

**EDUPRIZE SCHOOLS SECONDARY  
PARENT & STUDENT HANDBOOK**

**2016-2017**

July 13th, 2016

**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 project-based, multiple modality instruction, and a strong differentiated curriculum. Students will exceed grade level standards and grow to be global citizens in an academically rigorous environment where both leadership and collaboration are stressed. Students will acquire depth of knowledge and problem-solving skills through our interdisciplinary, thematic approach to applied learning. Students will excel in the Arts, and expand their minds through the use of innovative technologies and our science-based instruction. Through our Socratic method and 100% engagement, students will become effective communicators and leaders empowered to establish a sense of community, service to others, and a love of learning.

# TABLE OF CONTENTS

EDUPRIZE Vision:.....	1
EHS International Baccalaureate Mission Statement:.....	1
EDUPRIZE Mission.....	1
Open Enrollment.....	1
School Age.....	1
Equal Opportunity.....	2
Special Education .....	2
Reporting Child Abuse .....	2
Interviews .....	2
Faculty and Staff .....	2
Education and Career Action Plan (ECAP) .....	2
Assessment Policy.....	3
Assessment Practices.....	3
Formative Assessment.....	3
Summative Assessment.....	3
Formal Assessments .....	3
Homework .....	3
Grades.....	3
Weighted Grades .....	3
Grading Delineation:.....	4
Reporting Progress.....	4
Timelines and Deadlines .....	4
Academic Honesty Policy.....	4
Definition of Academic Honesty/Malpractice .....	4
Conventions for Citing and Acknowledging Original Authorship .....	4
Student Responsibility .....	5
Monitoring of Academic Honesty.....	5
Graduation Requirements .....	5
Honors Program Policy .....	5
Honors Program Expectations .....	5
Upon acceptance into the honors program, students are expected to:.....	6
Admission to Honors Program.....	6
Honors Program Admission Application.....	6

Attendance Policy ..... 6

Tardies..... 7

Absences ..... 7

Absence/Tardy ..... 7

Makeup Work – Missed Assignments ..... 7

Final Exam Policy..... 8

Transportation ..... 8

Carpool Information ..... 8

Lunch..... 8

Volunteers..... 8

Visitors ..... 9

Liability..... 9

Custody ..... 9

Teacher/Parent Communication ..... 9

Conferencing..... 9

Other Communication ..... 9

Student Code of Conduct Guidelines..... 9

Misbehavior ..... 10

Disciplinary – Policy/Actions..... 11

EDUPRIZE Severe Clause ..... 12

At Risk Students ..... 12

Suspensions..... 12

Search/Seizure ..... 12

Hallway Behaviors..... 12

A Guide to Disciplinary Actions..... 13

Off-Campus Behavior..... 13

Violation of a Local, State, or Federal Law ..... 13

EDUPRIZE SCHOOL-WIDE Behavior Plan-Secondary ..... 13

PROGRESSIVE DISCIPLINARY/CORRECTIVE PROCESS ..... 13

POSSIBLE DISCIPLINARY/CORRECTIVE ACTIONS..... 14

DISCIPLINARY ACTION - SUSPENSION AND EXPULSION ..... 14

VISITORS TO THE SCHOOLS..... 15

DUE PROCESS..... 15

BEHAVIORS THAT MAY RESULT IN STUDENT DISCIPLINE ..... 15

Absenteeism ..... 15

TARDY POLICY ..... 16

Alcohol, Use or Under the Influence of ..... 16

Assaults, Fighting and Intimidation..... 17

Bomb Threat/Possession, Sale or Use of Firearms or Explosives/Explosive Devices (Possession, Use, Distribution..... 17

Cell Phones and Electronic Devices ..... 17

Cheating/Plagiarism ..... 18

Closed Campus Policy (HIGH SCHOOL Students Only) ..... 19

Defiance of Authority..... 19

Dishonesty, Falsification, Lying/Deliberately Concealing the Truth/Creating a Falsehood ..... 19

Disorderly Conduct ..... 19

Disrespect ..... 19

Disruptive Behavior..... 20

Disruption to the Education Process of the School ..... 20

Dress or Appearance Violation / K-12 SCHOOL DRESS CODE..... 20

Dress & Grooming Code: ..... 20

  Tops:..... 20

  Shorts: ..... 20

  Skirts, Dresses, Jumpers, Shirts, Sports Wear: ..... 20

  Shoes:..... 20

  Belts: ..... 21

  Hats: ..... 21

  Miscellaneous: ..... 21

Drugs (Possession, Use, Distribution) ..... 21

Endangering the Health and Safety of Others ..... 21

Extortion ..... 21

Forgery ..... 22

Gambling ..... 22

Gangs..... 22

Guns/Firearms ..... 22

Harassment, Bullying, CYBER Bullying, and Hazing..... 22

Hate Crime ..... 23

Illegal Materials (Possession, Use, Distribution ): ..... 23

Intimidation..... 23

Insult/Verbal Abuse of a Faculty or Staff Member ..... 23

Knives (Possession, Use, Distribution)..... 23

Physical Altercation..... 24

Provoking Students..... 24

Public Display of Affection..... 24

Sexual Harassment..... 24

Technology Resources..... 24

Theft (Personal or School Property)..... 24

Threats/Threatening Act..... 25

Tobacco (Possession, Use, or Distribution)..... 25

Trespassing..... 25

Unauthorized Entry/Loitering..... 25

Vandalism, Littering and Destruction of Property..... 25

Verbal Altercation..... 26

Weapons Other Than Guns and Knives (Possession, Use, Distribution)..... 26

Disciplinary Policy/Actions..... 27

Student Management Guidelines..... 27

Credits..... 28

DUAL ENROLLMENT CREDIT OPTIONS..... 28

HIGH SCHOOL GRADUATION REQUIREMENTS..... 28

1 World History, 1 History of the Americas, .5 US Government, .5 Economics,..... 28

TRANSCRIPTS:..... 28

CREDIT RECOVERY:..... 28

Guidelines for the Policy of Student Promotion/Retention..... 29

INCOMPLETES..... 29

ATHLETIC or EXTRA-CURRICULAR PARTICIPATION GRADE REQUIREMENTS..... 29

Alternative Educational Placement:..... 29

EDUPRIZE Curriculum..... 30

Dress Code Policy..... 30

Special Education Students..... 31

Due Process..... 31

Medical Information..... 32

Immunization Policy..... 32

Illness/Injury..... 32

Emergency Cards..... 32

Insurance..... 32

Medication Disbursement..... 32

P.E. Excuses ..... 33

Universal Precautions ..... 33

Eagles Expo ..... 33

International Baccalaureate Assessments ..... 33

Earning the International Baccalaureate Diploma ..... 34

International Baccalaureate Inclusion Policy..... 34

Creativity, Activity, Service IB Programme (CAS) ..... 35

Parental Information ..... 35

Enrollment/Withdrawal ..... 35

Student Records..... 35

Responsible Use of Technology Agreement ..... 36

Cell Phone Policy ..... 36

Field Experiences and Special Experience Guidelines ..... 36

Extended Learning ..... 38

Extra-Curricular Program Choices..... 38

PROGRAMS/CLUBS – (7<sup>th</sup>-12<sup>th</sup> Grades) ..... 38

After-School Athletic Program ..... 38

Schedules Jr/Sr High School 2016-2017 ..... 39

High School Five-Year-Plan of Excellence ..... 40

Student Retention..... 41

Directory Information ..... 41

News Media ..... 41

Life Fund..... 41

Special Circumstance Applications for Optional Activities ..... 41

Sample Documents ..... 43

EDUPRIZE PARENT/STUDENT JR/SR HIGH SCHOOL HANDBOOK AGREEMENT ..... 44

EDUPRIZE SCHOOLS-Parent-Student Commitment..... 45

Request for Special Consideration for Student Attendance at Optional Activity ..... 45

## **EDUPRIZE Vision:**

- E** – 100% student **engagement** in our science and art-based program through hands-on learning
- D** – **Differentiation** to ensure gifted and talented needs of each child is met
- U** – **Unified community** where collaboration and cooperation are stressed
- P** – **Project-based** instruction provides transfer and application of learning
- R** – **Reteach** and enrich to mastery of content
- I** – **Innovation** through technological application, **inquiry** based and **interdisciplinary** thematic instruction
- Z** – **Zealous** celebration of Awards, Distinctions and Honors including Innovative School of the Year, A+/A rated excelling school, Accredited K-12, Best Science School, High Flyer, etc.
- E** – **Excellence** in education through multiple modalities that all students:
  - **Outperform** other student populations academically
  - Are **skilled** and immersed in the **arts**
  - Are experts in science and technology

## **EHS International Baccalaureate Mission Statement:**

The EHS EDUPRIZE mission is to provide educational excellence to our community of learners through the use of multiple modality instruction and a strong differentiated curriculum, and where academic rigor is the norm. Students will grow to be global citizens in an environment where both leadership and collaboration are stressed. Students will acquire knowledge and reasoning skills across disciplines through our interdisciplinary, thematic approach to applied learning, allowing them to communicate effectively in multiple disciplines and languages.

## **EDUPRIZE Mission**

The EDUPRIZE mission is to provide educational excellence to our community of learners through the use of project-based, multiple modality instruction, and a strong differentiated curriculum. Students will exceed grade level standards and grow to be global citizens in an academically rigorous environment where both leadership and collaboration are stressed. Students will acquire depth of knowledge and problem-solving skills through our interdisciplinary, thematic approach to applied learning. Students will excel in the Arts, and expand their minds through the use of innovative technologies and our science-based instruction. Through our Socratic method and 100% engagement, students will become effective communicators and leaders empowered to establish a sense of community, service to others, and a love of learning.

