



Educating Children. Engaging Families. Empowering Communities.

Family Handbook

School Year 20-21

**** Family handbook will continue to be updated in accordance to data and guidance from government officials.**

Our mission at Mariposa Academy is to put every student on the pathway to graduate high school with a seal of bi-literacy, prepared for college, and life success! In order to support our mission and ensure that Mariposa Academy is a safe, secure environment focused on student learning, we are sending home a copy of our school rules and other school information.

As we welcome you to Mariposa Academy, we want you to know that it is an honor and privilege for us to serve your children. With the responsibilities that you have entrusted in us, we pledge to provide your children a safe, secure environment and the best education possible. In order to provide your children with the best possible education, it is essential that the school and families work together as partners.

Please review this handbook with your children. If you have any questions or comments as to how we can improve the school, please feel free to contact us.

Thank you for your support. Together we can make a difference!



GENERAL INFORMATION

Equal Opportunity in Employment and Education Complaint Procedure

Any student of MARIPOSA who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any Mariposa program or activity because of a handicapping condition, as guaranteed by Section 504 of the Handicap Rehabilitation Act of 1973; age, racial or religious bias as guaranteed by Title VI of the Civil Rights Act of 1964; disability as described by Title I of the Americans With Disabilities Act (ADA); or been subject to harassment or sexual discrimination as described by Title IX of the Educational Amendments of 1972; may file a written complaint with the Director. A compliance committee composed of three persons designated by the Director in consultation with MARIPOSA's board of directors shall review the written complaint and hear evidence concerning the complaint, if necessary. A written decision shall be made by the committee within ten (10) days after receipt of the complaint or the close of the hearing, whichever last occurs, and mailed to the complainant by registered mail. If the complainant is not satisfied with the decision, he or she may submit a written appeal to the chairman of the board of directors within ten (10) working days after receipt of the written decision indicating with particularity the nature of the disagreement with the decision. The chairman of MARIPOSA's board of directors or his/her designee shall consider the appeal within ten (10) working days after receipt of the appeal the basis of a record presented before the committee and shall provide the complainant with a written decision by registered mail within twenty (20) working days following receipt of the written appeal.

School Volunteers

In accordance to government recommendation we have placed volunteering on hold until further notice. Please check back for future updates.

Birthday Celebration

At Mariposa Academy, we enjoy honoring students on their birthday. We also respect families that do not want us making celebrating their child's birthday. Due to the current circumstances we will not be able to have parents bring in treats to the classroom for a celebration, but we would be glad to make your child feel special on their birthday. Please contact the office if you wish that we make your child feel special on his/her birthday.

Access to Student Educational Records

Most information about Mariposa students cannot be made public without the consent of parents or guardians. Federal law prohibits Mariposa from releasing information without permission, except for what is termed "directory information."

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by Mariposa without parental consent, provided annual notification has been given and the school does not have on file written denial to release director information. However, Mariposa does use discretion when we receive requests for directory information and will not release such information if it is the Director's judgment that releasing such information would not be in the best interest of the student.

Directory information is defined as the student's name, address and phone number; student's date and place of birth; student's course of study; student's participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and most recent previous school attended.

Parents/Guardians who do not want any or all categories of directory information released without the prior consent must notify the school Director in writing no later than October 1st. If no written denial to release directory information without prior consent is filed by October 1st, Mariposa will assume that consent is given.

Student Searches

The primary function of Mariposa is education. In order to serve this function, the school must maintain discipline and order and must provide students with physical safety and security. The school's officials and teachers act in *loco parentis* to the students during the time students are under their supervision.

To provide an orderly and safe school environment, the school must control the behavior of students and prevent the introduction by students of harmful, damaging, unlawful or deleterious items onto the school premises. The law, therefore, permits school authorities to search students, their personal possessions, their desks and cubbies under appropriate circumstances.

A decision to search a student, his/her possessions, or any school property or area assigned to him/her for his/her individual use shall be made in accordance with the following guidelines:

STUDENT'S RIGHTS AND RESPONSIBILITIES

The student has the right of privacy in his/her person, his/her personal belongings on school grounds, but the right is limited by the needs of all students for a safe, calm and orderly school environment.

Students shall not carry conceal or bring onto the school premises any material that is prohibited by law or published by any school rule, regulation or policy or any material that will detract from the maintenance of a calm, orderly and safe school environment.

Searches

A teacher, administrator or other school employee designated by an administrator may search any area designated for the student's use (i.e., backpack, cubbies or desk), the person of any student, the personal effects in the student's possession, on school grounds, under any of the following circumstances:

- The search is made in connection with a lawful arrest
- The search is made with the voluntary consent of the student
- The search is conducted on the reasonable suspicion that the student is engaged in an activity that violates a law or published school rule, regulation or policy or that the student is carrying, concealing or sequestering material the possession of which is prohibited by law or by published school rules, regulations or policy

If the search is made with the consent of the student, Mariposa shall attempt to have a witness to the obtaining of the consent and to the search. The teacher, administrator, or other designated school employee making the search shall be of the same sex as the student searched, unless the need for an immediate search requires a search by a teacher, administrator or school employee of the other sex. When the search is made by someone of a different sex than the student searched, there should be a witness to the search.

The search of a desk or cubby assigned to a student may be done at any time pursuant to either of the following rules;

- The search is made to maintain discipline and protect students from the introduction into the school of offensive or undesirable materials.
- The search is made on the reasonable suspicion that the student is engaged in an activity which violates a law or a published school rule, regulation or policy or that the student is using the school property in the form of a cubby or desk for illegal or wrongful purposes or to sequester material the possession of which is prohibited by law or by published school rules, regulations or policy. In all other cases, a search warrant should be obtained before a search is conducted.

