

**EDUPRIZE SCHOOLS
PARENT & STUDENT HANDBOOK**

**EDUPRIZE Schools
Parent & Student
Handbook**



EDUPRIZE MISSION STATEMENT

The EDUPRIZE mission is to provide educational excellence to our community of learners through the use of multiple modality instruction and a strong differentiated curriculum. Students will grow socially and academically in an environment where both leadership and collaboration are stressed. Students will acquire knowledge and ability in mathematics and language arts through our science-based, thematic approach to applied learning allowing them to excel across the curriculum.

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EDUPRIZE Mission Statement

The EDUPRIZE mission is to provide educational excellence to our community of learners through the use of multiple modality instruction and a strong differentiated curriculum. Students will grow socially and academically in an environment where both leadership and collaboration are stressed. Students will acquire knowledge and ability in mathematics and language arts through our science-based, thematic approach to applied learning allowing them to excel across the curriculum.

Throughout this document, "parent" means a parent (unless parental rights have been judicially limited or severed), a legal guardian or an individual acting as a parent in absence of a parent or guardian.

Open Enrollment

EDUPRIZE abides by all open enrollment requirements. Applications from new students are dated upon receipt and put into a holding file. Siblings of attendees will be called for any openings first. Throughout the year as openings become available they are filled through our lottery system.

By signing the EDUPRIZE Application, the student and parent agree to comply with all policies, regulations and rules of the school, including standards for academic effort, conduct and attendance. Enrollment status may be revoked if this agreement is not honored.

School Age

A child must be 5 years of age before September 1 of the current year in order to enroll in Kindergarten for that year.

Equal Opportunity

Federal law protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex or disability/handicap. Federal law also prohibits discrimination in employment based on race, color, religion, sex, national origin, disability or age.

Lack of English language skills shall not be a barrier to admission and participation in district programs.

Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

Oportunidad de Igualdad

La ley federal protege a los estudiantes contra la distinción en cualquier programa educativo o otra actividad por razones de raza, color, origen nacional, sexo o incapacidad/ impedimento. La ley federal también prohíbe la distinción en el empleo por razones de raza, color, religión, sexo, origen nacional o edad.

La falta de habilidad lingüística no será obstáculo al ingreso y a la participación en los programas del distrito escolar.

Cualquier estudiante que habilmente haga un cargo falso de discriminación podrá ser sujeto a acción disciplinaria.

Reporting Child Abuse

According to state law, school employees must report reasonably suspected cases of neglect, endangerment, non-accidental injury or sexual offenses against children to Child Protective

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Services or local law enforcement agencies. School employees are encouraged to report cases of concern to school administration for consideration and consensus.

People who are required to report reasonably suspected abuse are protected by state law from civil or criminal liability.

Each school has a child abuse team for processing suspected cases of child abuse. The EDUPRIZE team consists of the administrator, nurse, and classroom teacher.

Interviews

Interviews by Child Protective Services (CPS) workers investigating abuse/neglect may be conducted at school. Under certain circumstances, the parent of a student who is the subject of the investigation or a sibling of the subject need not be given notice of such interviews. School officials may be present at the interview if necessary to the investigation.

In cases where law enforcement officers interview students, the building administrator shall make reasonable efforts to notify the student's parent of the interview.

If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The school shall make reasonable efforts to notify the parent when an arrest is made or a student is taken into temporary custody.

Faculty and Staff

EDUPRIZE is proud to employ faculty and staff of high quality and experience. Teacher resumes are available for inspection at the front desk of both buildings. A complete listing of our staff members and their position at EDUPRIZE can be found on our website:
<http://www.eduprizeschool.net>.

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Parental Responsibilities

Absence/Tardy Policy

School attendance is critical to scholastic success. The EDUPRIZE day has varied start times. All students must be on campus and in their designated classroom line prior to their start bell.

Students are considered tardy if they are not in their designated line for the teacher to escort into the classroom and take attendance for that day. Students arriving after their start time need to report to the office to receive an admittance slip prior to entering their classroom. Tardiness will be excused for doctor, dental, vision, and hearing appointments. All other tardiness will be excused at the principal's discretion. Tardies are not excused if prior notice has not been given, a parent note is not sent, or parents are unaware of the lateness.