## **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 with the exception of kindergarten applications which are honored in order of receipt.

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. 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.

## **School Age**

A child must be 5 years of age before September 1 of the current year or meet the rigorous criteria established for early enrollment in order to enroll in kindergarten for that year.

First graders must be 6 years old by September 1 of the current school year in order to enroll in the first grade for that school 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.

## Special Education

### Free Appropriate Education (FAPE)

EDUPRIZE ensures that all children with disabilities of school age (5 and up) have the right to a free appropriate public education (FAPE), including children with disabilities who are advancing from grade to grade. FAPE shall also be provided to students who have been suspended or expelled from school in accordance with §§300.300(a) and 300.121(e).

### Child Find

EDUPRIZE ensures that all children with disabilities who are in need of special education and related services will be identified, located and evaluated (§300.125).

EDUPRIZE assures that a practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services. This policy shall apply to highly mobile children with disabilities and children that are suspected of being a child with a disability under §300.7 and in need of special education, even though they are advancing from grade to grade (§300.125).

Further Information can be found in the Special Education Policies and Procedures, here: <http://www.eduprizeschools.net/wp-content/uploads/2016/04/EDUPRIZE-Special-Education-Policies-and-Procedures.pdf>, and also at the front desk.

### 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 Arizona Department of Child Safety (DCS) 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 Arizona Department of Child Safety (DCS) 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 may 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 has hired highly-qualified, certified, master teachers. In addition, the high school faculty has been trained at International Baccalaureate workshops across the United States. EDUPRIZE educators continually engage in professional development throughout the year. Administration conducts frequent evaluations, and staff participates in Professional Learning Communities mentoring and coaching one another in terms of interdisciplinary curriculum and best practices. Most importantly, our EDUPRIZE faculty and staff are dedicated professionals who care deeply for their students and are committed to their success.

### Education and Career Action Plan (ECAP)

All students develop their individual prescriptive Four-Year-Plan of studies in order to prepare for their college of choice through our rigorous curriculum preparatory for the International Baccalaureate Diploma Programme or vocational/technical studies, and careers through EVIT. Important to note, EHS continues to collaborate with Rio Salado Community College in offering Dual Enrollment



options so students may earn college credits while attending our program. An Education and Career Action Plan (ECAP) for all JR/SR HIGH students is a reflection of their current plan of coursework, career aspirations, and extended learning opportunities. In consultation with their families, our Chancellor works with students to ensure that their individualized plan will meet graduation requirements, compliant to college readiness, and elective choices which will enrich individual unique talents.

## Assessment Policy

EDUPRIZE methodology and philosophy fully embraces mastery learning. We believe in a “Growth Mindset” where everyone can learn when given the appropriate opportunity and tools. Helping the student to be a self-directed learner is one of the goals of the school, and is the best strategy for promoting lifelong learning and success in his/her chosen career. In order to achieve this goal, teachers vary instructional methods, provide additional time-on-task, and additional practice as necessary to reteach concepts that students haven’t mastered. Ultimately learning is the responsibility of the student. EDUPRIZE provides the following support services to help students earn credit: regular assignments, teacher assistance, Ninth Hour study, corrective work, retake of assessments for mastery. Faculty and family support are both necessary to ensure each child’s success. If credit is NOT earned through these means, the student will need to recover credit through one of the four options available (See Credit Recovery Options).

EDUPRIZE is an A+ rated campus and the school-wide goal is to achieve a 95% attendance rate and have a 95% of students meet or exceed standards on state exams.

## Assessment Practices

The assessment practices used by our teachers include school-based, IB internal, IB external and state-based testing. School-based assessments such as series testing, weekly quizzes and project-based assignments are essential for student success and contribute to students’ report card marks. The report card mark is a combination of these quizzes, projects, homework and final assessments.

## Formative Assessment

Formative assessments are an ongoing process of assembling and interpreting student data to understand and prescribe future student instruction. This type of assessment allows students and teachers to reflect on student progress and allow extra practice and instruction which will enable students to improve their performance and be better prepared for summative assessments.

## Summative Assessment

Summative assessments represent a culmination of student performance, skill and understanding over a period of time. These are inclusive in quarterly and semester examinations, and state-based examinations. For 11-12 grades, IB mandated internal and external assessment and IB criterion descriptors will be used for assessing students’ performance according to those set out in each of the subject syllabi guides. Seventh and eighth grade students do not give finals attached to credits.

## Formal Assessments

EDUPRIZE follows all state mandated exams, and also administers in-house placement testing, as well as course exams. Junior high students taking 7<sup>th</sup> and 8<sup>th</sup> grade core courses will be required to take end-of-year, grade-level assessments in English Language Arts (ELA), mathematics, and science (8<sup>th</sup> grade AIMS). *The 7<sup>th</sup> and 8<sup>th</sup> grade ELA and mathematics testing will be done in-house.* **ELA and math teachers will provide beginning-of-year and end-of-year tests to measure student yearly growth.** Likewise, 7<sup>th</sup> - 12<sup>th</sup> grade students taking high school level core courses will be required to take *end-of-course state assessments* in mathematics, English language arts (ELA), and science. *Students will be required to pass the end-of-course state assessments for credit in any Math or English high school course.*

Special Education students are required to complete the course of study as prescribed in their Individual Education Plan (IEP).

## Homework

Homework may not be given as a penalty. It is intended to teach responsibility, allow additional skill practice and provide transfer of skills. Homework may include special assignments and/or unfinished class work.

## Grades

EDUPRIZE JR/SR High School’s primary forms of communication are through emails, student planners, Google classroom, and Jupiter Grades. Individual teacher emails are posted on the teacher bios after the Welcome Back Letter. Grades are posted and found at this Parent Portal website: <http://gilbertgradebook.eduprizeschools.net/familylink>. At the beginning of the school year, students will be given a password for access to the gradebook website.

## Weighted Grades

Student grades are determined by student performance in five areas. The weighted percentage varies by curriculum. Teacher syllabi should specify the percentage of weight for each of these areas.

**Performance-Based**- (Labs, demos, projects, application of targeted skills) -Range per curriculum 10%-40%

**Summative Testing-** (Finals, Unit tests, single sample not re-administered, IB-mandated internal & external assessments) -Range per curriculum 10%-20%

**Study Skills/Assignments-** (Daily work, class & homework assignments) - Range per curriculum 10%-30%

**Participation & Attendance-** (Attitude, effort, regular attendance, timeliness) -Range per curriculum 10%-20%

**Formative Testing-** (Unit tests, weekly to bimonthly quizzes, IB review assessments, re-taught, re-tested, replaced grades) - Range per curriculum 10%-30%

## Grading Delineation:

At EDUPRIZE we utilize the following scale for mastery, but teachers may grade on a curve, setting the highest score as total possible and creating a 90, 80, 70 scale normed to that raw score. The following percentages determine the grading in regular classes. A passing grade is D or higher. A grade of C is necessary for college recommendation.

## Reporting Progress

Teachers record grades on Jupiter Grades <http://gilbertgradebook.eduprizeschools.net/familylink> which provides students and parents daily access via the internet. Grades are updated on a weekly basis. Progress reports are printed out and given to students periodically throughout the term. Online grade reports, written and oral feedback are provided to affirm progress, evaluate achievement, diagnose areas of concern, and aid in accountability. Grades are processed and report cards are issued once a quarter. Semester grades consist of the two quarter grades and a final exam. Parent/Teacher Conferences are scheduled once a quarter, and/or as needed. Teachers will consult with parents on an individual basis as the need arises via emails, phone calls, etc.

PERCENTAGE	GRADE	GPA
90% - 100%	A	3.3 - 4.0
80% - 89%	B	2.3 - 3.29
70% - 79%	C	1.7 - 2.29
60% - 69%	D	1.0 - 1.69
0% - 59% or below	F	0.0

## Timelines and Deadlines

Students are required to submit formative and summative assignments on or before the due date. Formative assessment work submitted after the due date will receive escalating consequences depending on the assessment.

## Academic Honesty Policy

Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. EDUPRIZE High School believes that academic honesty is the responsibility of all members of the school community including teachers, parents, and students. Written communication can be a vulnerable subject due to plagiarism, and the academic honesty policy could be easily breached if students do not comprehend the policy's implications. Writing is an essential part of all IB and college course work readiness, and it is therefore, imperative for students to understand the nature of academic honesty. Students should not copy other students' work or use unapproved reference material when testing. Course credit and grades may be at risk if students are found to have not fully abided by our policy.

## Definition of Academic Honesty/Malpractice

Academic Honesty/malpractice is defined as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component. Malpractice includes:

*Plagiarism-* Knowingly submit the ideas or work of another person as the student's own

*Collusion-* Supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another

*Duplication of work-* presenting the same work for different assessment components and/or diploma requirements

*Any other behavior that gains an unfair advantage for a student*

Work submitted that does not meet the standards for academic honesty will not be assessed. Intentional academic dishonesty on any assessment will be reviewed by EDUPRIZE administration and the "IB" coordinator and dealt with appropriately.

## Conventions for Citing and Acknowledging Original Authorship

EDUPRIZE has adopted the Modern Language Association (MLA) referencing guide in all subject areas and requires that students cite the source(s) for references and utilize the MLA format in their essays and written work. See the MLA pages included in the 2015-2016 EHS Student Planner for detailed instruction. However, the adopted EDUPRIZE practice is to use the APA system with the science disciplines.