Reasonable Suspicion

In those cases requiring a reasonable suspicion as the basis for the search, the school official or employee authorizing the search shall have a reasonable suspicion that the fruits or implements of a crime or unlawful act will be found or that a weapon or other material the possession of which is prohibited by law or by school rules, regulations or policies will be found. A reasonable suspicion is a subjective, good faith belief supported by objective facts which may include, but are not limited to, the student's age, history and record in the school; the reliability of the information giving rise to the suspicion; and the seriousness and prevalence of the problem in the school. The required "reasonable suspicion" must be based on facts relating to a particular student whose person, belongings, backpack, desk or cubby is to be searched and suspicion must arise immediately prior to the proposed search.

Limitations on Right of Privacy: Desks and Cubbies

The student does not have the exclusive right to possession of the cubby or desk to which he or she is assigned and the school reserves the right to conduct searches of desks and cubby as outlined in previous Section 2. Each student shall accept and use the assigned desk or cubby on such basis.

Canine Searches

The school may conduct canine searches of school hallways, cubby, classrooms, buildings, parking lots, and other school property through the use of a canine unit. A canine unit consists of a qualified handler and a dog specially trained to detect illegal or prohibited substances, weapons or bombs.

Role of Law Enforcement Agencies

School personnel shall call for assistance from the Reno Police Department when there is reason to believe the situation is dangerous. If a search by school personnel results in the discovery of materials the possession of which is prohibited by law, the Reno Police Department shall be notified and the materials shall be turned over to them.

Drug, Alcohol and Tobacco Policy

MARIPOSA believes that students who have consumed or are in possession of alcohol, tobacco, an illicit substance, drug-related paraphernalia, a chemical or organic solvent to induce euphoria or hallucinations, and/or any substance being used as a controlled substance are in need of intensive assistance. Our local community resources offer assistance in its Substance Abuse Intervention Program. The Director will arrange referrals for any students who wish to participate in the program.

Any student apprehended on school grounds or school-sponsored transportation or activity as a first offender for "Substance Abuse Offense" as defined below will automatically receive a five (5) day suspension from school. Four (4) days of the suspension may be waived if the student participates in all sessions of the Substance Abuse Intervention Program. A student enrolled in and regularly attending the Substance Abuse Intervention Program is allowed to continue regular attendance.

Any student apprehended on school grounds or school-sponsored transportation or activity as a second offender for a Substance Abuse Offense will be assessed for disciplinary action on an individual basis. Substance Abuse Offense is defined as having consumed or being in possession of alcohol, tobacco, an illicit substance, drug-related paraphernalia, a chemical or organic solvent to induce euphoria or hallucinations, and/or any substance being used as a controlled substance.

Violence

MARIPOSA seeks to provide a safe school environment for all students, employees and guests. We recognize the importance that an inviting, positive, and safe school climate plays in the academic, social and emotional growth of our students. As among siblings in any home, conflict may arise between and among students at school. MARIPOSA promotes non-violent, cooperative means of conflict resolution. We will not tolerate behavior which jeopardizes the safety of our students.

Report Cards

Report cards are issued at the end of a 12-week trimester. Although there is one designated conference week in the year in addition to the week of home visits, we encourage you to contact your child's teacher at any time if you have questions or concerns. It is so important to have an open line of communication to establish a solid home-school connection.

Delayed Start

A delayed start schedule will be used when it appears that an extra hour of time will allow road crews to better clear roads and highways during or following a snow storm. The extra hour will, in many cases, make the difference in being able to hold classes.

Delayed starts are announced on your radio or local television news broadcasts beginning as early as 6:00 am. Once announced all Mariposa Academy (K-5) will begin two hours later than usual. Dismissal will remain at the regular time. It is not necessary to call school for verification of a delayed start. Mariposa Academy Director will announce via school messenger system if there is a delayed start or school cancelation.

Telephones

Students' use of the telephone will be for emergency calls only and he/she must have authorization from a staff member. We would appreciate you not leave messages for your child unless there is an emergency. After school arrangements should be known by your child before they come to school if at all possible.

Electronic Devices

Please leave video games devices, CD's, cell-phones, iPod's and MP3 players at home! They disrupt the educational environment. The school is not responsible for personal devices that are lost on campus. The best place to keep these devices is at home. If they must be brought to school, they must be turned off and stored in your backpacks during school.

Phones and all such devices shall be in the "off" position at all times and should be stored in the student's backpack while on school grounds, during the school day. If a cell phone is visible it will be confiscated and a student/parent will have to claim it at the office. Ear buds are not allowed nor should be visible.

We do understand the need for parents to be connected to their children throughout the day. If you must communicate with your student during the school day, please call the office.

We follow this process for confiscated phones:

- 1st Offense: Phone taken from the student and recorded, student can pick up phone after school.
- 2nd Offense: Phone taken from the student recorded and parents are called and must pick –up the phone.
- 3rd Offense: Phone taken from the students recorded and parents are called and must pick up the phone and the phone is no longer allowed on campus.

Emergency Data

It will be the responsibility of parents to furnish emergency information including home, work and third party contact phone numbers and current home address. This information is vital should we need to contact you due to illness or an accident at school. Please call the school immediately if any changes should occur.

Release of Students

Mariposa Board of Directors believes it is the responsibility of Mariposa Academy to be good stewards of the students entrusted to it daily. In our care, Mariposa Academy must insure that students and their information are properly released to appropriate individuals.

- Students are not to be released from school at the request of any person other than the parent(s) or legal guardian(s), as shown on their student information system parent panel.

- The sole exception to this is the release of students to peace officers in response to a court order.
- During school hours, students will only be released to parent(s)/legal guardian(s) as shown on student's information system parent panel.

