hands before and after eating meals or snacks.
- The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.
- MASSA will promote healthy choices through prominently displaying healthy foods in the cafeteria, and use of posters.

Healthy and Safe Environment:

- School buildings and grounds, structures, and equipment shall meet all current health and safety standards.
- MASSA shall maintain an environment that is free of tobacco, alcohol, and other drugs.

Nutrition Education:

- Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community. MASSA will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.
- MASSAS will provide parents helpful hints relating to childhood obesity, diet, and health activities in the quarterly school newsletters and other publications. In addition, MASSA will display information posters in each area of the

school building and cafeteria that illustrate concerns associated with obesity, diet, and healthful activities.

- Nutrition education shall be integrated within the comprehensive physical education curriculum and taught at every grade level.
- The entire school environment shall support the nutrition education program and be linked to the school meal program.

Daily Recess Period:

- MASSA will provide daily recess for Kindergarten through fifth grade students, preferably outdoors, during which the school will encourage moderate to vigorous physical activity through the provision of adequate space and equipment. Exceptions may be made by the principal for circumstances such as shortened days, special events, harsh weather, and altered schedules.
- Recess must be supervised.
- Appropriate equipment and space is to be made available so that students can be physically active and safe.
- Staff shall not use physical activity as punishment, or deny participation in recess or other physical activity opportunities as a form of discipline.

Food Safety/Food Security:

- All foods made available on campus will comply with the state and local food safety and sanitation regulations.
- Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

Foods and Beverages:

- MASSA will discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about disease transmission, allergies and other restrictions on some children's diets.

Compliance:

- The MASSA principal is responsible for providing for annual notification of this policy and procedure to staff, students, and parents.
- The principal will ensure that opportunities for physical activity are provided during the school day in accordance with this policy.
- Parents or students may hold food fundraisers after school, on school holidays, or weekends. Healthy food choices are required for daily afterschool fundraisers.

The MASSA Wellness Policy will be reviewed and evaluated annually by the Wellness Council which includes the Principal, Assistant Principal, the P.E. teacher, a science teacher, an elementary teacher and two parents.

MEDICINE AT SCHOOL

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the school will cooperate with the family physician and the parents if the following requirements are met:

1. There **must be** a written form or prescription bottle from the physician stating the student's name, the name of the medicine, the dosage, and the time it is to be given.
2. The medicine **must come** to the school in a prescription bottle. If the medicine is an over-the-counter medication, it must come with a note from the parent and be in the original container with all of the warnings and directions attached. The school does not provide **any** over-the-counter medications (including Tylenol, cough drops, etc.).
3. Students **must immediately drop off** medications at the office. Students are not permitted to carry medication on school grounds.
4. Students **must have** consent from parent(s)/guardian(s) before the school will administer any medication. **NO EXCEPTIONS.** Students who do not have parental consent will not receive any over-the-counter medications.

ILLNESSES/ACCIDENTS/INJURIES

Do not let your student come to school if he/she is sick. If your student is ill during school hours, they will report to the office and the parents/guardians will be notified. Parents/Guardians are expected to pick up students in a timely fashion. If a life-threatening emergency occurs, 911 will be contacted for emergency medical technicians. Any accidents that occur, whether in the building or outside on school grounds will be documented by the person(s) who witnessed the accident.

IMMUNIZATIONS

Subject to exemptions as provided by law, immunization against measles, mumps, rubella, poliomyelitis, tetanus, pertussis, influenza B, and diphtheria is required for attendance of any student in this school. The hepatitis B series is also required by 7th grade and one dose of Meningococcal is required for 6th-8th grade. Students not in compliance with the immunization schedule shall be suspended in accordance with policies of the school. Homeless students not in compliance shall not be suspended from attendance until the fifth calendar day after enrollment.

A student with serologic confirmation of the presence of specific antibodies against vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school. If immunization is detrimental to a student's health, the parent must submit a signed immunization waiver to the front office.