## Student Responsibility

Students are required to act and behave according to the guidelines outlined in the EDUPRIZE JR/SR High School's Parent/Student Handbook.

## Monitoring of Academic Honesty

If a student is suspected to have engaged in cheating, collusion, or plagiarism and breached the school's standards of academic honesty, the matter will be referred to the IB coordinator and/or the EDUPRIZE administration. The student will be informed of the concerns of the teacher and the matter will be investigated. The student has the right to reply to the allegation and discuss the matter with the program coordinator or the school administration.

## Graduation Requirements

In order to graduate from EDUPRIZE High School, students will need to earn credits in the following areas.

### EDUPRIZE HIGH SCHOOL GRADUATION REQUIREMENTS

Curriculum	IB Diploma Requirements	Academic+ Requirements	Academic Requirements
English	4	4	4
Math	4	4	4
Science	4	4	4
Social Studies	4	3	3
Theory of Knowledge	1	1	0
Foreign Language	2	2	1
Fine/Practical Arts	2	2	2
Technology	0.5	0.5	0.5
Electives	2.5	3.5	5.5
<b>Total</b>	<b>24 Credits</b>	<b>24 Credits</b>	<b>24 Credits</b>

## Honors Program Policy

Teachers in the honors programs grades 7-12 are committed to preparing students to achieve academic excellence that will ensure preparation for International Baccalaureate and rigorous college course work. . Honors options will be available for the following classes: ELA, Science, Social Studies, and Math. In grades 7-12, students will be placed at their appropriate math level. A weighted GPA will be available for students in high school programs.

EDUPRIZE JR/SR High School is involved in a quality educational program that provides students with the opportunity to reach their potential as inquiring, knowledgeable, compassionate and caring individuals. The program is an inclusive, holistic program designed to meet the needs of all learners. Students with special educational needs will be included to the fullest extent possible so that all can experience academic success. It is the policy of the EDUPRIZE School Board not to discriminate on the basis of age, sex, race, color, religion, national origin, or disability in its educational programs. The honors program in grades 7 and 8 will equip students with the necessary study skills to handle increase rigor and course work. The program in grade 9 and 10 will provide necessary scaffolding to complete an International Baccalaureate Diploma Programme in grades 11 and 12, and college course work.

## Honors Program Expectations

Students can expect that teachers will cover content at an accelerated pace with more depth and complexity within the content area as compared to a regular class section. Students with above average scholastic ability combined with a solid work ethic will do best in these classroom settings. Students are encouraged to enroll in honors courses on the basis of a variety of indicators:

- Completing all prerequisite classes with a grade of B or higher
- Standardized test scores (may be utilized)

- Teacher recommendation
- High academic achievement and intellectual ability
- Self-motivation and self-discipline
- Excellent writing skills
- An avid interest in reading
- Strong oral communication skills
- An ability to work independently and collaboratively
- Citizenship traits and regular attendance

### **Upon acceptance into the honors program, students are expected to:**

1. *Maintain A/B grades in all honors courses*
2. *Remain in the course(s) for the duration of the year. Student success is the goal, and students not succeeding in an honors class will be handled on an individual basis during the Quarter 1 - probationary period. At the conclusion of Quarter 1, teachers will fill out a teacher recommendation form and will review with parents at Quarter 1 Parent/Teacher Conference. Students may enroll in a regular course at this time if students are not meeting the honors program requirements.*
3. *Students earning a final grade lower than a "C" may not be allowed to move to the next honors class within that subject area.*
4. *Maintain high standards of academic integrity.*
5. *Attend class regularly. Excessive absences are grounds for removal from the course.*

### **Admission to Honors Program**

Students and parents will have to fill out an application and include a parent and current Teacher Input Form. The applications will be reviewed for acceptance by an Honors Committee comprised of teachers. Students, new to EDUPRIZE and students during the start of second semester may also apply to be included in the honors program during the second semester. The Honors Program Admission Form is posted below and available for parents to print off and complete the process, or the Honors Program Admission Form is also available at the front desk of building 3.

### **Honors Program Admission Application**

*(See Attachment)*

### **Attendance Policy**

#### **Attendance/Absentee/Credit Procedures**

Arizona law (ARS 15-802) states that it is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session. A child who is habitually truant or who has excessive absences may be adjudicated as an incorrigible child. Absences may be considered excessive when the number of absent days exceeds **ten percent** of the required attendance days prescribed (ARS 15-803).

The EDUPRIZE mission is to prepare students for college and career readiness. Therefore it is extremely important that the EDUPRIZE policy reflect the values and needs of not only our International Baccalaureate World Class School status but also esteemed colleges and potential employers. EDUPRIZE High School has implemented a more comprehensive attendance policy and track student attendance very closely.

- According to Arizona law, students are expected to attend at least 90 percent of class time in order to receive credit. Withholding of grades or credit can occur only if the student is **absent more than nine (9) excused or unexcused** days in a semester.
- If a student is absent more than **9 days per semester**, the status of the class may become an audit and their grades/credits can be withheld.
- 'Excused Absence' is recognized by the state as illness or family bereavement as the only legal excuse. However, EDUPRIZE is more flexible and will accept parent-excused reasons: medical or dental appointments, family illness, etc.
- **Parental excused, as well as unexcused absences, will count toward the limit of 9 absences per semester.**
- Prearranged school-related activities will NOT be counted as absences in implementing this policy.
- Any student entering the classroom AFTER the bell has rung, and who does NOT have a written excuse from a staff member or the administration, will be considered tardy. **If a student arrives more than 10 minutes after the bell rings it will be recorded as an absence.**
- Excessive absences may result in a truancy referral. Students with unexcused absences may warrant a report to AZ Dept. of Child Safety (DCS) for truancy.

- If a student is absent **10 consecutive school days**, his/her name will be automatically taken off our roll books unless a student has a prolonged illness, in which case parents must notify the school. Cases involving prolonged illness or unusual circumstances may be appealed to the school administration.

At 7:55 the warning bell sounds and students should go directly to their first hour class. Students should not be in the building prior to school without teacher approval and checking in at the front desk to receive a late pass. The JR/SR HIGH instructional day starts promptly at 8:00am. All students must be in their classroom seat prior to the start bell. Attendance will be taken by 8:05 and immediately sent to the front desk. Students who arrive to school or class after roll is taken must check in at the front desk to get a tardy pass. Attendance in grades 8-12 will be taken hourly and students have only 4 minutes passing periods between classes. Therefore, if students have special needs that may require additional time, students should receive a hall pass with need specified to provide to their following hour teacher.

## Tardies

Students are considered tardy if they are not in their designated classroom when the start bell rings. 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 when notified or signed in by a parent. All other tardies will be unexcused and can only be excused at the principal's discretion. Tardiness is not tolerated. Students with excessive tardies will be dealt with through normal behavior processes (i.e. student and parent conversations, principal referral).

Students who have an unexcused tardy will be assigned lunch detention during the same day or the following day for pm tardies. These students will report at lunch to the Responsible Center and will be required to eat lunch during period 5, with teacher approval. Should a student be tardy to classes held after lunch, they will be added to the following day's list.

## Absences

If a student is absent from school, parents are encouraged to call the night before or are to contact the school within 30 minutes of the student's start time but no later than 8:30am. This ensures that, for the safety of the student, his/her whereabouts are known. Excused absences are for illness, medical or dental appointments, or a family death or illness. Students with unexcused absences may warrant a report to Child Protective Services or a truancy officer. Parents will be notified if their child accumulates excessive tardies or absences (excused that exceed 5 unexcused or 8 excused) during any one semester.

Parents should contact the school if their child will be out of school for any period of time. If a student is absent 10 consecutive days, his/her name will be automatically taken off EDDUPRIZE roll books unless a student has a prolonged illness in which case parents must notify the school and may be required to produce evidence of illness or treatment. Perfect attendance is defined as a student not being absent from any period for the entire school year, whether or not those absences are excused or unexcused. Perfect attendance is recognized annually.

## Absence/Tardy

- At the time a student has eight (8) or more tardies or absences, parents may be required to submit a letter of explanation to the Board of Directors to a resolution of causal issues.
- Students who are tardy more than **10 minutes must be signed in by a parent at the front desk**. Prior notice by note or phone call is appreciated for students being picked up during the school day.
- Students **WILL NOT BE RELEASED** the last 15 minutes of the school day without making prior arrangements including providing a note to administration at the beginning of that day. Students must be signed out at the front desk by the parent or guardian before leaving. As required by law, attendance is kept by minutes. All absences must be recorded by the amount of time a student misses from the school day, and this may result in half-day absences.
- All absences will be considered unexcused unless a parent call or parent note is received stating the reason for absence. Daily attendance is expected and parents should not schedule family events in conflict with school days. Parents will receive a call from our attendance clerk for any absence that has not been reported. Excessive absences will result in possible lost credit for courses and a truancy referral.
- Parent of students who have 5 or more 1<sup>st</sup> our tardies will be notified by administration. They will be reminded of Board Policy, in which Parents may be required to submit a letter of proposed action at the 8<sup>th</sup> recorded tardy.
- Course credit may be withheld for 10 absences or 20 tardies per semester.

## Makeup Work – Missed Assignments

Excused absences require teachers to provide makeup work. Students who return the next day will have until the following day to turn in missed assignments. Students out 2 or more days will have the same number of days to complete and turn in missed assignments. Students must schedule with their teachers a time to take any assessments missed within a reasonable period (not to exceed the number of days missed).