Emergency/Crisis Procedures

We have developed an emergency plan at Mariposa Academy that enables us to provide the best possible protection for our students and staff. We have regular practice drills in an effort to make our actions automatic in the event we have a real emergency situation. In order to have our students safe and secure it is important that families strictly adhere to the following:

- In case of a school emergency DO NOT call the school phone. It is imperative that we have our lines open for outbound communication.
- If there is a crisis you will be notified by the school or T.V. / radio stations.
- In an emergency where it is necessary to evacuate students from the school NO ONE will be allowed to take students from the school. It is mandatory that we account for all students.
- Notification of evacuation will be broadcast on radio and television.
- Only PARENTS or INDIVIDUALS you have listed on your emergency contact information will be authorized to take the student from the evacuation point. Photo I.D. will be required as proof of identity.
- Do not come to the school if you hear of an emergency until you hear from the school that this action is safe. Private vehicles and extra people could block the passage of emergency vehicles or impede the safety of students.
- NO ONE will be allowed in the building during an emergency. If you are in the building when one occurs you must follow all school emergency procedures.
- The main thing for all of us is to remember is to stay calm and alert! Our behavior has a direct bearing on children's feelings and state of security.

Student Illness / Injury

Mariposa is equipped with a small clinic staffed by an administrative assistant, located in the main office. Students who become ill or are injured while at school should immediately notify their teacher. The teacher will issue a hall pass and direct the student to the clinic for assessment. The clinic is designed to handle only minor medical needs and parents will be notified of a student's illness or injury which may require the student to be sent home or need a doctor's attention. All children showing symptoms of a fever, vomit, or diarrhea will be sent home for a period of 72 hours. A child with a in case of an emergency, Mariposa Academy will call 9-1-1 and notify the parents immediately.

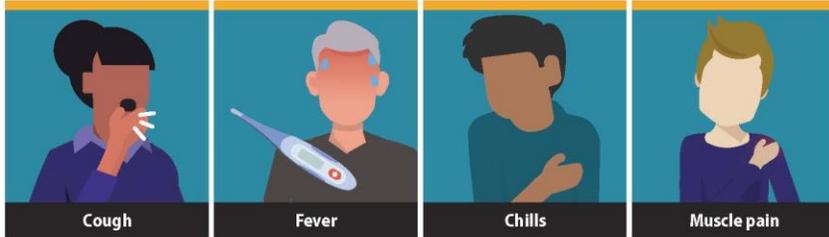
Make sure your child's immunizations are current. There are still cases of serious diseases like chicken pox, polio, and pertussis (whooping cough) occurring in communities across the country. Vaccines protect your child, your family, and your entire community from the serious side effects of these diseases. For on-line information about vaccine recommendations, go to <http://www.co.washoe.nv.us/health/cchs/imm.html>

Please keep your sick child at home. All children showing the following symptoms must be kept at home for a period of 72 hours. A child with a fever, vomit, or diarrhea is not only infectious to others but needs rest and parent-provided TLC. Call your child's doctor if the symptoms seem serious or prolonged and be sure to contact your child's teacher for information about make-up work so he or she doesn't fall behind in class.

Charter school student are allowed to self-administer **Emergency Medication for Asthma or Anaphylaxis Pursuant to NRS 392.425. ONLY**

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Cough

Fever

Chills

Muscle pain



Shortness of breath or difficulty breathing*

Sore throat

New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

317142-A May 20, 2020 10:44 AM

Síntomas del coronavirus (COVID-19)

Conozca los síntomas del COVID-19, que pueden incluir:



Tos

Fiebre

Escalofríos

Dolor muscular



Dificultad para respirar (sentir que le falta el aire)*

Dolor de garganta

Pérdida reciente del olfato o el gusto

Los síntomas pueden ser de leves a graves, y aparecer de 2 a 14 días después de la exposición al virus que causa COVID-19.

***Busque atención médica de inmediato si alguien tiene signos de advertencia de emergencia del COVID-19.**

- Dificultad para respirar
- Dolor o presión persistente en el pecho
- Confusión de aparición reciente
- Dificultad para despertarse o mantenerse despierto
- Color azulado en los labios o el rostro

*Esta lista no incluye todos los síntomas posibles. Llame a su proveedor de servicios médicos por cualquier otro síntoma grave o que le preocupe.



[cdc.gov/coronavirus-es](https://www.cdc.gov/coronavirus-es)

MP 317142-A 20 de mayo, 2020 10:44 a.m.

Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19.



Mantenga al menos 6 pies (aproximadamente la longitud de 2 brazos) de distancia de otras personas.



Cúbrase con un pañuelo desechable la nariz y la boca al toser o estornudar, luego bótelo en la basura y lávese las manos.



Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.



Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y superficies que se tocan con frecuencia.



Quédese en casa cuando esté enfermo, excepto para recibir atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



cdc.gov/coronavirus-es

MP31617-A13 de mayo, 2020 11:00 am.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

31617-A May 13, 2020 11:00 AM

Safe Exposure to Sun

Mariposa Academy adopts this policy to express the intent and belief that safe exposure to the sun is vital in keeping students safe and healthy. Through this policy and related documents and activities, Mariposa Academy seeks to provide sun safety and skin cancer prevention and awareness. Students, staff, and volunteers are encouraged to use sunscreen and protective clothing to protect against dangerous overexposure to the sun, harmful ultraviolet (UV) rays, and the development of skin cancer.

1. Use of Sunscreen

- a. Students shall be allowed to carry and apply sunscreen without a physician's note or prescription, and shall not be considered an over-the-counter medication. Unless they are siblings, students may not share sunscreen.
- b. Neither staff nor volunteers shall be required to provide or apply sunscreen to students. However, staff may assist a student who is unable to physically apply sunscreen when requested by the student and authorized by the student's parent/guardian and the principal or designated administrator in writing.

2. Protective Clothing

- a. Any student, staff, or volunteer participating in or supervising an outdoor school activity or at an outdoor district/school-sponsored activity shall be permitted and encouraged to:
 - i. Wear clothing designed to protect against exposure to the sun, including, but not limited to, hats which cover the ears and back of the neck.

1. Such clothing shall comply with the Mariposa Academy student dress code.
2. Mariposa Academy has a mandatory student uniforms and will allow for flexibility in the student uniform when students are outside.