OTHER INFORMATION

FIRE DRILLS

Fire drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. On the first day of school, teachers will instruct students on how to exit their classroom and the school building in case of fire.
2. Students are to walk quickly with no talking to the designated area.
3. Students are to listen to the instructions of the supervising adult(s).
4. A student may not re-enter the building without the principal's permission.

VISITORS

Parents/Guardians are encouraged to visit the classrooms of their students at any time. After making prior arrangements with the teacher and office, guests and other visitors should check in at the office when arriving at the school where a Visitors Pass will be issued. The pass will be worn and visible at all times during the visit. At the end of the visit, the visitor will return the visitors badge and sign out at the front office. Students not enrolled in our school are not permitted on the campus nor allowed to visit classes without direct permission from the principal and making arrangements as a guest.

PARENT VOLUNTEERS

Parents are encouraged to volunteer in order to provide the best possible environment for student success. If you are interested in volunteering, please see the volunteer section of the handbook as well as schedule an appointment to meet with appropriate teachers / the principal.

TELEPHONE USAGE

Students **may not** use the phone for personal calls. In an emergency situation, a student may request the office staff to place a phone call. Students may not use the telephone to find out about after school arrangements; these arrangements must be made **before** the student arrives at school.

STUDENT MESSAGES

Every attempt will be made to deliver messages to students from parents or guardians; however, the school will not extract a student from a lesson to receive a message unless it is an emergency.

FOOD, CANDY, AND DRINK DURING CLASS PERIODS

Food and drink are **ONLY** allowed in the auditorium. There is **NO** food, drink, chewing gum, etc. allowed in classrooms, hallways, etc. Water in a clear bottle with a secure lid may be used during the school day throughout the school campus.

SCHOOL LUNCH

MASSA provides nutritional lunches under the National School Lunch Program (NSLP) guidelines from a certified vendor to all MASSA students with varying affordable costs depending on income and eligibility for the free lunch program. The school encourages parents who pack lunches to provide a nutritional meal for their child(ren). Parents / Guardians should also remember the school does not provide a

refrigerator; therefore, students should not bring lunches that need to be kept chilled. A microwave is available for use in the cafeteria. Information regarding the lunch program will be available in the front office. MASSA is a closed campus and students will not be allowed to leave the school for lunch.

ASSEMBLIES

Various types of assemblies are held during the school year for the benefit of the student body. Audience behavior is to be dictated by the rules of common courtesy as well as all applicable rules in the student handbook. Students who do not follow school rules as specified throughout the handbook will be removed from the assembly and subject to disciplinary action.

FIELD TRIPS

The school will take a variety of educational field trips throughout the course of the school year. During these trips, students will be expected to behave as they would in school. If a student does not follow all rules as stated in this handbook, the parents will be contacted immediately and will be required to pick up their student from the field trip site. The student will also be subject to disciplinary action upon returning to school and may lose the privilege of going on future field trips. Signed permission slips will be required for each trip; students who do not return a permission slip will remain on campus under staff supervision.

HALL PASSES

Students will be excused from the classroom **only** in cases of emergency. The teacher will issue a hall pass by writing in the student's planner to leave the classroom. Failure to produce a planner pass when out of class during normal class hours will result in a referral and disciplinary action.

SCHOOL LOCKERS

School lockers are provided for students on a first come, first served basis. Lockers are school property; however, **the school is not responsible for lost, stolen, or damaged items. Other than textbooks and backpacks, students should not store items of a valuable nature in their lockers.** Students may not share lockers with other students. **Under no circumstances should students reveal locker combinations to other students.** Student lockers and combination locks are the property of the school and as such, may be searched at any time with or without the student being present. If a student does not utilize their locker properly, the student will lose their locker privileges for the remainder of the school year.