## Final Exam Policy

Students in grades 9-12 must take a final exam during the last week of each semester during Quarter 2 and Quarter 4. Final exams will compose up to 20% of a student's final semester grade for the course. Final exams are not to be given early to students to maintain the integrity of the testing instrument.

In the event that a student will be absent during a final exam Quarter 2, they will be given an "incomplete" for the semester and will be required to arrange with the teachers to make up the missed finals during the first week back from break. In the event that a student does not make up the final exam, their semester grade will be calculated with a score of zero on the final exam. If a student misses the final exam during 4<sup>th</sup> quarter, they must make arrangements with the administrator and will have one week after the conclusion of school to make up the missed exams. They will need to come to the school during summer office hours and will have the exams proctored. In the event that a student does not make up the final exam, her/his semester grade will be calculated with a score of zero on the final exam.

Semester Finals Dates: Dec. 14 & 15 May 24 & 25

## Transportation

All parents have agreed to provide transportation to and from school. Driving and/or walking to and from school will not be allowed without completion of special liability release paperwork. It is the parent's responsibility to provide in writing others who may transport their student 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. Always have carpool card displayed on dash or visor so it is visible to all.
3. Students may be dropped off in designated areas 15 minutes before each start time when gates are unlocked, and supervision is provided.
4. Children must wait until you have pulled to the curb and stopped your vehicle before they approach your car. Never stop in the bypass lane. Always pull to the curb for safety reasons and to prevent blocking the flow of traffic.
5. Children should enter and exit the car only on the **curbside**.

## Lunch

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

Our catered lunch program at the Gilbert Campus is offered as a service to you. Please note below.

1. Lunches must be purchased in advance by check or cash at the front desk of building 1 or online. A lunch card will then be sent to your child's teacher.
2. Lunches are NOT available on an individual basis for daily cash purchase. Lunches will only be provided to the purchasers of pre-purchased tickets only.
3. Watch our website and your newsletter for prices for the daily selection (M-Th), pricing, and payment information.
4. No refunds are given for absences or missed lunches. We order the number of lunches pre-purchased and must pay for these.
5. Milk cards are available for students who are not purchasing lunch. Students may pre-purchase milk cards or purchase with cash at 40¢ per milk.
6. EDUPRIZE is not federally subsidized and does not offer a subsidized free and reduced program. The forms completed are for federal reporting purposes only.

## 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 experiences, and other activities as well as assisting in the classroom. Students' performance or special needs should be kept strictly confidential. All volunteers should check in at the front desk 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 students properly. Do not go into hallways or your child's room and wait for him/her 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 front desk, and the teacher will be notified 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 parents may not interrupt the educational process or teaching time.

Parent volunteers are to follow a dress code similar to that of our students. Dress in clothes that are modest and do not advertise/depict information that may disrupt the educational process.

Cell phones are to be turned to silent mode while volunteers are on campus. If a call needs to be taken, please step outside.

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 instructional time.

Visitors must check in at the front desk, leave their driver's license, and obtain a visitor pass.

## **Liability**

Students who steal, cut, deface or otherwise damage any school property will 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 affects 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**

### **Conferencing**

In person, formal Parent/Teacher conferences are required for the first and third quarters during the fifth or sixth week of that quarter. This is the time when teachers have the opportunity to talk with parents, evaluate progress in school, and prescribe special services. Parents or teachers are encouraged to meet during the second and fourth quarters, or as needed. Conference times are also scheduled for the second and fourth quarters, but parents may opt for a phone conference or no conference appointment.

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.

### **Other Communication**

If you need to contact your child's teacher, please feel free to e-mail or phone. On non-weekends, teachers should respond within 24 hours and plan to meet with you if needed. Please respect the time of our teachers by refraining from dropping in and expecting them to meet with you.

## **Student Code of Conduct Guidelines**

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 10<sup>th</sup> 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. 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 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. Damaged materials must be paid for before the end of each year.

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.
9. See that school documents and correspondence to parents reach home. Education required 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.

## Misbehavior

Students at EDUPRIZE have the right to a quality education free from unnecessary disruption and distractions. 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 cases. We will not tolerate misbehavior or disrespect. We want parents to know that school rules are designed to protect all students and that those who choose to break the rules are treated firmly, but respectfully and appropriately. Additionally, school personnel will work with students to help them learn from inappropriate behaviors and provide them with tools to make better choices in future situations.

Students and parents agree to abide by the policies as specified in this document and understand that noncompliance may result in a change of the child's enrollment status. Examples of inappropriate conduct that is subject to disciplinary action including possible suspension or expulsion are:

- |   |                                 |
|---|---------------------------------|
| 1. disorderly conduct   | device possession               |
| 2. fighting   | 24. inappropriate use of        |
| 3. bullying behaviors   | technology                      |
| 4. threats (written or illustrated violent depictions)          | 25. public display of affection |
| 5. dress standards violation                                    |                                 |
| 6. verbal abuse and/or profanity                                |                                 |
| 7. cheating   |                                 |
| 8. lying  |                                 |
| 9. theft  |                                 |
| 10. trespassing   |                                 |
| 11. abusive behavior  |                                 |
| 12. forgery   |                                 |
| 12. gambling  |                                 |
| 13. non-prescription or illegal drug possession or use          |                                 |
| 14. destruction or defacement of school property                |                                 |
| 15. discrimination/harassment                                   |                                 |
| 16. use of an object to inflict bodily injury to self or others |                                 |
| 17. physical assault  |                                 |
| 18. truancy   |                                 |
| 19. sexual harassment   |                                 |
| 20. arson   |                                 |
| 21. tobacco possession or use                                   |                                 |
| 22. alcohol possession or use                                   |                                 |
| 23. firearm/weapon/explosive                                    |                                 |



## **Disciplinary – Policy/Actions**

Whenever Arizona State Law requires school officials to contact law enforcement, they will be contacted. Specifically, law enforcement will be contacted in cases involving:

- 1.) **Serious criminal/physical threat incidents** Threats of any type of violence will result in a negative disciplinary consequence. The consequence will be decided on a case by case basis by the principal, dean of students, or designee, but will usually include suspension and a consultation with the school counselor. Serious situations will involve immediate police investigation and recommendation for expulsion.
- 2.) **Possession of illegal drugs**
- 3.) **Possession of firearms, deadly weapons, or explosive devices** EDUPRIZE will not tolerate the possession of weapons of any kind. Any student using, displaying or knowingly carrying or possessing a firearm, deadly weapon, or explosive device on district property will be immediately suspended and shall be subject to expulsion.

### **Progressive Disciplinary/Corrective Process**

Depending upon the behavior of the student, one or more of the following actions may be taken by the administrator:

1. Informal Talk
2. Timeout
3. Discipline conference with student
4. Restriction of privileges
5. Informal discipline conference with parent and teacher and/or principal or designee
6. Formal discipline conference with parent and

principal or designee

7. Restitution
8. Remainder-of-day Suspension removal
9. In-school suspension
10. Short off-campus suspension
11. Long off-campus suspension
12. Expulsion

- **Informal Talk:** A teacher or an aide will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.
- **Timeout:** Timeout is when a teacher or an aide isolates the student to a location away from his/her classmates. This is usually another class.
- **Discipline Conference with Student:** A conference is held with the student, the Principal, Chancellor, or, 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.
- **Restriction of Privileges:** Inappropriate behavior may result in a restriction of a student's privilege to participate in lunch with classmates, lunch recess, or specific special activities. A designated location with supervision will be provided for students to complete any given assignments. Limited time will be provided to complete lunch in an agreed setting. The parent may be notified.
- **Informal Discipline Conference with Parent and Teacher and/or Principal or Chancellor:** The classroom teacher may request a conference with the parent to discuss inappropriate behavior. During the conference a behavior or academic plan will be developed to assist the student with his or her behavior.
- **Formal Discipline Conference with Parent and Principal or Chancellor:** The parent is asked to attend a conference with the student, Principal or Chancellor, and possibly other school personnel to develop a plan for changing the student's inappropriate behavior and specify next consequences should further behavior issues occur. The parent and student will receive a written copy of the Discipline Action Form which documents the plan, and administrator records the conference in Administration Log.
- **Restitution (Liability under Arizona law):** Parents will be liable for damage to school property done by their children. Community/School service.
- **Remainder-of-Day Suspension/Removal to Parent/Designee:** The student will be released to the custody of the parent/designee for the duration of the school day. Parents agree to pick their child up within 30 minutes after being called by school personnel. Students may be suspended for individual severe behaviors or for multiple misbehaviors. Repeated inappropriate behaviors will generally result in a progression of disciplinary measures. The sequence will typically be:
  - Restriction of privileges
  - In-school suspension
  - Out-of-school suspension for one day
  - Short out-of-school suspension for 3, 5, or 9 days

- Long off-campus suspension for 10 or more days
- Expulsion recommendation to the Board of Directors

## EDUPRIZE Severe Clause

EDUPRIZE severe clause is invoked with: Documented weapons, physical violence, vandalism, threats, sexting, sexual harassment, drugs, alcohol, and illegal substances.

**Consequences:** Students will have OSS (Out-of-School Suspension).

## At Risk Students

Students who are a threat to self, including self-mutilation, and/or suicide attempts are considered at risk. They will be dealt with immediately because these behaviors may create a disturbance to the educational environment and are certainly a risk to the student.