If a student is absent from school, parents are to contact the school prior to 9:00 am. This ensures that, for the safety of the student, his/her whereabouts are known. Excused absences are for illness, injury, medical or dental appointments or a family death or illness. Students who have two or more unexcused absences may warrant a report to Child Protective Services for truancy.

You will be notified if your child accumulates excessive tardies or absences (excused or unexcused) during any one semester.

At the time your child has ten (10) or more tardies or absences you may be required to appear before the Board of Directors to discuss consideration of your child's continued enrollment status.

Please let us know if your child will be out of school for any period of time. If your child is absent 10 consecutive school days, his/her name will be automatically taken off our roll books unless your child has a prolonged illness and you have notified the school.

Perfect attendance is defined as a student not being tardy, not being absent, and not leaving early. Perfect attendance certificates are recognized annually.

Early Departure

Prior notice by note or phone call is appreciated for students being picked up during the school day. Students must be checked out at the Building One front office by the parent or guardian before leaving. Attendance is kept by hours and we must record periods of more than 1½ hour as half-day absence.

Transportation

All parents have agreed to provide transportation to and from school. We strongly discourage walking or riding bicycles to and from school. If your child rides his/her bicycle or walks to school, you must sign a permission slip obtained from the office. We suggest you also record the serial number of bicycles on the permission slip. *See sample document.*

When traveling to and from school, students must obey all traffic laws and cross streets and parking lots only at the designated crosswalks. For the safety of all children, if students are observed disobeying traffic laws, they may be prohibited the privilege of riding their bike to school.

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The school assumes no responsibility for bicycles. However, bike racks are provided. Bikes should be properly parked and locked at this location. Bicycles, skateboards, scooters, or roller blades of any kind are never to be ridden on school grounds. Skateboards, scooters, roller blades, skates, etc., should NOT be used as a means of transportation to and from school.

Carpool Information

All parents must use the drive-through lanes to pick up their children from school. Please follow the directives listed below:

1. Cellular phones are to be shut off when driving in the carpool lanes.
2. Do not drop off or pick up children in the parking lot.
3. Teach your children to wait until you have pulled to the curb and stopped your vehicle before they approach your car. Never stop in the lane. Always pull to the curb for safety reasons and to prevent blocking the flow of traffic.
4. Children should enter and exit the car only on the curbside.
5. Pay attention to all of our children.
6. Slow down when driving through the lanes.
7. DON'T yell at the aides. They are working hard to keep the children safe and traffic flowing.
8. Parents and children are to cross only at the designated crosswalks.
9. Pull forward to close spaces between cars as directed by traffic aides. This helps keep the flow of traffic going.
10. Only pick up your children in front of the school where there is supervision. Never in the neighborhood.
11. If your children walk home, remind them to leave campus immediately after school. It is much safer for all the children to leave campus at the same time.
12. Look for and use the less crowded lane in the morning.
13. Please be on time! Do not park in the "Handicapped" or "Employee of the Week" parking spaces.
14. Please drive courteously and cautiously throughout the neighborhood and by the school. Always display behaviors that we would want our children to display! THANK YOU!

Lunch

It is the responsibility of parents to provide lunch each day for any child enrolled at EDUPRIZE.

Field Trip Information

Field trips are not required by EDUPRIZE. However, our teachers realize the important educational benefit and enjoyment that field trips bring. If a teacher decides to take an educational field trip, transportation must be arranged and the following guidelines must be met.

1. Teacher must arrange for transportation using a charter bus.
2. Children not enrolled at EDUPRIZES should not attend field trips (this includes siblings).

There are to be no stops made between school and the field trip destination.

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Volunteers

Volunteers are encouraged to be a part of EDUPRIZE. Working with students and teachers is a very rewarding experience as well as extremely helpful. Parents are required to volunteer a minimum of 80 hours per family each year. This may include attending field trips, grading papers at home, and other activities as well as assisting in the classroom. All volunteers should check in at the office and pick up a “volunteer” badge so that you are identified. This is a safety precaution for all. Please call the office or contact a teacher if you have time or skills you can donate to make our school a better place for students to learn and grow.