STUDENT SUPPLIES/BACKPACKS

Students are expected to come to school prepared for each day with composition notebooks, pens, pencils, daily planners, paper, and all other required supplies as dictated by the teacher. Backpacks must be stored in lockers and are not permitted in the hallways or classrooms during the school day. Students may also be required to purchase additional items for classes. Teachers will notify parents of the supplies needed for success in their classroom. Please contact the school office with any concerns regarding purchasing supplies. While the school is not required to provide such supplies, we will do our best to help parents procure all needed materials. Failure of a student to come to school prepared and ready to work will result in disciplinary action.

LOST AND FOUND

Articles found in and around the school should be turned into the office. The owner may claim the property by correctly identifying the found item. Items not picked up at the end of the school year will be donated to charity. Students are responsible for looking after their own belongings. The school will make every effort to assist in locating missing belongings; however, the school does not take responsibility for lost or stolen items.

BIKES/SKATEBOARDS/ROLLERBLADES

Bikes may be locked in front of the school. Skateboards and rollerblades may **not** be used in the building or on school property at any time.

ELECTRONIC EQUIPMENT

Cell phones, iPods, MP3 players, and all other electronic devices are not to be used while on school grounds. These items will be confiscated and kept with the school until the parent comes to school to retrieve the item. If a student is being disruptive with any electronic equipment, appropriate disciplinary actions will follow. All electronic devices must be turned off and stored in the students backpacks at all times.

GUIDELINES FOR STUDENT BEHAVIOR

INTRODUCTION

The best discipline is self-discipline. A student's success in school and in life will be determined in part by the student's ability to learn how to overcome everyday situations a student may encounter. The school's rules and regulations are designed to permit each individual to receive the maximum benefit from the educational system while fostering cooperation with others. MASSA expects students to come to school with a positive attitude which fosters a culture of learning.

Every student at MASSA has a right to make decisions and the responsibility to accept the results of those choices. To protect student rights, behavior guidelines have been established. We are proud of each student, and hope that during each of their years at MASSA, they will make wise decisions and use their classes, programs, and activities to the fullest. We urge students to address any concerns they may have with staff. MASSA staff is here to help students.

We recognize parents or legal guardians as important partners in the education of their children. Much of the success of our student discipline program is due to parent participation and cooperation.

In this section you will find the major problem areas that interfere with the education of students. If a student chooses to violate school rules, disciplinary action will be the consequence for such behavior. This section is a guideline and does not describe all potential behaviors, nor does it describe the many positive activities used to help children change their behavior at MASSA.

PURPOSE OF DISCIPLINE POLICY

The purpose of the discipline policy is to:

- (1) Define conduct that may result in student discipline;
- (2) Establish consequences for various infractions.

APPLICATION OF THE POLICY

Discipline may include, but is not limited to any one or combination of the following: verbal reprimand, parent conferences, detention, temporary exclusion from class, loss of privileges, loss of credit, suspension (in and out of school), and/or expulsion.

UNIFORM DRESS CODE POLICY

The school has the responsibility to promote the basic rules of sanitation, safety, neatness, and modesty while on campus. Research has demonstrated that schools with dress codes set a tone for serious study, facilitate school pride, and enhance overall school safety. The uniform policy may be subject to change upon notification of parents throughout the

school year. All modifications and changes are up to the discretion of the principal and administrative staff as needs arise.

PANTS/SHORTS/SKIRTS/SKORTS

- Blue or tan colored uniform pants or shorts
- No more than 4 pockets at the waist
- Hems or cuffs at the bottom and fit to waist within 2 inches (no baggie pants)
- Belts (optional): black or brown leather with brass buckles only
- No sweatpants or stretchy materials *including leggings*.
- All shorts, skorts, and skirts must be at most 2 inches above the knee
- *No jeans, jeggings, or jean shorts of ANY kind.*
- *All apparel must be free of logos and graphics with the exception of the AMS logo.*

SHIRTS/SWEATERS

- Navy, baby blue or white 2-3 button polo shirt with collar and no logos
- The first button must start at the top of the collar
- Shirt must cover the top edge of the pants when arms are raised or remain tucked and must fit the appropriate size of the individual
- *Undershirts MUST be in solid blue or white.*
- Jackets/sweaters must be full length and zippered or buttoned and *MUST be solid blue or white.*
- *All apparel must be free of logos and graphics with the exception of the AMS logo.*