Consequences may include:

- OSS (Out-of-Schools suspension)– ½ times their grade level suspension (i.e. 10<sup>th</sup> grader is out for 5 days)
- Work will be provided
- Parent must provide proof of Mental Health service sought
- DPS contacted if parents do NOT provide services

## Suspensions

- A. **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. . A Discipline Action Form will be completed.
- B. **Short Off-Campus Suspension:** The principal, Dean of Students, or designee has the authority to suspend a student for nine school days or less. When a short suspension is anticipated, a disciplinary action meeting with the principal, Dean, or designee, student, and any other appropriate persons will be conducted. The principal, assistant principal, or designee 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. A *Discipline Action Form* will be completed. If, after these procedures are completed, the principal, dean of students, or designee decides that a short suspension is appropriate, the suspension will begin the next school day. The principal, dean of students, or designee will notify the parent that a short suspension has been imposed before the student is excluded from the campus. There is no right to appeal a short suspension.
- C. **Out-of-School Suspension:** When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. Parents will be notified immediately. The principal, dean of students, or designee may recommend that a long suspension be imposed in addition to imposing a short suspension. The short suspension will nevertheless take place.
- D. **Long Off-Campus Suspension:** In addition to a short suspension, the principal or Dean of Students may recommend to the Board that a long suspension be imposed. The Board may impose suspensions exceeding ten school days.
- E. **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. Additionally, under Arizona law, the district may reassign any student to an alternative educational program 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. 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.
- F. **Expulsion:** Expulsion means the permanent withdrawal of the privilege of attending EDUPRIZE. Only the Board can expel a student.

## 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.

## Hallway Behaviors

All 8th, 9th, 10th, and 11th grade students change classes simultaneously eight times per day. In order to minimize hallway crowding and timely class attendance, these behaviors are imperative:

- Students should walk directly from class to class toward the right side of the hallways and should always be courteous.
- Students should not stop or congregate in the hallways between classes
- Students should follow the directions of teachers who are stationed in the hallways to ensure safe movement

Teachers often stand outside of their classroom doors supervising during the student transition. Students should wait quietly outside lining up near the door if waiting for the previous classroom to exit before entering the classroom. **Passing time is only 4 minutes. Students will be considered tardy if they are not in their seats before the second bell rings!**

## **A Guide to Disciplinary Actions**

### **DISCIPLINARY POLICY**

All students at EDUPRIZE SCHOOLS have the right to a quality education free from unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school/campus environment free from behavioral problems. EDUPRIZE has set these guidelines to promote consistency in all cases, and the entire school community (parents, students, school personnel and community members) share in the responsibility for maintenance of a positive campus climate. The administration, teaching staff and other school personnel have the responsibility to determine when a student's behavior is inappropriate and disruptive or in violation of school rules/regulations or policy. When a student's behavior is inappropriate and disruptive or in violation of school rules/regulations or policy, school personnel will work with students to help them learn from inappropriate behavior and to provide them with tools to make better choices in future situation and will follow school guidelines for applying consequences.

### **Off-Campus Behavior**

**A.R.S. § 15-843 requires the governing board of this district to prescribe rules for the discipline, suspension and expulsion of pupils, and those rules shall include procedures for dealing with pupils who have committed or who are believed to have committed a crime.** This statute does not include any limitation that a student's crime need be committed on-campus for the student to be subject to discipline, suspension, or expulsion. See Op. Atty. Gen. No. 189-096. AG Opinion I89-096 on A.R.S 15-843 "makes **no distinction as to the location of a crime** a pupil committed or is believed to have committed". Thus, our district holds authority to discipline students whose presence in school is considered to be a threat to the well-being of other students or such conduct that interferes with the health, and safety of other students.

### **Violation of a Local, State, or Federal Law**

In addition to school rules/regulations or policy, a student shall not violate any Federal, State, or local Law. A.R.S. 15-341 **requires schools and school employees to report to local law enforcement any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses threat of death or serious physical injury to employees, students or anyone on school property. A.R.S. 13-3620 requires school employees who reasonably believe that a minor has been the victim of child abuse, physical injury, or neglect to immediately make a report to law enforcement or Child Protective Services.**

**Abuse of a teacher or other school employee while performing official duties is a criminal violation of Arizona Law A.R.S. 15-507**

### **EDUPRIZE SCHOOL-WIDE Behavior Plan-Secondary**

**Level 1 is a verbal warning** –Students will be given a kind verbal warning when breaking a rule, “Joe, please sit down and begin working,” is an example of such. If the student does not comply, move to the student and remind him/her that if she/he doesn't comply, that incident will be documented as a Level 1 offense – Teacher Records in Google Docs

**Level 2 verbal warning – self-reflection sheet** –After a Level 1 verbal warning, a student who does NOT comply with the request should be approached and privately reminded that it will result in a Level 2, and the behavior documented again. TEACHER RECORDS THE BEHAVIOR IN GOOGLE DOCS, and send the student to the back of the room to complete the reflection form. The reflection form is sent to the administration which reviews and records behavior patterns.

**Level 3 Student is sent to ISS for 30 minutes** – If student continues to misbehave, TEACHER RECORDS in GOOGLE DOCS AND PRINCIPAL/DEAN ARE CONTACTED. Administration will escort the student to a buddy classroom for 30 minutes to fill out 2<sup>nd</sup> self-reflection sheet. Admin will email Parents and explicitly record the event in Schoolmaster Behavior Log. Student is assigned Lunch Detention at the Responsibility Center for that day or the following day if offense is in the afternoon.

**Level 4 Administration–Student in ISS for the remainder of the day**, or ISS for the following day- If student continues to misbehave, Administration will be notified and the student will be escorted to ISS. Student may complete work with administration approval. TEACHER RECORDS BEHAVIOR IN GOOGLE DOCS, and student is responsible for any missed course work and should check with teachers of missed periods for work to complete at home.

### **PROGRESSIVE DISCIPLINARY/CORRECTIVE PROCESS**

The Principal, Dean, or designee will notify the parent that a short-term suspension has been imposed before the student is excluded from the campus. There is no right to appeal a short-term suspension. The Principal, Dean, or designee will record the short-term suspension in the student's Schoolmaster Behavior Log. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. Parents will be notified immediately and parents agree to pick-up within 30 minutes of call.

Students involved in inappropriate behavior are subject to certain disciplinary actions. Depending upon the behavior of the student, one or more of the following actions may be taken by school administration. Misconduct may also result in suspension or loss of the privilege of participation in extracurricular activities, or more severe consequences (i.e. enrollment status consideration).

## **POSSIBLE DISCIPLINARY/CORRECTIVE ACTIONS**

**A. Teacher/Student Conference:** For appropriate violations, the teacher will talk to the student to try and reach an agreement on how a student should behave. This conference is to be documented in the event that there is further disruption or problems created by the student.

**B. Teacher/Parent Conference:** When the Teacher/Student conference proves to be ineffective; the teacher will contact the parent.

**C. Administrative Referral/Conference:** When a student is referred to the administration for disciplinary action, an administrative referral conference will be held. The student will be given the opportunity to tell his/her side of the incident. This conference occurs when the student's conduct interferes with the educational process, and the rights of others, or is contrary to school policy or regulations. The discipline policy, procedure and infraction will be reviewed with the student at this time, as well as the assignment of a consequence.

**D. No Early Release:** At the discretion of administrators, students grades K to 8<sup>th</sup> may be assigned to No Early Release for one or more days for specified infractions. It takes the place of suspension and gives the student the opportunity to remain in class for instruction and serve his/her consequence after school.

**E. Community/School Service:** Activities coordinated by the school which will provide opportunities for learning through active involvement in addressing community or school needs or services may be assigned by administration as alternatives to other disciplinary options.

**F. Lunch Detention:** At the discretion of teachers or administrators, students may be assigned to Lunch Detention. This means that a student will miss the opportunity to go to recess and eat lunch in the cafeteria with his/her class. A designated location with supervision will be provided for students to eat lunch and complete any given assignments.

**G. Suspension from Extra-Curricular Activities:** A student's privilege to participate in or attend any extra-curricular activities and school sponsored events may be suspended for a specified time. This will apply to both on campus and off campus activities.

**H. Short-Term Suspension:** Following an administrative conference, a student may be suspended up to nine (9) days depending upon the infraction. Suspension will be off-campus and students may not visit campus or participate in extracurricular activities. Students will be allowed to make up all class work. **The student might also be referred to the District Hearing Officer for a discipline hearing.**

**I. In School Suspension (ISS).** Students in grades 7-12 may be assigned to ISS during the day in lieu of short term suspension.

**J. Long-Term Suspension:** A formal hearing will be conducted for suspension exceeding nine (9) days which may be imposed by the Superintendent or District Hearing Officer in lieu of expulsion. During suspension, students are not permitted on district property or at district functions.

**K. Expulsion:** Expulsion means the permanent withdrawal of the privilege of attending EDUPRIZE. Conduct which requires a formal hearing in front of a district hearing officer. Only the School Board has the right to expel a student and will determine such after receiving the administrator's recommendation A.R.S. 15-341, 15-342, 15-343. A parent has a right to appeal the administrator's recommendation directly to the School Board.

**L. Police Notification: Police may be notified for specific infractions that may be in violation of the criminal code. Law enforcement officials have the right to interview students without a parent, guardian, or administrator present.**

### **M. 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. Additionally, under Arizona law, the district may reassign any student to an alternative educational program 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. If a student is assigned to an alternative placement program in place of long suspension, there no right to a formal hearing on the incident.

### **N. special Education Students**

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.

## **DISCIPLINARY ACTION - SUSPENSION AND EXPULSION**

### **SUSPENSION:**

Define Suspension: "Suspension" means the temporary withdrawal of the privilege of attending school for a specific period of time. The policy of EDUPRIZE Schools, which relates to student suspension, is in accordance with Arizona Revised Statute 15-843 which reads in part "...the authority to suspend a pupil from school is vested in the superintendent, principal or other school officials granted this power by the Governing Board of the school district. During suspensions students are not permitted on district property or at district functions."