Visitors

All visitors (parents are visitors) are required to report to the front office upon entering the school campus so that we can protect our children properly. Do not go into your child’s room and wait for them to be dismissed at the end of the day. This is distracting to students and teachers and instructional time must be protected. If you need to see the teacher, go to the office, and they will notify the teacher so that he/she will be available to schedule an appointment. Parents needing to conference with a teacher should make an appointment before or after school hours. Parents are welcome and encouraged to visit the school and the classroom, but should not interrupt the educational process or teaching time.

Visits from other students and non-attendees are not allowed. These procedures are to provide for student safety, limit liability, and to provide for disruption-free instruction time.

Non-parent visitors must first meet with school personnel to sign-in, leave their driver’s license, and obtain a visitor pass.

Liability

Students who cut, deface or otherwise damage any school property may be suspended or expelled from school. Under Arizona law, parents are liable for damage done to school property by their children.

Custody

In cases where custody/visitation affect the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or of parents having joint custody to provide the school with the most recent court order.

Teacher/Parent Communication

Grading Practices

EDUPRIZE believes that grading is done for the purpose of informing students and parents of areas that need additional focus and to celebrate great strides students have made.

Student Tailored Prescriptions will be completed at the first conferencing period each year. Special individualized goals will be recorded for each child based on parent/teacher input. Progress towards each identified goal will be reviewed during conferencing periods.

Report Cards

Report cards are issued a minimum of 3 times per quarter for grades 1-6, twice per year for Kindergartners.

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Conferencing

Formal Parent/Teacher conferences are scheduled for the first and third quarters during the sixth week of that quarter. This is the time when parents have the opportunity to talk with their child's teacher, evaluate progress in school, and prescribe special needs. Parents or teachers may request to meet during the second and fourth quarters, or on an as needed basis.

Testing

We use three types of testing at EDUPRIZE- norm-referenced, criterion-referenced, and performance-based assessments.

Norm-referenced tests tell us how our students compare in achievement and ability to other students. The most frequently used norm-referenced tests in Arizona are AIMS and Terra Nova which are administered each spring and measure achievement in reading, language and math.

Criterion-referenced tests measure student mastery of specific skills. Students are compared to a standard of performance rather than other students. Criterion-referenced tests are used to diagnose what a child still needs to learn and to ensure he or she is ready to move ahead and learn new skills. The most frequently used criterion-referenced tests are the unit tests that accompany our reading and math books.

Performance-based assessments are used throughout the EDUPRIZE curriculum. This consists primarily of samples of student work that will be housed in each student's portfolio.

When looking at test scores, please remember that they are only one indicator of student performance. In addition to ability and achievement, test scores are influenced by the child's motivation.

Newsletters

EDUPRIZE believes that communication with parents is a key ingredient for the success of our students and school. Parents can expect to receive a weekly newsletter from the student's teacher covering weekly curriculum information and objectives as well as any notes to parents. Each week, there will also be a school newsletter addressing upcoming events, PTO information, and any school-wide issues. These newsletters will be sent home with your child, and copies are also available in the school office.

Student Responsibilities

All students have the responsibility to:

1. Respect the rights of others to study and learn. Students come to school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of others.
2. Attend school daily unless ill. Students in Arizona are required by law to attend school until the age of 16 or upon completion of the 10th grade. Students have a responsibility to take advantage of every opportunity to learn so they can function effectively in society.
3. Be on time for all classes. Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.
4. Complete all in-class and homework assignments and meet deadlines. The responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether they will do the assigned work. Since everything that must be learned cannot be accomplished during the school day, there will be

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homework assignments. Education is an ongoing process that doesn't stop when the school day ends.