SHOES

- Tennis shoes/dress shoes are encouraged and recommended
- Heels no more than 2 (two) inches
- No shoes with wheels
- No flip flops or slippers of any kind

ADDITIONAL DRESS CODE INFORMATION

All MASSA logo apparel may be worn, EXCEPT t-shirts. In addition to the Uniform Dress Code above, several other restrictions are routinely enforced at MASSA. Bandanas, either worn or carried, are prohibited. No hats, hoods, or visors are permitted in the buildings. Unnatural hair color or body art, which is distracting, is not permitted. Piercing of the nose, eyebrows, lips, tongue, etc. are prohibited. Piercings are allowed in ears only.

Students who violate the dress code are subject to disciplinary action.

STUDENT TARDINESS

ARRIVING AT SCHOOL

School begins at 7:55am and ends at 3:04pm. Students should arrive no earlier than 7:30am. Students who are late to school **must be signed in by their parents/guardians** in the main office or elementary entrance.

Excused tardies are expected to be infrequent and/or non-recurring.

EXAMPLES OF EXCUSED TARDIES:

- Illness
- Family emergency
- Medical appointment verified with doctor's note
- Administrative discretion

UNEXCUSED TARDINESS WILL RESULT IN THE FOLLOWING CONSEQUENCES:

- Because a teacher cannot interrupt instruction of the entire class when a student is tardy, the student will be required to stay after school to get the missed instruction for that day.
- Three or more unexcused tardies to first period will result in disciplinary action taken by administration, including but not limited to lunch detention, Saturday school, loss of extracurricular privileges.
- **Students who enter school ANY TIME after first period has begun MUST sign in at the FRONT DESK in the main office.**

IN-SCHOOL TARDINESS

Students are considered tardy when they are not in the proper class with all materials necessary for that class period when the bell rings. All tardies will be cumulative for all classes throughout the semester. After 1st period, tardies are a teacher/room discipline issue and will be monitored and managed with the behavior card.

STUDENT ABSENCES

The Arizona Revised Statutes, Section 15-802. School instruction; exceptions; violations; classification; definitions:

Every child between the ages of six and sixteen years shall attend a school...a parent who does not provide instruction in a home school and who fails to enroll or fails to ensure that the child attends a public, private or charter school pursuant to this section is guilty of a class 3 misdemeanor.

REPORTING ABSENCES

State law mandates that the school record a reason for each student absence. Parents/Guardians must inform the school office of absences either by phone call or note on the day of absence. All absences not verified by parent/guardian or by administrative authorization will remain unexcused.

EXCUSED ABSENCES

- *Illness of the student
- *Family emergency/death
- *Medical appointment verified by a doctor's note
- *Family emergency when the family makes prior arrangements
- *Out of school suspensions
- *Verified religious holidays
- *Administrator discretion

EXTENDED ABSENCE

If a student will be gone for more than three consecutive school days, the parent/guardian **must** obtain prior approval from the principal. If it is illness related, the parent/guardian **must** have a doctor's note verifying the student was unable to attend school. If a student misses ten (10) or more consecutive days without proper school notification by parent/guardian, the student will automatically be withdrawn per state law.

UNEXCUSED ABSENCE

State law requires the regular school attendance of a child of school age. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons.

The absence will be marked unexcused in the following circumstances:

1. Parent/guardian has not previously contacted the school to explain the reason for the absence.
2. If the student returns to school without a note explaining the reason for the absence from the parent/guardian.
3. If the parent or guardian has failed to provide a doctor's note upon the request of the school administrator.

Unexcused absences will result in disciplinary action. See page 23 (A,C, D, E, G, H).

STUDENT DISCIPLINE SECTION

PROHIBITED STUDENT CONDUCT DEFINITIONS

(Please refer to the Discipline Guideline Chart on page 23.)