### **EXPULSION:**

Define Expulsion: "Expulsion" means the permanent withdrawal of the privilege of attending school unless the School Board reinstates the privilege. Expulsion of a student from a district school is a discretionary power of the School Board under the provision of A.R.S.

15-341, 15-342, and 15-843. **The Board alone has the authority to exercise the power of expulsion of a student from the schools. The Principal or Dean of Students has the authority to recommend expulsion to the Board.**

## **INTERVIEWS AND SEARCHES**

**Interviews:** EDUPRIZE's goals are to protect and observe the legal rights of students, to deal with students in matters of discipline in a just and constructive manner, and to provide for the safety, health, and welfare of students. **Officials may question students regarding matters incident to school without limitation. Law enforcement officials or police may interview a student without a school official present and without parent contact if law enforcement deems it necessary.**

**Searches:** District property such as lockers, desks, storage areas, etc., may be inspected by school personnel at any time, with or without reason, or with or without notice and without permission of the student or his/her parent or guardian. The administration may approve the search and seizure of property when there is reason to believe that a law or school rule has been violated or some material or matter is detrimental to the health, safety, or welfare of students.

## **VISITORS TO THE SCHOOLS**

No person may enter onto school premises, including a classroom or other school activity, without checking in with the office and receiving a visitor's pass. During school hours, visitors must wear a visitor's pass which is recognizable by school staff members.

## **DUE PROCESS**

Any student who is involved in disciplinary action is entitled to due process. A student whose behavior is alleged to be in violation of the school's rules may be referred to the administration. In every such incident a written report/referral specifying the violation must be prepared by the person initiating the referral. The student will be informed of the charges against him/her. He/she will then have the opportunity to respond verbally to these charges. The administration will then waive or assign the appropriate penalty as established by the discipline policy.

## **BEHAVIORS THAT MAY RESULT IN STUDENT DISCIPLINE**

Displayed below is a guide to the probable disciplinary measures that may be taken in the event of student misbehavior. **Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action.**

The actual discipline determined for a given violation will be based upon consideration of a variety of factors, which will include, but are not necessarily limited to, the following elements: the age of the student; the frequency, type, and magnitude of previous misbehaviors by the student; aggravating circumstances associated with the incident; the relative severity of the event; whether the student's behavior violated civil or criminal laws; the degree to which the incident interferes with the educational process; the extent of endangerment to the student, other persons, and property created by the event; special intellectual, psychological, emotional, environmental, and physical characteristics of the student; the student's attitude concerning the event; and the expressed intent concerning the student's own future behavior.

## **Absenteeism**

The right and privilege of attending EDUPRIZE carries with it certain responsibilities on the part of both the parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular school attendance.

Students, ideally, should remain in school. Only when absolutely necessary should they be absent, as much of the classroom activity cannot be duplicated or repeated. Regular attendance is the key to much of the success a student may gain from his/her school program.

### **Definition of Absences:**

A student is considered absent if he/she is not present in his/her assigned classroom during the time he/she is assigned. A student not in his/her assigned class 10 minutes after the tardy bell is considered absent. According to A.R.S. 15-803, absences may be considered excessive when the number of absent days **exceeds ten percent** of the number of required attendance days as prescribed in A.R.S. 15-802.B.1. After 10 consecutive absences, the student will be withdrawn, unless a serious medical condition documented by a medical doctor is filed with the school. Excused absences are subject to approval by the PRINCIPAL. However, the parent must notify the school concerning the absence.

### **Absences shall be considered excused when they result from:**

1. Personal illness, verified by a note **signed by the parent or guardian** or a telephone message from the parent or guardian.
2. Doctor or dental appointment, **verified** with an appointment slip or note.
3. Serious family illness or bereavement, verified by parental **contact or note**.

- The student is absent due to a **prearranged event** whereby the parent/guardian notified the school office of the date/time of the absence and **school administration approves the absence**. An excessive amount of prearranged absences during a school year, however, could result in a student being placed on an attendance contract.
- Court appearances.

**Unexcused Absences:**

Absences due to truancy/ditching will be considered unexcused.

**Procedure for Reporting Absences:**

- Prior notification is always best, however, documentation must be provided **within 24 hours** of a student’s return to class. Failure to verify an absence within one school day will result in the absence remaining unexcused. An administrator may accept a documented absence (excused) for an unforeseen circumstance if presented within 72 hours.
- Parents/guardians are required to call the school or provide notes to explain absences.

**Make Up Work from Absences:**

- Students returning from an excused absence will have an amount of time equal to the number of days absent to make up work assigned during the absence.
- It will be the student's responsibility to see his/her teachers about arrangements to make up missed work and assignments immediately upon returning to school.
- Each ditch/truancy represents an unexcused absence.

**Absence Without Permission/Truancy (Ditching)**

A.R.S. 15-803 defines “truancy” to mean an unexcused absence for at least one class period during the day. All students must check out through the office. “Habitually truant” means a student who is truant for at least five school days within a school year. A student who is habitually truant or who has excessive absences may be adjudicated incorrigible. Students in grades nine (9) through twelve (12) who are absent for more than ten (10) instructional days during a given quarter class may not be able to earn credit toward their high school graduation in that class.

	<b>Consequence Range</b>
	Conference - Referral to Justice Court – Referral to Board for Enrollment Consideration - Suspension
1 <sup>st</sup> offense	Conference to ISS – Parent contact
2 <sup>nd</sup> offense	2 days ISS – Parent Contact
3 <sup>rd</sup> offense	3 – 7 days ISS–notifications sent home, parent conference and attendance contract, and/or schedule Board/Justice Court hearing date

**TARDY POLICY**

**Tardies are viewed as a disruption to the classroom environment.** Coming late not only deprives the tardy student of full time learning but also disrupts the education of others. Students are expected to be in their seat and ready to learn by the end of the tardy bell.

**Definition of TARDY:** Tardiness is lateness to class.

**K-8 School’s TARDY CONSEQUENCES**

Three *tardies* per quarter in a particular class may result in a one day after school detention/ISS, referral per class.

**High School’s TARDY CONSEQUENCES**

<b>Occurrence</b>	<b>Range of Minimum Disciplines</b>	<b>Range of Maximum Disciplines</b>
	Warning Letter	ISS – Board Hearing/Court
1 <sup>to</sup> 4 tardies	Warning letter; Lunch Bunch	ISS/notifications sent home/attendance contract
Subsequent	ISS	Short-term suspension/Board hearing/or referral to Court

**Alcohol, Use or Under the Influence of**

(Liquor law; possession, use, distribution and sale) The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol; this would include being intoxicated at school, school–sponsored events and on school–sponsored transportation.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Disciplines</b>
	Suspension - Expulsion
1 <sup>st</sup> offense	Short term suspension; behavior contract and possible referral to Board

2 <sup>nd</sup> offense	9 days suspension; referral to Board for enrollment consideration
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### Arson

Any attempt to start or promote the continuation of any fire or explosion is prohibited; knowingly and unlawfully damaging school personal property by fire or explosion.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 <sup>st</sup> offense	9 days suspension; referral to Board for enrollment consideration, agency reporting

### Assaults, Fighting and Intimidation

Hostile encounters where physical contact may or may not occur, provocative arguing, verbal disagreement, and inducing fear by intimidation, either physically or verbally, are considered to be violations. Punching another individual, or any other violent physical or verbal attack so as to do or to threaten violence to another is considered an assault. A physical attack or fight includes an actual and intentional touching or striking of another person against her or her will or the intentional causing of bodily harm to an individual. This includes situations in which one person or group of persons physically attacks or “beats up on” another person who does not wish to engage in the conflict.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 <sup>st</sup> offense	Up to short term suspension; behavior contract
2 <sup>nd</sup> offense	Short term suspension; possible referral to Board for enrollment consideration
3 <sup>rd</sup> offense	Up to 9 day suspension; referral to Board for enrollment consideration

### Bomb Threat/Possession, Sale or Use of Firearms or Explosives/Explosive Devices (Possession, Use, Distribution)

The possession of fireworks of any variety or any explosive device is prohibited at school or school activities. Any variety of fireworks or explosive device detonated, or caused to be detonated, on campus or at school activities is prohibited. Any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes bombs, firecrackers, grenades, mines, rockets, missiles, pipe bombs, or similar devices that explode and are capable of causing bodily harm or property damage.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 <sup>st</sup> offense	9 days suspension; referral to Board for enrollment consideration, agency reporting

### Cell Phones and Electronic Devices

#### NO CELL PHONES OR ELECTRONIC DEVICES MAY BE USED DURING SCHOOL DAY

Cell phone use is permitted only during teacher-approved classroom activities. If a cell phone or electronic device, without authorization by the teacher, is seen on or heard by a teacher or staff member during the school day, the teacher or staff member may confiscate the phone/device and turn it over to the school office or principal. Confiscated cell phones and electronic devices will be returned according to the guidelines listed below. If students choose to bring a cell phone or electronic device to school, it must be turned off during the school day. Parents may call the school office if they need to contact their child during class time. The school/district is not liable for lost, stolen, damaged, cell phones or electronic devices regardless of the nature of damage.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 <sup>st</sup> offense	Phone or electronic device taken away. Student may pick it up after school
2 <sup>nd</sup> offense	Phone or electronic device taken away. Parents need to pick up device; ISS
3 <sup>rd</sup> offense	Loss of privilege to carry cell phone or electronic device/Up to short term suspension

**Sexting** - A.R.S § 8-309 Unlawful transmission or possession of explicit sexual material by minors is illegal: “It is unlawful for a juvenile to intentionally or knowingly use an electronic communication device to transmit or display a visual depiction of a minor that depicts explicit sexual material”. Use or possession of a visual depiction of a minor that depicts sexual material and is transmitted to another student(s) may be a CLASS 2 MISDEMEANOR

Students' individual rights (Amendment IV) are balanced by administrators' responsibility to protect the health, safety and welfare of all students and staff. Administrators 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, without first contacting the parent.