5. Come to class with necessary books and materials. A teacher should not have to delay class because a student has come unprepared to begin work. This interferes with the rights of others to learn and study. Getting an education requires more than merely being in class, just as keeping a job requires more than merely showing up for work.
6. Respect public property and carefully use and return all materials and equipment. Schools are a community's gift to its young people. It is wrong to abuse that gift. Responsible use of materials and equipment will preserve them for future students.
7. Obey school rules. Rules are designed to allow a school to meet its obligation to educate students. Students have a responsibility to obey these rules so each student has the proper environment in which to learn.
8. Volunteer information and cooperate with school staff in disciplinary cases. Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To volunteer information and cooperate with school staff members are the obligations of a good citizen.
9. See that school documents and correspondence to parents reach home. Education requires a partnership between the home and the school. For the partnership to work, those involved must know what is happening. Students are asked to meet their responsibility to be honest and not intercept nor destroy progress reports, attendance information, newsletters, and/or report cards.
10. Comply with legal responsibilities. Students are to comply with policies and regulations, pursue the required course of study and respond appropriately to the authority of the teachers, administration and the Board of Directors.

Dress Standard

The district recognizes that student dress and grooming are generally a matter of personal choice. However, the district also recognizes that there is a relationship between student dress and grooming, and such things as school pride, self-esteem, the safety and general welfare of the students and staff, and the accomplishment of curriculum goals and educational objectives.

District dress standards **states** student's dress and/or grooming may:

1. Not present a risk to the health, safety, or general welfare of students or staff.
2. Not interfere with or disrupt the educational environment or process.
3. Not be counterproductive to curriculum goals and/or educational objectives.
4. Not display **obscene language or symbols or depict violent acts**.
5. Not immodestly expose the chest, abdomen, genital area or buttocks.
6. Not have spaghetti straps (dresses or tops).
7. Not wear short shorts and/or short skirts.
 - Short and skirt length must reach **the down-stretched arm fingertips**.
8. Not create an atmosphere of threat, intimidation or undue pressure.
9. Not display tattoos.
10. Not display body piercing of any type other than the ear.
11. Not display chained wallets or any other chains/chained apparatus.
12. Not display "sagging".
13. Not wear wide legged pants (pants should be fitted and no wider than the foot).
14. Not wear hats in the classroom (includes girls).

Arizona Revised Statutes ~15-712 permits instruction on the nature and harmful effects of alcohol, drugs and tobacco. It is illegal for minors to possess these substances. Clothing or accessories which display these substances and are deemed to advocate or encourage the use of these substances are counterproductive to the district's curriculum goals and educational objectives and are prohibited.

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Footwear must be worn at all times. EDUPRIZE requires the use of closed-toed shoes by all students. (Sandals may be worn with socks). Safety dress requirements for specific classes shall be followed.

Students who violate the district's dress standards may be asked to do any of the following, depending upon the specific circumstances:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing brought to school.
- Remove the accessory.

Repeated violations of the dress standards may result in appropriate disciplinary action being taken, including suspension from school.

Homework

Homework may not be given as a penalty. Homework is intended to teach responsibility, allow for additional skill practice and provide transfer of skills.

Each EDUPRIZE team develops its own homework plan. Generally, homework assignments for primary grades should not exceed 20 to 30 minutes. Students in grades 4-8 should not exceed 45-60 minutes. Home reading is assigned each week. Input on homework policy is welcomed.

More homework than this may be assigned to youngsters who need to make up assignments or who did not complete their class work at school.

Exceptions to the guidelines are discussed with parents on an individual basis.

Personal Belongings

Parents are urged to put names on items such as coats, sweaters, lunch bags and backpacks.

Lost and Found is located in the south hallway of Building One near the east door. Items will be donated to charity on the last day of each month. Encourage your children to check for lost items as soon as they realize something is missing.

Do not allow students to bring items to school which are not a part of the educational program unless specifically asked for by the teacher. No toys, collectables, games, radios, balls, tape players, etc. are to be brought. If these things are brought to school they may be confiscated until picked up by the parent.

Disciplinary Policy/Actions

Alternative Education Program

Under Arizona law, the district may reassign to an alternative educational program any student who refuses to comply with rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Board. Each family who attends EDUPRIZE is expected to provide their own transportation and lunch. They also agree to abide by the policies as specified in this document and understand that non-compliance may result in a change of the child's enrollment status.