DISRUPTIVE CONDUCT (A, B, C, D, E, F, G, H)

Engaging or attempting to engage in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process, or activity.

VIOLATION OF FEDERAL, STATE, OR LOCAL LAWS (F, G, H, I, J)

Failing to adhere to state, local, or federal guidelines.

DISOBEDIENCE/DEFIANCE OF AUTHORITY-LACK OF TRUTHFULNESS (A, B, C, D, E, F, G, H)

Disobeying reasonable orders of teachers, administrators, and other employees, and failing to respond to requests for information from these persons in a truthful manner. This includes failure to comply with school policies and guidelines during school hours and off campus activities such as, but not limited to athletic functions or scheduled class field trips. This also includes referring to any person(s) in a vulgar or profane manner.

ALCOHOL, TOBACCO, DRUGS AND DRUG PARAPHERNALIA (F, G, H, I, J)

Possessing, selling, offering, using, or transferring any of the above, or being under the influence of any of the above, unless taking medication with a doctor's prescription.

VANDALISM, LITTERING, AND DESTRUCTION OF PROPERTY (*)

Damaging, defacing, or destroying school property *(E, F, G, H, I, J) and littering on school property or during school events *(A, B, C, D, E, F).

POSSESSION OF WEAPONS OR DANGEROUS ITEMS (H,I,J)

Possessing or using firearms, weapons, explosives, fireworks, or other instruments capable of harming persons or property.

BULLYING, THREATS, ASSAULTS, FIGHTING (E, F, G, H, I, J)

Verbally or physically threatening, abusing, assaulting, or engaging in any fight with students, employees, or other person(s).

DEFAMATION (D, E, F, G, H)

Using defamatory words or phrases or distributing defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction.

OBSCENITY OR VULGARITY (A, B, C, D, E, F, G)

Using obscene or vulgar language or gestures or distributing such materials. Obscene materials, language or gestures or those that the school community finds to appeal to prurient interests and lacks serious literary, artistic, or scientific value.

SEXUAL HARASSMENT (D, E, F, G, H, I, J)

Sexual harassment includes, but is not limited to suggestive behavior, derogatory/suggestive language, comments related to any persons body or sexuality and any physical mannerisms or actual physical contact towards another person.

DRESS AND APPEARANCE (A, B, C, D, E, F, G)

Failure to follow the guidelines set forth in the dress code of the school during all school activities.

FORGERY AND CHEATING (B,C,D)

Using, or attempting to use, the identity, signature, academic work or research of another person and representing it as his or her own. This includes sharing materials or knowledge with students during examinations.

EMERGENCY ALARMS AND FIRE CONTROL DEVICES (D, E, F, G, H)

Activating or using fire alarms, emergency control devices, or fire extinguishers without justification.

ARSON (H, I, J)

Starting, attempting to start, or promoting the continuation of any fire or explosion.

UNAUTHORIZED ENTRY (G, H, I, J)

Gaining access to the building, classrooms, or storage facilities without prior authorization from a school official.

MISREPRESENTATION, EXTORTION AND THEFT (A, B, C, D, E, F, G, H, J)

Taking, using or borrowing any property that belongs to other individuals or bullying other students into giving up personal belongings.

TARDINESS OR TRUANCY (A, C, D, E, J)

Failing to arrive prepared and on time to all required school functions. Truancy is the failure to attend school (unexcused absences).

GANG ACTIVITY OR ASSOCIATION (D, E, F, J)

Wearing, carrying, or displaying gang paraphernalia and/or exhibiting behaviors or gestures that symbolize gang membership.

VIOLATION OF SCHOOL POLICIES AND RULES (A, B, C, D, E, F, G, H, I, J)

Failing to adhere to rules and polices set forth by MASSA.

Public Display of Affection (P.D.A.) (A, B, C, D, G, H)

Holding hands, kissing, extended hugging,

DISCIPLINE GUIDELINE CHART

All guidelines and consequences are up to the discretion of the Principal and will be dealt with on an individual basis. The following table contains possible consequences for inappropriate school behaviors. The student may receive more than one consequence, depending on the severity of the behavior and the number of reoccurrences.