3. Other Protective Measures

a. Students, staff, and volunteers when engaged in outside activities are also encouraged to:

- i. Limit exposure to the sun, or seek shade, during mid-day, especially from 10 a.m. to 4 p.m., when excessive UV rays are present;
- ii. Use a PABA free sunscreen product thirty (30) minutes before engaging in outside activities; and
- iii. Wear sunglasses which block the majority of UV rays and reduce the potential for cataract formation.

4. The Director is delegated the authority to adopt administrative regulations and procedures necessary to implement the provisions of this policy. That may include, but is not limited to:

- a. Granting exceptions to the student dress code and student uniform regulations when safe exposure to the sun necessitates such exceptions; and
- b. Implementation of sun safety and skin cancer prevention and awareness lessons and activities in schools.

Homework

Homework is provided for students at the discretion of the classroom teacher with the vision of students learning study habits that will support them in their educational career.

Breakfast/ Lunch Program

Your child may participate in the food program or bring a cold lunch. Mariposa is a Provision II site, which means all students are entitled to free breakfast and lunch regardless of socio-economic status.

Milk \$.75 ** Adult hot lunch \$3.75

School Bell



7:40AM Students Arrive School/Health Screening Protocol – Los Estudiantes Llegan a la Escuela
 7:55AM First Bell/Breakfast in Classrooms – Primera Campana/Desayuno en el aula.
 8:00AM Second Bell Tardy - Segunda Campana Tarde
 8:10AM Schoolwide Pledge and Pledge of Allegiance – Juramento a la Bandera

Grade	RECESS/LUNCH	CLASS TIME
Kinder	11:00-11:55	11:55-3:00
1 st	11:00-11:55	11:55-3:00
2 nd	12:00-12:55	12:55-3:00
3 rd	12:00-12:55	12:55-3:00
4 th	1:00-1:55	1:55-3:00
5 th	1:00-2:00 *Early Release Days No Recess for 5 th Grade	2:00-3:00

1:30PM Class Dismissal on Wednesdays – Salida Temprana los Miércoles
 3:00PM Class Dismissal – Terminan el Día Escolar

Student Parent Dispute Resolution Procedure

Mariposa Academy has established a dispute resolution/grievance procedure to allow students and parents an opportunity to voice any concerns they may have. The purpose of this policy is to provide students and parents an opportunity to raise their questions or problems in confidence and without fear of reprisal or discrimination. Mariposa Academy will make every effort to investigate and settle a student or parent's concern on a fair and equitable basis. Students and parents may use English or Spanish at each step in this procedure to ensure good communication and to maximize the student or parent's comfort with the process.

If you have a concern, please follow the following steps which are designed for you to receive a prompt and fair response:

1. You are encouraged to discuss the problem with the Director as soon as possible after the occurrence of the problem. The Director will review you or your child's problem and give you a reply within seven (7) days. If, however, you do not believe that a discussion with the Director is appropriate, you may proceed directly to number 2, below.
2. If you feel the problem is not solved to your satisfaction with the Director or you do not feel comfortable going to the Director, you may within three days request a review by the President of the Board of Directors or his or her designee. The President of the Board of Directors or his or her designee will review you or your child's grievance and respond within seven (7) working days.
3. If you feel the problem is not solved to your satisfaction with the President of the Board of Directors, you may within three days request a review by the entire Board of Directors at a regularly scheduled Board meeting. The Board of Directors will investigate you or your child's concerns and provide you with a response within ten (10) working days after the next regularly scheduled Board meeting. The Board of Director's decision shall be final and conclusive.

It is Mariposa's Academy intention to be fair and impartial in order to establish the smoothest working relationship possible. Mariposa Academy will not tolerate any form of retaliation against you or your child if you avail yourself of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying Mariposa Academy from taking disciplinary action against your child where Mariposa Academy deems disciplinary action appropriate.

HARASSMENT/SEXUAL HARASSMENT AND INTIMIDATION

Mariposa is committed to a positive and productive working and learning environment free from discrimination. Mariposa prohibits the form of discrimination known as sexual harassment or intimidation of its employees or students whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student. Discrimination adversely affects employee morale and productivity, and interferes with the student's ability to learn. Mariposa, therefore, also prohibits harassment of any person on the basis of that person's race, color, national origin, sex, sexual orientation, age, disability and/or religious preference. Such behavior is just cause for disciplinary action. Mariposa will not tolerate illegal harassment. Mariposa will act promptly on reports, complaints and grievances of illegal harassment or intimidation, which come to the attention of Mariposa.

Mariposa prohibits retaliation against any employee or student because he/she has made a report of alleged harassment or against any employee or student who has testified, assisted, or participated in the investigation of an illegal harassment report. Such retaliation is itself a violation of federal regulation prohibiting discrimination and will lead to appropriate disciplinary action against the offender.

This policy applies to harassment/sexual harassment by an individual and/or of any employee or student on property leased by Mariposa, while on Mariposa business, or any school-sponsored event regardless of location.

BEHAVIOR EXPECTATIONS

Mariposa Magic

The following school-wide norms are the foundation for our school. Students and staff use these guidelines to drive their daily interactions and drive for personal progress and success.

Mutual Respect (Give & take – friendship)

Attentive Listening (Listening with the heart)

GratITUDE (Appreciation - No put downs)

Independent Thinker (Being your best academically & behaviorally)

Certainty (Focus on Facts – No Gossip)

Mariposa students, staff, and parents continue to work on creating the norms and expected behaviors. These norms help us to establish a respectful and focused school community. All stakeholders need to understand and own our norms and hold themselves and their peers accountable for the specific behaviors that define our norms. This takes dedicated time, every day. Norms help us to have a positive school

culture; they are discussed and used daily at school to guide interactions and behavior. Please support our norms by discussing with your children at home.

School Property

NRS 393.170 Library books, textbooks and other school supplies: Purchase; payment for damage; ownership; penalty

(3) The parents and guardians of pupils are responsible for all books and any and all other material or equipment loaned to the children in their charge, and shall pay to Mariposa Academy, or to any other person authorized by the board to receive the same, the full purchase price of all such books, material or equipment destroyed, lost or so damaged as to make them unfit for use by other pupils succeeding to their classes. The board of trustees shall establish reasonable rules and regulations governing the care and custody of such school property and for the payment of fines for damage thereto.