In the event administrators have reasonable suspicion that a school rule or law has been violated, phone searches may be conducted with student and parent consent. However, the students' lack of cooperation may result in losing the privilege of having the electronic device on campus for a period of time or the rest of the school year as determined by the administrator.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Disciplines</b> Suspension - Expulsion
1 <sup>st</sup> offense	Up to short term suspension; behavior contract ; contact authorities; referral to Board
2 <sup>nd</sup> offense	Short term suspension; behavior contract; contact authorities; referral to Board
3 <sup>rd</sup> offense	Up to 9 day suspension; contact authorities; referral to Board

**TAKING PICTURES WITH CELL PHONES AND ELECTRONIC DEVICES IS STRICTLY PROHIBITED.**

Use of cell phones and electronic devices to photograph, film, videotape, or digitally record another person on school property or at school events without authorization by a teacher or administrator is prohibited. If a student is found taking photographs in violation of this rule, the device used may be confiscated and a disciplinary consequence will follow. Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, or sexually suggestive is prohibited.

<b>Occurrence</b>	<b>Range of Minimum to Maximum Disciplines</b> Suspension - Expulsion
1 <sup>st</sup> offense	Up to short term suspension; behavior contract; referral to Board
2 <sup>nd</sup> offense	Short term suspension; referral to Board
3 <sup>rd</sup> offense	Up to 9 day suspension; referral to Board

If personal electronic devices belonging to students are lost or stolen, LIMITED school personnel time will be used to conduct searches or investigate the incident. The school is not liable for lost, stolen, or damaged cell phones/electronic devices.

**IF A STUDENT IS CAUGHT CHEATING USING AN ELECTRONIC DEVICE, HE/SHE WILL LOSE THE PRIVILEGE OF HAVING THE ELECTRONIC DEVICE AT SCHOOL FOR ONE SEMESTER.**

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Suspension – Confiscation of Device
1 <sup>st</sup> offense	Confiscate the electronic device, parent/guardian will pick up the device; short term suspension
2 <sup>nd</sup> offense	Up to short term suspension; confiscate electronic device; lose privilege of having it for the rest of the grading quarter; parent will pick up the device
3 <sup>rd</sup> offense	Student will lose the privilege of having electronic device at school for the rest of the semester or school year; short term suspension; parent will pick up the device

**Cheating/Plagiarism**

Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the internet, use of a cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way will render that submitted work/ test invalid.

**IF A STUDENT IS CAUGHT CHEATING DURING A STATE TEST OR FINAL EXAM, CONSEQUENCES MAY INCLUDE SUSPENSION**

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Teacher Resolution - Suspension
1 <sup>st</sup> offense	Failing grade on assignment; ISS; short term suspension
2 <sup>nd</sup> offense	Drop from class with an F; suspension



## Closed Campus Policy (HIGH SCHOOL Students Only)

No student is allowed to leave the EDUPRIZE high school campus during the school day without an Early Dismissal Slip from the office. Students who are injured or ill must report to the office or to the nurse and are not permitted to leave campus until a school official has made contact with their parent or guardian. The parking lot is off limits during school hours without proper authorization. Early dismissal slips will be issued by the office based upon the following conditions:

- A written note from a parent or guardian that has been approved by high school administration.
- Telephone contact with parent or guardian authorizing the absence.
- Court appearances – office must have a copy of court documents.
- Other conditions approved by the administration.

Students leaving campus without permission will be considered truant, even if parent permission is obtained after-the-fact.

## Defiance of Authority

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules; more severe than disrespect: Defiance may be verbal, symbolic or physical. Confronting with resistance or challenging the authority of school officials; failure to comply with a reasonable request by school officials constitutes insubordination or unwillingness to submit to the authority of school officials.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Expulsion
1 <sup>st</sup> offense	Up to short term suspension; community service
2 <sup>nd</sup> offense	Up to short term suspension; community service
3 <sup>rd</sup> offense	Up to 9 days suspension; referral to Board

## Dishonesty, Falsification, Lying/Deliberately Concealing the Truth/Creating a Falsehood

Attempt by the student to conceal from school officials or deliberately distort facts in order to mislead or give a false impression.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 <sup>st</sup> offense	Conference; up to short term suspension/ISS; community service
2 <sup>nd</sup> offense	Up to short term suspension/ISS; community service
3 <sup>rd</sup> offense	Up to 9 days suspension; referral to Board

## Disorderly Conduct

A.R.S. 13-2904 prohibits conduct where, with intent to disturb peace or quiet, a person (1) engages in fighting, violent or seriously disruptive behavior; (2) makes unreasonable noise, or; (3) uses abusive language or gestures to a person in a manner likely to provoke immediate physical retaliation.

**The act of being involved in behavior which disrupts the educational process of other students on the campus, or disregarding the suggestions and corrective efforts of the teacher or other school personnel.** This includes swearing and vulgar language/behavior. Law enforcement may be contacted if the disorderly conduct occurs to a degree which violates other students' or school employees' rights to a peaceful environment.

Occurrence	Range of Minimum and Maximum Disciplines Conference – Board Referral
1 <sup>st</sup> offense	Conference; ISS: community service to Short Term Suspension
2 <sup>nd</sup> offense	Up to short term suspension; community service
3 <sup>rd</sup> offense	Up to 9 days suspension; referral to Hearing Officer

## Disrespect

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.

Occurrence	Range of Minimum and Maximum Disciplines Conference – Board Referral
1 <sup>st</sup> offense	ISS Up to short term suspension; community service
2 <sup>nd</sup> offense	Up to short term suspension; community service

3 <sup>rd</sup> offense	Behavior contract; up to 9 days suspension; referral to Board
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## Disruptive Behavior

A.R.S. 13-2911 and A.R.S. 15-841 (1) interference with or disruption of the normal operations of an educational institution by threatening to cause physical injury or property damage; (2) interfering with the lawful use of school property; or (3) refusal to obey an order of Superintendent/designee to leave the property of the educational institution.

Occurrence	Range of Minimum and Maximum Disciplines Conference and Suspension - Expulsion
1 <sup>st</sup> offense	ISS, Conference; up to short term suspension
2 <sup>nd</sup> offense	Up to short term suspension; community service
3 <sup>rd</sup> offense	Up to short term suspension; referral to Board

## Disruption to the Education Process of the School

A student shall not engage, or attempt to engage in any **conduct that is reasonably likely to disrupt, or that does disrupt, distract or inhibit the instructional process and/or normal functioning process or activity of the school.** Offenses would include, but not be limited to: unnecessarily setting off fire alarms, bomb threats/written threats, actions that cause cessation of instructional activities, inciting to riot, disruption caused by laser pointers, or other mischievous behavior. Students are not permitted to sell any item on campus without prior permission of a school administrator.

Occurrence	Range of Minimum and Maximum Disciplines Conference and Suspension - Expulsion
1 <sup>st</sup> offense	Conference; ISS; up to short term suspension
2 <sup>nd</sup> offense	Up to short term suspension; community service
3 <sup>rd</sup> offense	Up to 9 day suspension; referral to Board

## Dress or Appearance Violation / K-12 SCHOOL DRESS CODE

**Dressing in a manner that may result in a distraction or disruption** of a safe environment is considered inappropriate. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol on clothing or accessories are prohibited. Students should realize that brief and revealing clothing are not appropriate in school. The following is a general guide that may be used in helping the student select appropriate clothing. Ultimately, administration/staff will determine the appropriateness of a student's apparel and is responsible to direct the student to correct the violation.

### Dress & Grooming Code:

#### Tops:

- Tops that reveal bra straps, cleavage, bare midriiffs or bare backs will not be allowed.
- Tops may not be see-through or torn.
- No tube or halter tops.
- No strapless tops.
- Straps must be at least 2 inches wide to be worn. No spaghetti straps.
- Tops must have both shoulder straps.

#### Pants:

- Pants must be pulled up, worn at the waist, with no undergarments exposed the entire school day.
- Pants may not be worn low-hung across or below the hips.
- Students cannot wear excessively baggy or sagging pants.
- May not have holes, rips or tears especially in the buttocks or other private areas.

#### Shorts:

- Must be fitted at the waist and conceal all undergarments.
- Must be at a reasonable and modest length, (at least to the end of his/her fingertips with arms fully extended).
- Excessively short shorts are not acceptable even if tights are worn underneath them.

#### Skirts, Dresses, Jumpers, Shirts, Sports Wear:

- Must be worn at a reasonable and modest length (at least fingertip length)
- No strapless dresses.

#### Shoes:

- No bedroom slippers.
- No shoes that could cause injury to another student (such as shoes with spiked heels/toes).

- Footwear must be worn at all times.
- No excessive platform shoes.

**Belts:**

- Must be worn at the waist to keep pants up at the proper level.
- Must be appropriate size, buckled, and worn through belt loops.
- Excessive length of belt must be pulled through belt loops.

**Hats:**

- No hats, caps or hoods can be worn during class by boys or girls.
- No hair nets, bandanas, doo rags or wave caps may be worn or displayed.