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Student Management Guidelines

To protect the rights of all our children, it's important that parents and students understand the consequences of misbehavior. EDUPRIZE has set these guidelines to promote consistency in discipline in all classes. We will not tolerate misbehavior or disrespect. Parents agree to pick their child up within 30 minutes after being called by the school. Students may be suspended for individual severe-clause behaviors or for multiple misbehaviors.

We want parents to know that school rules are designed to protect all children and that youngsters who choose to break the rules are treated firmly, but kindly and appropriately. Examples of inappropriate conduct that is subject to disciplinary action including possible suspension or expulsion are:

1. academic misconduct
2. firearm possession **/weapon possession
3. cheating
4. alcohol possession or use*
5. forgery
6. gambling*
7. arson*
8. lying
9. non-prescription drug possession or use
10. physical assault*
11. destruction or defacement
12. sexual harassment
13. discrimination harassment
14. theft*
15. disorderly conduct
16. threats, verbal abuse and profanity***
17. tobacco possession or use
18. abusive behavior
19. dress standards violation
20. trespassing
21. explosive device possession
22. truancy*
23. use of an object to inflict bodily injury
24. fighting or threatening others***

* These actions also violate state law. For minor offenses, school officials may notify appropriate law enforcement officers. For serious offenses, school officials shall notify appropriate law enforcement officers.

** EDUPRIZE maintains a "Zero Tolerance" for weapons of any kind. Any student using, displaying or knowingly carrying or possessing a firearm on district property shall be subject to expulsion, except that the Board may, on a case-by-case basis, provide for a lesser disciplinary action after consideration of all relevant circumstances.

*** Threats of any type of violence will result in suspension, and serious situations will involve immediate police investigation and recommendation for expulsion.

Depending upon the behavior problem, one or more of the following disciplinary actions may be taken:

1. Involving teachers
2. Involving building administrator
3. Discipline conference
4. Conference with parent
5. Restitution (liability)
6. Time out

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7. In-school suspension / Restriction of privileges
8. Remainder-of-day release
9. Detention
10. Short off-campus suspension
11. Long off-campus suspension
12. Expulsion

Multiple Behavioral infractions will constitute in progression of disciplinary action including suspension and in extreme situations may result in expulsion.

ACTIONS USUALLY INVOLVING THE TEACHER:

Informal Talk: A teacher, building administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

Discipline Conference with Student: A conference is held with the student, the building administrator and/or the teacher to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent may be notified.

Conference with Parent: The parent is asked to attend a conference with the student, building administrator and other school personnel to develop a plan for changing the student's inappropriate behavior. The parent and student will receive a written copy of the plan. (Discipline Action Form)

Time Out: Classroom teachers may use a technique similar to the in-school suspension imposed by the building administrator. Time out is when the teacher isolates the student to a location from his/her classmates. This is usually another classroom.

Restriction of Privileges: Inappropriate behavior may result in a restriction of a student's privilege to participate in playground, cafeteria or specific special activities. The parent may be notified.

Detention: The classroom teacher may, with appropriate notice to parents, detain children beyond the school day.

ACTIONS USUALLY INVOLVING THE ADMINISTRATOR:

Restitution (Liability Under Arizona law: Parents may be liable for damage to school property done by their children.)

In-School Suspension: In-school suspension (ISS) is an alternative to off-campus suspension. ISS may be imposed for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from his/her classmates. This may be a location in the office area or another location on campus. Class assignments will be given to a student placed on ISS. The parent will be notified and may be responsible for oversight during ISS.

Remainder-of-Day Release to Parent/Designee: The student will be released to the custody of the parent/designee for the duration of the school day.

Short Off-Campus Suspension: The building administrator may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short suspension. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. A Discipline Action form will be completed.

Long Off-Campus Suspension: In addition to a short suspension, the building administrator may recommend to the Board that a long suspension be imposed. The Board may impose suspensions exceeding 10 school days. The student and parent are informed of the districts due process procedures.