Classroom Device

In the event of distance learning or hybrid learning each student will take home his/her classroom device. A computer agreement will be signed to signify that the named student and parent/guardian are fully responsible for maintaining this device. Prior to device checkout, a computer agreement form must be signed and initialed by both the student and the student's parent or guardian and returned to the school. It is agreed that the Mariposa Academy is not responsible for any loss or damage done to the device while in possession of the student. If loss or damage occurs, the student and parent or guardian are responsible for the repair or replacement of the device.

State Mandated Suspensions and Expulsions

1. Any student who commits a battery which results in the bodily injury of an employee of the school or who sells or distributes any controlled substance while on school premises or on school-sponsored transportation or activity will, for the first occurrence, be suspended or expelled from MARIPOSA for a period equal to at least one school semester. For the second occurrence, the student will be permanently expelled from MARIPOSA. However, the student will be suspended or expelled for these offenses only after the Mariposa Academy Board of Director's has reviewed the circumstances and approved the suspension or expulsion.
2. Any student who is found in possession of a firearm or dangerous weapon while on school premises or on school-sponsored transportation or activity must, for the first occurrence, be expelled from MARIPOSA for a period of not less than one year. For the second occurrence, the student will be permanently expelled from MARIPOSA.

No student will be suspended or expelled until he or she has been given notice of the charges against him or her, an explanation of the evidence and an opportunity for a hearing, except that a student who (a) poses a continuing danger to persons or property or an ongoing threat of

disrupting the academic process, (b) is selling or distributing any controlled substance, or (c) is found to be in possession of a dangerous weapon, may be removed from the school immediately upon being given an explanation of the reasons for his removal, and pending proceedings, to be conducted as soon as practicable after removal, for his or her suspension or expulsion.

Habitual Disciplinary Problem

The Director may deem a student a “habitual disciplinary problem” under NRS 392.4655 if MARIPOSA has written evidence that in one school year:

- The student has threatened or extorted, or attempted to threaten or extort, another student or a teacher or other personnel employed by MARIPOSA;
- The student has been suspended for initiating at least two fights on school property, at an activity sponsored by MARIPOSA or, if the fight occurs within 1 hour of the beginning or end of a school day, on his way to or from school; or
- The student has a record of five suspensions from MARIPOSA for any reason.

If the student qualifies as a habitual disciplinary problem, MARIPOSA will provide written notice to the student’s parent or legal guardian which contains:

- A description of the act and any previous acts committed by the student and the dates on which those acts were committed; and
- An explanation that pursuant to state law, a student who is a habitual disciplinary problem must be suspended or expelled from school for a period equal to at least one school semester.

Before MARIPOSA deems a student a habitual disciplinary problem and suspends or expels the student, MARIPOSA may develop, in consultation with the student and his or her parent or legal guardian, a plan of behavior for the student designed to prevent the student from being deemed a habitual disciplinary problem. If the student violates the conditions of the plan or commits the same act after he or she enters into a plan of behavior, the student shall be deemed a habitual disciplinary problem and will be suspended or expelled from school for a period equal to at least one school semester.

Progressive Discipline Plan

At the start of each school year, each teacher will establish classroom rules and consequences for their students. The rules and consequences will be posted in the classroom. A copy will be sent home to the parents. The parents will be asked to sign a return portion of the communication acknowledging their receipt and understanding of the rules and consequences.

After the start of the year, the teacher will individually explain the classroom behavioral expectations to each new student entering the class. The teacher will then send home the rules and consequences to the parents of any new student to be signed and returned as previously indicated.

Mariposa aligns our Progressive Discipline in accordance with NRS and that of our sponsoring agency; Washoe County School District. (See WCSD website for specifics.)

ENROLLMENT AND ATTENDANCE

Enrollment

All new students enrolling at Mariposa Academy grades Kinder through 5th (from outside Washoe County School District) upon enrollment, are to be in compliance with Nevada State Law, NRS 392.435 requiring immunization for Diphtheria, Tetanus, Polio, Measles, Mumps, Rubella and Hepatitis. In addition to new students, students pre-registering for Kindergarten, as well as students entering from private school.

Parent/guardian or student must present to the school, upon enrollment, an immunization record stamped or signed by a physician or designated health care provider.

Exclusion

New students and currently enrolled students, out of compliance with the Immunization Law, will be excluded from school attendance until the necessary immunizations are received. Exclusion notices will be sent by mail, with a copy of the student's immunization record, and the date of exclusion. A maximum of 10 working days is given for the student to receive the vaccine before exclusion from the school. Exclusion notices, if stamped or signed by the Washoe County District Health Department or health care provider will be accepted as proof of immunization.

Lottery Policy

If more pupils apply for enrollment in a particular grade than the number of spaces which are available for that grade, the school shall use a lottery to determine who will be enrolled in each grade. As a public charter school, we will not close, cap, delay, postpone or otherwise limit enrollment except as allowed by NAC 386.353.

Available spaces will be filled in the following manner as allowed by NRS 386.580(2) and or NRS 386.520(5)(p):

1. Priority will be given to students who are currently enrolled at Mariposa Academy Kinder – 5th Grades, whom are being promoted to the next grade level or have been retained.
2. Priority will be given to the children of members of the governing body Mariposa Academy.
3. Priority will be given to the child of an employee Mariposa Academy.
4. Priority will be given to the siblings of currently enrolled students.
5. All remaining students will be placed in a lottery to determine priority.

Attendance

Attendance Philosophy

Student achievement is paramount in MALL's mission to provide a high quality, innovative interdisciplinary, project based, and individualized education for students. Attendance is a shared responsibility and concern of students, parents/guardians, school staff and the community. If a student is not in class, they cannot benefit from our commitment to their academic success. In order to meet or exceed the state academic standards and develop habits of punctuality, self-discipline and responsibility, all MALL students are expected to maintain a minimum of 95% attendance.