A	Informal Talk/Verbal Warning
B	Signature on Accountability Card
C	Detention
D	Parent Conference
E	In School Suspension
F	Emergency Suspension
G	Short Term Suspension
H	Long Term Suspension
I	Expulsion
J	Report to Law Enforcement

DISCIPLINARY ACTIONS/DUE PROCESS

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by school officials.

INFORMAL TALK/VERBAL WARNING

A school official will talk to the student and try to reach an agreement regarding how the student should behave.

ACCOUNTABILITY CARD

If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may sign the behavior card.

DETENTION

The student is temporarily held from lunch/afterschool for a period of up to 3 days. The student is expected to report to the detention room, where he/she may need to eat lunch and complete an assigned task.

PARENT CONFERENCE

A formal conference will be held between the student, principal, and the parents/guardians via the telephone, personal contact, or by letters, discussing the need for a change in the student's behavior.

IN-SCHOOL SUSPENSION

The student will be temporarily isolated within the school for up to 3 days from participating with their peers and from attending classes at school. Students are responsible for completing all work assigned or due during their suspension.

EMERGENCY SUSPENSION

This occurs when a student is removed from school without prior use of due process procedures. This is allowed if the student's continued presence in school poses a danger to persons or property at school. The student's parents/guardians will be notified of the suspension as soon as possible.

SHORT-TERM SUSPENSION

A short-term suspension will consist of an exclusion of a student from all school, school-related or other activities which are held in the school for a period of up to 10 school days. The Principal or the Dean of Students may suspend students. Parents will be notified of student's suspension from school on the day the incident occurs. Before a short-term suspension is imposed, a school administrator authorized to suspend students from school will inform the student of the alleged misconduct and describe the evidence known at the time to support the allegations of misconduct. The administrator will invite the students to discuss the situation. Students will be given the opportunity to tell their version of the alleged misconduct.

LONG-TERM SUSPENSION

A long-term suspension will consist of an exclusion of a student from all school, school-related or other activities which are held in the school for a period of up to (1) one calendar year. The Principal or Governing Board may recommend/impose long-term suspension. Parents will be notified of action taken. If a long-term suspension is imposed in the second semester of the school year, the long-term suspension may extend through the first semester of the following year. A student will not be permitted to graduate or advance until all coursework for the time missed is completed. If an administrator feels that long-term suspension is warranted, he/she may call a long-term suspension hearing. The school will deliver notice to the parent or guardian of the long-term hearing five working days before the hearing to .

REPORT TO LAW ENFORCEMENT

A report will be made to Law enforcement will in the event of a serious incident. Examples of these incidents are, but are not limited to: possession of a weapon, theft, breaking and entering/trespassing, threat of violence or bodily harm to an individual and sexual harassment.

EXPULSION

Expulsion means the permanent withdrawal of the privilege of attending school. An expulsion includes the removal of the student from all school, school-related, or other functions held at the school. The Principal may recommend to the Governing Board the need for expulsion. Only the Governing Board may, but is not required to, reinstate the privilege of attending school.

Arizona Revised Statutes, Section 15-843B:

In the event that a student has received a long term suspension (more than 10 days) or expulsion, under the Discipline Code, Student Rights, and Responsibilities, and Student Appeal Process, parents have the right to request a special meeting of the School Board and reconsideration of any disciplinary decision made by MASSA staff; however, until the School Board meeting takes place, the decisions made by MASSA school will remain in effect. It will be determined at the time of the hearing if the pupil may return to classes or be denied the privilege of returning to school.

Expulsion is a disciplinary action recommended by the school Principal and implemented by the School Board. Following the recommendation, the student is suspended until the School Board meeting. The legal guardian will be informed of the date, time, and place of the expulsion hearing.