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Alternative Educational Placement Under certain circumstances, the district may reassign the student to an alternative educational program in place of long suspension, with or without the agreement of the student or parent.

If a student is assigned to an alternative placement program in place of long suspension, there is no right to a formal hearing on the incident.

Additionally, under Arizona law, the district may reassign to an alternative educational program any student who refuses to comply with rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Board.

Expulsion: Expulsion means the permanent withdrawal of the privilege of attending EDUPRIZE, LLC., unless the Board reinstates that privilege. Only the Board can expel a student. The student's parent will be notified in writing that expulsion is recommended. Notification will include instructions regarding due process procedures. Expulsion does not become effective until due process procedures have been completed.

Search/Seizure

Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

School employees may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

Search of Desks: The school is the owner and has control of student desks. School officials may inspect desks for cleanliness and order at any time without notice and without consent. Desks shall be searched without notice and without consent whenever reasonable suspicion exists that a law or school rule has been violated or that the health, safety or welfare of students/staff may be in danger.

Search of a Student's Person: A search of a student's person, bag or purse shall be undertaken if there are reasonable grounds to suspect that the student possesses a dangerous, prohibited or illegal substance or object or items that may interfere with school purposes and/or present a threat to people or property.

Tobacco/Alcohol

Tobacco & alcohol use by students, staff and all visitors is expressly forbidden:

1. Inside school buildings
2. Out on school grounds
3. In vehicles providing transportation to groups of children
4. Off campus at school sponsored events

Weapons/Threats

While only the board can expel a student, district policy requires that the director recommend the expulsion of any student using, displaying, possessing, or threatening use of any deadly weapon on district property or at district functions.

The EDUPRIZE Board has instituted the policy to ensure that all students feel safe, and are safe, at school. A threat is never a joking matter to the person receiving it. Therefore, any and all threats of violence will result in suspension, and serious situations will result in immediate police investigation and possible expulsion. NO threats will be tolerated.

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Children make inappropriate comments all the time. They are influenced by what they see and hear on television and by the modeling of adults. Our language is full of figures of speech such as "That kills me when..." It is **IMPERATIVE** that you discuss this issue with your child and stress that they never make comments that threaten the safety and well being of others.

When a special education student engages in misconduct that could result in suspension or expulsion, the district shall follow state and federal laws governing suspension and expulsion of special education students.

Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, the parent will be contacted by telephone or certified letter. Any action taken by law enforcement officers will be in addition to action taken by the school district.

Due Process

Relative to student discipline, due process means that school officials must follow certain notice and hearing procedures before a student can be suspended or expelled. In some situations, there are also procedures which students may follow if they do not agree with the school's actions. Hopefully, students will never be in a situation where due process procedures are needed.

If a student is faced with a possible suspension or expulsion, the appropriate due process procedure will be implemented. The following summary provides an overview to acquaint students and parents with the existing procedures:

Short Suspension: Short suspension is 10 school days or less. The notice and hearing required for a short suspension is more informal and abbreviated than for a long suspension or expulsion. There is no right to appeal a short suspension.

The building administrator has the authority to suspend a student for 10 school days or less. When a short suspension is the anticipated disciplinary action, an informal hearing between the building administrator, student and any other appropriate persons will be conducted. The building administrator will verbally inform the student of the alleged behavior that is considered a violation of the rules. The student will be given an opportunity to respond. If, after these procedures are completed, the building administrator decides that a short suspension is appropriate, the suspension will begin the next school day.

The building administrator shall notify the parent that a short suspension has been imposed before the student is excluded from the campus.

The building administrator may, in addition to imposing a short suspension, recommend that a long suspension be imposed. The short suspension will nevertheless take place.

The building administrator may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for short suspension shall be initiated.

Students/parents who disagree with disciplinary action taken by the administration may appeal the matter to the executive committee within 15 days of the decision. The executive committee shall respond within 15 days after receipt of the appeal.

Long Suspension: A long suspension is 11 school days or more. In addition to imposing a short suspension, the building administrator may recommend that a long suspension be imposed. The executive committee has the authority to impose a long suspension following appropriate due process.