Attendance, Make-Up Work

Mariposa students must be in attendance at least ninety percent (95%) of enrollment in order to be promoted to the next higher grade. Regardless of how the student is doing academically, parents/guardians/students will be notified when the student's attendance falls below the 94% rule (9 absences).

Excused absences include any absence verified by a parent due to school business, religious observation, legal appointments, bereavement, in house suspension, alternative education setting (homebound, Wittenberg, hospital), school sponsored activity, medical, pre-arranged (an absence with advance notification and approval by the principal and arranged at least 2 days in advance of the absence) or family business (sick relative, situations where student misses school due to circumstances outside the control of the immediate family or appointments that cannot be scheduled outside of the school day).

Unexcused absences that count against the student include 'unverified' absences or missed work, any circumstance absence beyond 9 for which make-up work has not been done, and truancies.

MARIPOSA students will be provided the opportunity to make up work for absences or missed work, regardless of the reason for the absence or missed instruction. However, not all work, especially work that is participatory and contributive in nature, can be made up. At the discretion of the teacher, alternative work may be provided for these types of activities.

Make-up work need not be identical or equivalent to that missed during the instructional period, but it will ensure that the student has the opportunity to meet academic standards. It is the responsibility of the student/parent/guardian to request make-up work on the day

the student returns to class or in advance. For each day the student has been absent, the student will have 2 days to return the completed make-up work.

Tardy Procedure and Policy

Please remember that tardiness is a serious issue and can negatively affect your child's performance in school. The Director and staff members will notify and work with families on an as needed basis to address potential tardy concerns.

TRUANCY PROCEDURES

Unexcused Absence Procedure and Policy

Second unverified absence: Phone call or letter to parent/guardian. Student has three days to bring written note explaining reason for absence. All class work that is missed must be made up.

Third unverified absence: Letter home to parent/guardian explaining Nevada State Law with regard to truancy. Parent conference may be requested.

Ninth unverified absence: Certified letter to parent/guardian. Parent conference and possible denial of promotion to the next grade. Nevada State Law mandates (NRS.392.040) that all children ages 7 through 17 attend school. Parents are legally required to ensure the regular and timely daily attendance of their child in accordance with NRS 392.040-392.160.

Denial of Promotion to the Next Grade

Before a student is denied promotion to the next higher grade for failure to comply with the attendance requirements, MARIPOSA shall provide written notice of the intended denial to the student's parent or legal guardian. The student's parent or legal guardian may request a review of the student's absences. Upon receiving a request for a review of the student's absences, MARIPOSA will review the reason for each absence upon which the denial of promotion is based.

INCLEMENT WEATHER

Decision-Making

Washoe County School District Officials will make the decision to close early, cancel school or have a delayed opening. This information is announced by 6:00am on the T.V., radio, and WCSD website.

Mariposa Academy Director may choose to amend the decision made by WCSD. Mariposa Academy will use social media, family messaging system and our school website www.mariposaacademy.net to notify families of any decision to close early, cancel school or have a delayed opening.

Student Safety Is Our Priority

Parents are encouraged to have a plan in place if school closes early or is delayed. The plan should avoid leaving young children at home unsupervised. If school is on a delayed schedule and parents must drop off their children before school is scheduled to begin, parents must accompany their child into the building to ensure that the school is open and supervision is available. There will be indoor recess and indoor school playground time when it is raining, snowing, or it's below 10° outside. Students with doctor verified asthma will be in the office on cold days.

Early Dismissal

- Parents/guardians will be notified via the school's electronic telephone system, and Mariposa Academy will post information on the website www.mariposaacademy.net. Families may also access information through the WCSD website.
- School employees will be dismissed at the discretion of the Director. However, Directors will need the help of employees to provide for adequate supervision of students left at school until they are released to their parents/guardians.

Cancellation of School

- A decision will be made as early as possible. Parents and employees will receive an electronic telephone message with information.
- When possible, decisions will be made the evening before to allow parents and employees as much advance notice as possible.

Delayed Openings

- When the decision is made to delay the opening time for school, the school will use the same channels of communication in notifying parents and employees as in the "Cancellation of School."
- Breakfast will not be served, but lunch will be provided on delayed opening days.
- Employees will be expected to arrive at school ½ hour before delayed start. Parents will bring their children at the designated start time of delayed

start.

Making Up Time Missed

Make-up dates are listed on the school's master calendar which can be located on the school's website.

NEVADA DEPARTMENT OF EDUCATION EDUCATIONAL INVOLVEMENT ACCORD

PARENT

I understand that as my child's first teacher my participation in my child's education will help his/her achievement. Therefore, to the best of my ability, I will continue to be involved in his/her education by:

- Reading to my child or encouraging my child to read;
- Being responsible for my child's on-time attendance;
- Reviewing and checking my child's homework;
- Monitoring the activities of my child, such as the amount of time spent watching television, using a computer, playing video games, etc.; and
- Contributing at least 20 hours of time each school year in the areas such as:
 - Attending school-related activities;
 - Attending organized parent meetings, such as PTA, PTO, or parent advisory committees;
 - Attending parent-teacher conference(s);
 - Volunteering at the school;
 - Chaperoning school-sponsored activities;
 - Communicating with my child's teacher(s) regarding his/her progress, as needed.

STUDENT

I realize that my education is important. Therefore, I agree to carry out the following responsibilities to the best of my ability by:

- Arriving at school each day on time and being prepared;
- Showing effort, respect, cooperation, and fairness to all;
- Using all school equipment and property appropriately and safely;
- Completing and submitting homework in a timely manner; and
- Reading each day before or after school.

TEACHER AND SCHOOL STAFF

We understand the importance of providing a supportive, effective learning environment that enables the children at our school to meet the State's academic achievement standards through our role as educators and models. Therefore, staff agrees to carry out the following responsibilities to the best of our ability by:

- Ensuring that each student is provided high-quality curriculum and instruction, supervision and positive interaction;
- Maximizing the educational and social experience of each student;
- Carrying out the professional responsibility of educators to seek the best interest of each student; and
- Providing frequent reports to parents on their children's progress, and providing reasonable access of staff to the parents and legal guardians of students to discuss their concerns.