The decision of the Governing Board is final. The Governing Board may reconsider a decision only if the parents/guardians submit a written request after the initial hearing.

Math and Science Success Academy

2016-2017

Parent-Student-School Compact

The purpose of the parent-student-school compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards and a quality education.

Expectations for the Math and Science Success Academy (MASSA):

1. MASSA staff members believe that every student can go beyond basic academic requirements to meet new, exciting challenges.
2. MASSA teachers believe each student has the ability to discover the possibilities contained within the classroom and the world.
3. MASSA teachers are all highly qualified.
4. MASSA provides a pleasant, caring learning environment that is appropriately well ordered, peaceful, safe, non-threatening, and conducive to learning.
5. MASSA teachers and staff maintain open lines of communication with students and parents.
6. MASSA provides opportunities for parents to become involved in the school program and after school activities.
7. MASSA staff demonstrates professional behavior and positive attitudes.
8. MASSA staff respects the cultural differences of students and their families.
9. MASSA staff maintains high expectations for all students and for themselves.
10. MASSA staff assists students in the development of a sense of personal and civic responsibility.
11. MASSA staff helps students to resolve conflicts in positive, nonviolent ways.
12. MASSA commits to providing challenging and rewarding educational experiences for each student.

Expectations for Parents/Guardians of MASSA Students:

1. As parents, we will be responsible for ensuring that students attend school every day on time and ready to learn. We will make every effort to schedule appointments outside the school day hours.
2. As parents, we understand that we are responsible for all transportation to and from school.
3. As parents, we will meet with the teacher/adviser to help develop a personal learning plan. We also commit to attending student events including performances and competitions.
4. As parents, we will notify the school office as soon as possible if the student is absent from school due to illness or any emergency reason.
5. As parents, we will be available to go to the school for any issues that involve our child.

6. As parents, we will read all correspondence from the school, and if necessary respond in a timely manner. We will check the school website regularly for updates if an Internet connection is available to us.
7. As parents, we understand that our students must follow school rules so as to protect the safety, interests, and rights of all individuals at the school.
8. As parents, we will hold our children responsible for their behavior and choices.
9. As parents, we are responsible for ensuring that the school has accurate and current information about our child.
10. As parents, we will be responsible for ensuring that students have any school supplies that may be necessary to ensure their success.
11. As parents, we will review our student's planner weekly and sign it.
12. As parents, when possible we will seek opportunities to volunteer at the school and become involved in the PTO.

Expectations for MASSA Students:

1. I will arrive at MASSA each day on time and to each class and ready to work.
2. I will do whatever it takes to learn. I will always work, think, and behave in the best way I know. I will come to school ready to take an active role in my education. I will do my best work always, knowing that mistakes may still be made, but these mistakes will be treated as learning experiences.
3. I will always behave in a respectful manner that protects the safety, interests, and rights of every individual at MASSA.
4. I am responsible for collaborating with my advisor and parents to develop my own Personal Learning Plan in to set my school goals and ways I can achieve my goals.
5. I will follow the Dress Guidelines of MASSA and understand that I may not attend classes if I violate any of the guidelines.
6. I will be responsible and follow all school rules and expectations, and all computer lab rules, with an understanding that non-compliance results in consequences.
7. I will arrive at each class on time, prepared with supplies and student planner.
8. I will keep my locker and/or desk clean and orderly.
9. I am responsible for collaborating with my teachers, administrators, and parents to set goals for my educational career.

Math and Science Success Academy

<http://www.massatucson.org>

434 W. Lerdo Rd, Tucson, AZ 85706 Phone: 520-889-1504 Fax: 520-889-1540

I/we have read, understand, and agree to the Math and Science Success Academy's guidelines and procedures set forth in this manual, Parent-Student-School compact, and the syllabus packet. I/we will work to ensure that all expectations are met.

Student Name (Printed)

Grade

Student Signature:

Date

Parent Signature:

Date:

Administrator:

Date:

Please sign and return to the home room teacher by Friday, August 5th, 2016.