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Notice shall be given the student and parent that the building administrator is recommending to the executive committee that the student be suspended for 11 days or more. The student and parent shall be given notice of applicable due process procedures.

Upon receiving a recommendation for long suspension, the director will contact the parent and schedule a meeting to discuss the situation in an informal setting. At that meeting, the executive committee will determine whether or not a long suspension should be imposed or, if applicable, whether the student should be assigned to an alternative educational program.

If the executive committee imposes a long suspension, the parent may request a formal hearing. A request for the formal hearing must be made to the executive committee within two working days after notification that long suspension has been imposed.

If a formal hearing is requested, an appointed hearing officer will hold the hearing at the district level. A long suspension shall take effect upon receipt of the hearing officer's decision, subject to appeal to the Board.

The parent and student shall be given written notice of the date, time and place for the hearing at least five working days prior to the hearing.

The hearing officer's decision may be appealed by sending a written notice of appeal to the board within five working days after receipt of the hearing officer's decision.

Expulsion: Expulsion means the permanent withdrawal of the privilege of attending the school, unless the Board reinstates that privilege.

Only the Board can expel a student. Expulsion shall take effect only after a formal hearing is held, and the Board has made a decision to expel. Threats against the school, its personnel or its students may be grounds for expulsion.

Written notice shall be sent to the student and parent that the administration has recommended that the student be expelled. The student and parent shall be given notice of applicable due process procedures, including the right to a hearing. Expulsion hearings shall be heard by the Board who shall hear the evidence, prepare a record and present a recommendation. The hearing procedure shall be closed to protect the privacy of the student unless the parent requests that it be open to the public.

The parent and any student subject to expulsion shall be given written notice of the date, time and place for the hearing at least five working days prior to the hearing.

The hearing officer's recommendation may be appealed by sending a written notice of appeal to the board within five working days after receipt of the hearing officer's decision.

Medical Information

Immunization Policy

Arizona law requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time.

With some exceptions, students subject to this requirement who lack documentary proof may not enroll until proof is provided. Students who have not provided complete paperwork after a period of 2 days, shall be placed back on the waiting list.

Illness/Injury

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If we cannot reach you in an emergency,

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we will call paramedics who may decide if an ambulance should be called. The cost of these services is the parent's responsibility.

Students who are ill or have a contagious condition (i.e. head lice) will be sent home immediately. Students with a fever should not attend and will be sent home.

Emergency Cards

We ask all parents to complete an Emergency Medical Referral card for each of their children annually. Tell us how to contact you or another responsible adult if your child becomes ill or is injured at school. List health problems, including allergies to food, medicine and insect stings. Please let us know if your address, home phone, business phone or emergency phone number changes during the school year.

Insurance

The district does not carry insurance for students' medical or dental costs. If students are injured during school activities parents are responsible for their child's insurance.

Medication Disbursement

Giving of medicine to students during school hours shall be restricted to necessary medication that cannot be given on an alternative schedule. Medicine administered by school officials must be accompanied by a label affixed by a pharmacy, physician or parent(s)/guardian in case of non-prescription medicines. In addition, a Medication Consent Form with written instructions must be signed by the parent and on file with school officials prior to any medication being administered. The Medication Consent Form is available in the school office and must include the following information:

- Child's name
- Name of medication
- Purpose of medication
- Time to be administered
- Dosage
- Possible side effects

P.E. Excuses

All students are expected to participate in physical education activities. If your child is to be excused from PE, a note from home is needed. Your child will attend PE but will be allowed to sit and observe.

Universal Precautions

EDUPRIZE will not exclude persons diagnosed with HIV from staff or student positions. Because of increases in the general population of HIV and other communicable diseases, EDUPRIZE has instituted "universal precautions" which are recommended by the Centers for Disease Control.

To safeguard students and staff, employees are instructed to regard all body fluids as potentially infectious, to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly and to report injuries to the nurse.

Students are instructed not to touch blood or body fluids and to seek adults for assistance.