MARIPOSA PARENT INVOLVEMENT POLICY

The staff at Mariposa Academy Elementary School and Title I program recognizes the need to continually renew and support parent involvement in the education of our children. A child's education cannot be accomplished by teachers alone. Ongoing collaboration with parents and community members is essential for helping our students at Mariposa. We are committed to the following key elements for successful school, family, and community partnerships.

Mariposa Academy Parent and Family Engagement Policy/Plan and Procedures

2020-2021

PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS

- A.** Mariposa Academy will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community. All materials and policies are revised in English and Spanish.
 - Parent Engagement policy is distributed through our family handbooks on line on our Mariposa Academy Website www.mariposaacademy.net and School Bulletin Board in front of School Office Hallway.
- B.** Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

- Mariposa Academy Annual Title I/ Open house scheduled in September at the school located at 3875 E. Glen St. This is a school-wide event.
 - Sign In sheet required
- C. Offer flexible meetings, such as meetings in the morning; Tiempo de Café and in the evening Family Night Events, home visits and school parent teacher conferences.
- Times held for Coffee Time and Family nights are 8:30am -9:30am and 5pm-6pm.
 - Parents are always welcome to bring their small children, to all of our meetings, parent classes.
 - Annual home visits in the fall.
 - Annual Spring Conferences, which are mandatory for all parents, with parent signature list, K - through 5th grade.
- D. **Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.**
- Parent school board member of Mariposa Academy to support the school policies
 - School plan -- School Advisory Council Team, Director, 2 teachers, FACE, parent representatives and a Parent survey on school performance plan. Sent out to all families in the spring.
- E. **Provide parents of participating children—**
A description and explanation of the curriculum in use at the school, the forms of academic assessment
1. **A description and explanation of the curriculum in use at the school, the forms of academic assessment**
- Social Studies
 - Science
 - P.E. and Music
 - Math and Literacy
2. **Forms of Academic Assessment and Proficiency levels**
- ELA
 - SLB Successful Language Behavior
 - Walk to Learn
 - MAP (Measures of Academic Progress) Testing
 - WIDA Access
 - RWM read with me

- EL Exit Criteria
- Literacy

3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

- We have school-wide Home visits with MAP Results.
- Assessments done 3 times a year, conferences also in the Spring, results mailed to Parents.
- Report Cards are sent out three times a year.
- Kinder Report cards sends out 3 times a year.
- We have I.E.P. meetings with families if students qualify for these services, including speech and occupational therapy.
- We give and have parents sign the Read by Grade 5 form for students are at risk in reading. We set up a reading intervention plan accordingly with academic Team

F. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

- We have a comment/Suggestion Box in our school Hallway, anyone can put their comments and suggestions in which are kept confidential, and our parent Board member addresses complaints, comments or suggestions.
- Parents can meet with Director at any time convenient. Mariposa has an open door policy
- Parents are invited to observe classrooms and can schedule meetings with Teachers before school and after school.
- School Performance plan on our Website.

PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually in the spring during which the compact shall be discussed as the compact relates to the individual child's achievement.

- Provide frequent reports to parents on their child's progress.
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
- Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- Parent/Teacher conferences. Two times a year in the Fall and Spring.

Various methods of communication:

- Phone calls are in Spanish and in English
 - Email are in Spanish and in English
 - Class Dojo
 - Infinite Campus
 - Text
 - FACE Liaison support for families and staff all conferences we have interpreters
 - Connect-Ed communication in Spanish and English
 - Parents are encouraged to volunteer in the school, attend academic events and field trips, and participate in development of School Performance Plan.
 - Positive phone calls home to parents
-
- Administration meets with parents during cups of coffee and at parent request.
 - Communication in home language of family

BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and district must:

- 1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
 - Parents are given MAP Scores three times a year in Reading and in Math during our Home visits and Spring School conferences,
 - Parents are also given School Report Progress Reports during the school year.
- 2) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).

- Parents are giving reading packets as to the information.
 - They have permission forms understanding our Technology materials.
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement. – A Team has been developed, including Teachers, Special Ed Teacher, Counselors, T.A.'s in communication regarding our students and parents and Mariposa Academy.
 - 4) Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
 - We have community partners, such as Mariposa Garden Wellness programs for students and Parents, Children's Cabinet, Women's Sierra Clinic, for free English Classes, and Hopes Clinic for health and wellness parent training.
 - Pre-K parents have an orientation meeting every fall and Pre-K assessments the first week of August, with Teacher expectations.
 - 21st Century Grant for 2019-20 school year for our Team Up after school program 3PM – 6PM.
 - 5) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
 - We send our parents school wide notices and information in Spanish/English through class dojo, school text, voice message for all school related programs, family events, and other activities.
 - Flyers and notices are sent home with all students in English and Spanish.

The following are allowable activities:

- May train parents to enhance the involvement of other parents.
- May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation. We have 2 parent meetings during the school year -fall, Home visits and Spring Parent/Teacher School Conferences.
- May adopt and implement model approaches to improving Parent and Family Engagement.
- May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
 - Parent school board member of Mariposa Academy to support the school policies
 - School plan -- School Advisory Council Team, Director, 2 teachers, FACE, and parent representatives

- May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities. We currently have our Read with Me Volunteer Program, and We have Nevada Reading week with the University of Nevada Reno, NAK Hispanic Young Men Association.

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

- Interpreters at IEP meetings, at home visits annually, and school conferences, and if parents are meeting with teacher and director.
- All notices, telephone messages are in English and Spanish two-way communication.

PART IV-ADOPTION – Mariposa Academy Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes. Meeting held on 02/08/2019 from 3pm – 4pm. The Parent and Family Engagement Policy/Procedures were developed / revised by Mariposa Academy and will be in effect for the period of 2020-2021. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 08/12/20.