For more information, call our school nurse.

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Parental Information

Enrollment/Withdrawal

Students must be officially enrolled through the school office before they can attend classes. Parents of kindergarten children must present verification of the date of birth of the child at the time of registration. All students new to EDUPRIZE must supply an immunization record and a copy of the child's birth certificate upon enrollment. Students' immunizations must be current or students will not be enrolled. When you are planning on withdrawing your child, the office must have at least one day's notice in order to prepare records. Student records will not be sent without the parent signature on our withdrawal form.

Student Records

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Parents, and students 18 years of age or older, have the following rights in connection with educational records:

1. To inspect and review the student's educational records.
2. To request an amendment of the student's educational records to ensure that the records are not inaccurate, misleading or in violation of student rights, including the right to a hearing, if necessary. To consent to disclosure of personally identifiable information contained in the student's educational record, except that information deemed "directory information" may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA.
3. To file complaints with the U.S. Department of Education.
4. To obtain a copy of Governing Board policy or Student Records, by requesting a copy from the director.

Student Retention

If the teacher thinks a child will benefit from additional time in the same grade level, you'll be involved in meetings with the teacher, the director/principal and other staff members. State law provides that the final promotion-retention decision may be made by the educational team. If you choose not to accept the team's decision, you may request in writing that the Board of Directors review the decision. Final decisions must be made by May 31, and appropriate signatures must be on file (Parent/Teacher Academic Contract).

Directory Information

Directory information may be released to the public unless the parent or eligible student gives written notice to the district that any or all such information should not be made public without prior consent. Any such notice must be given to the director within two weeks after receiving this handbook or after the student enrolls.

Directory information includes the following: name, address and telephone number; names of the parents; address and telephone number of the parents; class designation (grade, etc.); extracurricular participation; attendance dates; awards received; and photograph.

Be aware that directory information is used to compile such things as student telephone directories, athletic programs and yearbooks.

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News Media

During the school year, the news media occasionally will request to interview or photograph students participating in school activities. If you have concerns, and do not want your child photographed, interviewed or published, you must put your dated and signed objection in writing.

Life Fund

Our PTN (Parent Teacher Network) is a very active organization and assists the school in a variety of ways. They provide a plethora of extra-curricular activities throughout the year for the students. They are also an organization of volunteers who mean well and want all the children to be able to attend the field trips and special on campus activities that PTN schedules and provides. These are all extra-curricular and are over and above the EDUPRIZE curriculum. Our cover letter makes that clear to our parents. They then keep records of which children, in which classrooms, have prepaid for these field and extra-curricular experiences. It has helped them logistically to collect this fund with our intent to return forms so that they know which children will not be returning and which children will be returning to their same teacher in our classrooms.

Life Fund is a voluntary donation that is applied towards extracurricular activities. We are pleased to offer our students educational opportunities outside the classroom. This fund pays for field trips, chartered buses, special presenters, theatrical presentations, parent universities and escape school.

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Sample Documents

**THE FOLLOWING PAGES ARE SAMPLE DOCUMENTS ONLY.
Requests for usable documents can be made through the Office.**

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Disciplinary Action Form	19
School Calendar	20

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EDUPRIZE Absence/Tardy Policy

We feel this is a school of choice and excellence and if your child is not regularly in attendance it is not in the best interest of your child's education and the opportunity should be made available to another student on the waiting list.

After a child has accumulated either eight (8) absences or eight (8) tardies per semester, a note will be sent home to inform the parent of the student's status. If your child's absences from school are due to chronic or extended illness, please provide us with medical documentation from your doctor. Lack of submittal will cause a copy of your child's attendance record will be forwarded to the board for continued enrollment consideration.

I, the parent of _____, have read and acknowledge the absence/tardy policy of EDUPRIZE. I agree to abide by this policy and supply any necessary documentation and meet with the Board upon their request, should my child's tardies or absences become excessive as outlined above. I recognize that the purpose of this policy is to improve the quality of education for all students. I understand that should my child's tardies or absences exceed the stated limits, my child's enrollment status may be terminated.

Parent Signature

Date