Yolanda Moreno, FACE Liaison

All Mariposa school uniform shirts and sweat shirts must to be purchased
at Kate's School Uniform Store.

1221 W. 2nd St., Reno, NV 89503 * (775) 432-1777 * www.kateslogos.com

Pants and shorts can be purchased at other stores.

Skirts can be ordered through www.frenchtoast.com school code: QS5PKG



Mariposa Academy

School Uniform Policy

Policy Statement

As part of our safety program, Mariposa Academy will enforce a mandatory school uniform policy. The purpose of this policy is to provide additional opportunities for increased school safety, to minimize disruption, to easily identify trespassers on campus, and to promote improvement in student behavior. School uniforms also help students to experience a greater sense of school identity and belonging and to promote academic excellence.

With the understanding that a student's behavior is influenced by the way the student is dressed and with the understanding that no student should dress in a manner that is disruptive or has an adverse effect on school activities, the following mandatory uniform standards for student attire have been developed. Students are expected to dress in the school uniform during the school day and during school related activities. All students must adhere to the mandatory school uniform policy with the following dress code being applied:

All Mariposa school uniform shirts and sweat shirts must be purchased at Kate's School Uniform Store.

1221 W. 2nd St., Reno, NV 89503 * (775) 432-1777 * www.kateslogos.com Pants and shorts can be purchased at other stores.

Skirts need to be ordered through www.frenchtoast.com school code: QS5PKG V

Girls K-5 must wear all type of navy blue pants or shorts, red logo polo shirts. Girls can also choose to wear the Navy Blue and Red Plaid skirts. You can order skirts through French Toast at www.frenchtoast.com and enter the **school code: QS5PKG V** to locate our school. Skirts must be worn with red or navy blue tights, or red or navy blue knee high socks. Skirts must be no shorter than three inches above the knee.

Boys K-5 must wear any type of plain navy blue pants or shorts and red logo polo shirts. All boys and girls may wear plain navy blue shorts no shorter than three inches above the knee. If students would like to wear a long sleeve shirt under the red logo polo shirt, it must be plain red, plain navy blue or plain white.

ALL STUDENTS:

- All shoes must be enclosed and fastened/tied properly.
- No hats, caps or sunglasses may be worn in the building.
- Coats and jackets must be worn open in the building.
- Hairstyles must not be extreme and hair color must be natural. This is to prevent disruption of the learning environment.
- Jewelry is limited to a watch and earrings. No hoops or studs may be larger than 6mm in diameter.

Mariposa Academy
Student/Parent Internet Rules of Acceptable Use

1. The privilege to use the Mariposa Academy Network to access public and other networks may be revoked by MARIPOSA ACADEMY at any time for abusive conduct or violation of the conditions of use below this includes, but is not limited to 1) the placing, transmission or deliberate access of obscene, abusive or otherwise offensive, objectionable, or unlawful information on the network, 2) the improper access transferring or sharing of accounts, misappropriation or misuse of information or files of other users, and 3) the use of obscene, abusive, or otherwise offensive or objectionable language in any form using MARIPOSA ACADEMY access. MARIPOSA ACADEMY reserves the right to determine what constitutes abusive conduct or violation of District Wide Policies.
2. MARIPOSA ACADEMY has the right to review any material stored in files to which other users have access and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive or otherwise objectionable. I hereby waive any right of privacy which I may otherwise have in and to such material.
3. All Information and services contained at Internet access points is placed there for general Informational purposes and is in no way, Intended to refer to or be applicable to, any specific person, case, or situation.
4. I am using this service at my own risk MARIPOSA ACADEMY is not able to monitor or control all information accessible through the Internet and cannot be held responsible for all content.
5. Files downloaded from the Internet may contain computer viruses MARIPOSA ACADEMY is not responsible for damage to my disk or computer, or any loss of data, damage, or liability that may occur from my use of MARIPOSA ACADEMY computers.
6. I will not attempt to modify or tamper with MARIPOSA ACADEMY's computer hardware or software, introduce Viruses, or Install or run any unauthorized programs.
7. I will not attempt to gain unauthorized access to other computers or networks, violate the acceptable use policies of any network to which I connect, or improperly read, copy, misappropriate, alter, misuse, or destroy any information or files on this or other computers.
8. I will not use this access for unlawful activities, including violations of copyright law or other rights of third parties, or transmission of obscene, threatening, or harassing material
9. I will not use this access to operate an on-line business, distribute commercial advertising, or represent myself as another person.

10. If I violate this agreement in any way, I understand that I may lose my Internet access privileges temporarily or permanently. I may be held financially liable for any damage that I cause to MARIPOSA ACADEMY computer hardware or software. Unlawful activities may result in criminal prosecution.

11. I agree to abide by MARIPOSA ACADEMY Policies and NRS Chapter 201, 388, 390, 393 and PL94-553 Copies are available for review in the school library and from the site administrator.

FIELD TRIP POLICY

- A student must be present at school and enrolled in Mariposa Academy to participate in a school field trip.
- Any student attending a field trip must ride the WCSD school bus to and back from the destination. A student can never be signed out from the site of a field trip by anyone, including a parent/guardian.
- A student can never ride with a parent in separate transportation and join a field trip.
- If you are able to attend a field trip as one of our counted chaperones, please plan on riding the school bus unless other accommodations have been made with your teacher. On some occasions the school bus will be at capacity and chaperones will be asked to ride separately.
- Younger siblings/children cannot ride the bus and cannot participate in field trips. A parent chaperone cannot bring younger siblings/children.
- A Mariposa Academy staff member must be with all groups at field trip locations. A parent chaperone cannot be left alone with a student or group of students.
- All Mariposa Academy students attending a field trip must wear appropriate school uniforms (see Uniform Policy)
- All Mariposa Academy and bus procedures, rules, and policies apply during all field trips.
- Fees paid to Mariposa Academy for field trips must be paid in cash and are non-refundable if the payment has already been made to the venue.