**Miscellaneous:**

- No attire or accessories with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol or tobacco shall be worn.
- Torn or radically altered clothing is not permitted.
- The school reserves the right to restrict clothing if it has become a symbol for gangs in the community and/or surrounding areas.
- Gang related symbols or insignias on books, caps, belongings or apparel are not allowed.
- No pajamas.
- No slips or camisoles can be worn as dresses or tops.
- Styles of hair/dress/appearance which adversely affect the educational process will not be tolerated.
- Facial jewelry such as lip piercings, ear discs, and/or tattoos.
- No wallet chains are allowed.
- No rings/bracelets/collars/jewelry with spikes are allowed.
- No exceedingly long studded belts.
- No attire or adornments disruptive to the educational environment.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 <sup>st</sup> offense	Sent to office to call parent to get another outfit
2 <sup>nd</sup> offense	ISS; up to short term suspension; community service
3 <sup>rd</sup> offense	Up to short term suspension

**Drugs (Possession, Use, Distribution)**

**Includes, but not limited to drug possession, sale, use, distribution, being under the influence, drug paraphernalia, and imitations of illegal drugs.** The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, narcotic substance or imitation drug will be treated as a drug violation. This includes off-campus use and being under the influence at school, on district property, at a school function, and on school-sponsored transportation. “Drugs” shall include but are not limited to: all dangerous controlled substances prohibited by law, imitation drugs, any prescription or over-the-counter drug, hallucinogenic substances and inhalants, except those for which permission to use in school has been granted pursuant to Board policy.

Occurrence	Range of Minimum and Maximum Disciplines Suspension - Expulsion
1 <sup>st</sup> offense	9 days suspension; referral to Board

**Endangering the Health and Safety of Others**

Any variety of behavioral activities which would or could endanger the safety, welfare or property of others or the school district; acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. **This may include knowingly and willingly withholding information that leads to such situations.**

Occurrence	Range of Minimum and Maximum Disciplines Suspension - Expulsion
1 <sup>st</sup> offense	ISS; behavior contract; community service; up to short term suspension
2 <sup>nd</sup> offense	Up to 9 days suspension; referral to Board

**Extortion**

Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Suspension - Expulsion
1 <sup>st</sup> offense	ISS; behavior contract; community service; up to short term suspension
2 <sup>nd</sup> offense	9 days suspension and referral to Board

## Forgery

Writing and using the signature or initials of another person.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Conference - Suspension
1 <sup>st</sup> offense	Community service; up to short term suspension
2 <sup>nd</sup> offense	Up to short term suspension
3 <sup>rd</sup> offense	Up to long term suspension

## Gambling

Playing games for money or property, or betting on uncertain outcomes is prohibited. The use of dice for such purposes is strictly prohibited.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Conference - Suspension
1 <sup>st</sup> offense	Conference; ISS; up to short term suspension
2 <sup>nd</sup> offense	Up to short term suspension
3 <sup>rd</sup> offense	Up to 9 day suspension

## Gangs

An ongoing loosely or highly organized association of three or more persons, whether formal or informal, which has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior. The behavior may include: gang related art, notes or letters promoting or addressing gang loyalty, and graffiti.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Conference - Police Report - Expulsion
1 <sup>st</sup> offense	Up to 9 days ISS/OSS; behavior contract; and gang affiliation report
2 <sup>nd</sup> offense	9 days suspension and referral to Board

## Guns/Firearms

Any weapon or simulated weapon designed to expel a projectile by an explosive used to inflict bodily harm when used on campus or during school sponsored activities in a manner such as to cause injury or to intimidate others. Typical instruments are defined, but not limited to: rifles, pistols, pellet guns, BB guns, "air soft" or any other propelled weapon, or similar weapons. May be real or simulated; may be operable or inoperable, loaded or unloaded.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Suspension - Expulsion
1 <sup>st</sup> offense	Up to 9 days suspension and referral to Board

## Harassment, Bullying, CYBER Bullying, and Hazing

Harassment, bullying and hazing of a person is prohibited. Harassment and bullying mean **physical or psychological abuse of another person** by means of verbal or physical threats, intimidation, insults or other aggressive behavior in any form including electronically, and include abuse based upon race, ethnicity, gender, religion or disability. Hazing means forcing a person to risk or suffer physical or mental harm or degradation to join or remain in an organization. **Also, insults and attacks via e-mail, text messaging or Internet social networks which substantially hinder another student's health, safety, welfare, right to attend school or participate in school activities constitute harassment and bullying.** Internet communications that cause problems between students on campus will be dealt with as a serious student discipline matter. See Off-Campus Behavior on p.1 or A.R.S. §15-843

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Suspension - Expulsion
1 <sup>st</sup> offense	Up to 9 days suspension; behavior contract
2 <sup>nd</sup> offense	9 days suspension and referral to Board

## **Hate Crime**

A criminal offense or threat against a person, property or society that is motivated, in whole or part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Suspension - Expulsion
1 <sup>st</sup> offense	Up to 9 days suspension; behavior contract
2 <sup>nd</sup> offense	9 days of suspension and referral to Board

## **Illegal Materials (Possession, Use, Distribution ):**

If a properly conducted search yields illegal or contraband materials, such materials shall be turned over to the proper authorities.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Conference and: Suspension-Expulsion
1 <sup>st</sup> offense	Confiscate the Illegal contraband and up to short term suspension
2 <sup>nd</sup> offense	9 days suspension and referral to Board

## **Intimidation**

To frighten, compel, or deter by actual or implied threats. Deliberately intimidating students or staff members by violence, verbal or physical threats. This also includes racial and sexual insults and harassment.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Conference and Suspension-Expulsion
1 <sup>st</sup> offense	Conference; ISS; up to short term suspension
2 <sup>nd</sup> offense	9 days suspension and referral to Board

## **Insult/Verbal Abuse of a Faculty or Staff Member**

Profanity, swearing and/or use of vulgar language, either directed to an individual or non-directed. Threats-Verbal/Physical Abuse A.R.S. 15-507. Insult or abuse of a student or any school official, including all teachers, clerical staff, custodians, and bus drivers, is considered a Class 3 misdemeanor.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Conference – Suspension - Expulsion
1 <sup>st</sup> offense	Conference; ISS; community service up to short term suspension
2 <sup>nd</sup> offense	Up to short term suspension
3 <sup>rd</sup> offense	Up to 9 day suspension; referral to Board

## **Knives (Possession, Use, Distribution)**

Any instrument possessed or used to inflict bodily harm or intimidate a person. May be operable or inoperable.

<b>Occurrence</b>	<b>Range of Minimum and Maximum Disciplines</b> Suspension - Expulsion
1 <sup>st</sup> offense	Up to 9 days suspension and referral to Board

## Physical Altercation

Pushing, shoving, tussles, minor confrontations. Does not rise to the level of fighting or assault.

Occurrence	Range of Minimum and Maximum Disciplines
	Conference - Suspension
1 <sup>st</sup> offense	Conference; ISS; behavior contract; community service up to short term suspension
2 <sup>nd</sup> offense	Up to short term suspension
3 <sup>rd</sup> offense	Up to 9 day suspension and referral to Board

## Provoking Students

Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written, electronic, or physical cues.

Occurrence	Range of Minimum and Maximum Disciplines
	Conference - Expulsion
1 <sup>st</sup> offense	Conference; ISS; behavior contract; community service up to short term suspension
2 <sup>nd</sup> offense	Up to short term suspension
3 <sup>rd</sup> offense	Up to 9 day suspension and referral to Board

## Public Display of Affection

Any intimate physical contact in school or at any school related activity, on-site or off-site.

Occurrence	Range of Minimum and Maximum Disciplines
	Conference – Suspension - Expulsion
1 <sup>st</sup> offense	Conference; ISS; community service; up to short term suspension
2 <sup>nd</sup> offense	ISS; short term suspension
3 <sup>rd</sup> offense	Short term suspension; referral to Board

## Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, sexting, verbal or physical conduct of a sexual nature is prohibited. If a student believes he/she, or another student, has been subjected to sexual harassment, the student should report the behavior to a school administrator immediately.

Occurrence	Range of Minimum and Maximum Disciplines
	Conference – Suspension - Expulsion
1 <sup>st</sup> offense	Conference; ISS; up to short term suspension
2 <sup>nd</sup> offense	9 days suspension and referral to Board

## Technology Resources

EDUPRIZE network (including but not limited to Internet, computers, laptops, printers, etc.) is to allow students to conduct school business or activities. Tampering or “hacking” any EDUPRIZE resources is prohibited. Intentional damage or misuse of network will not be tolerated. Sharing passwords or logging in for someone else is prohibited. Intentional creation or spreading of computer viruses will not be tolerated. Use of chat rooms, messaging or websites without explicit teacher approval is prohibited.

Occurrence	Range of Minimum and Maximum Disciplines
	Conference – Suspension - Expulsion
1 <sup>st</sup> offense	Conference; ISS; up to short term suspension; restitution for damages
2 <sup>nd</sup> offense	ISS; short term suspension; restitution for damages
3 <sup>rd</sup> offense	Short term suspension; 9 day suspension pending a hearing; restitution for damages

## Theft (Personal or School Property)

The unlawful taking, carrying, leaving or riding away with property of another person *without threat, violence, or bodily harm*. This also includes possession or sale or attempted sale of another’s property. Any personal property including instruments (music,

electronic, etc.) or other materials for classroom use brought onto campus is at the risk of the owner. The school is not responsible for personal property brought onto EDUPRIZE K-8 or high school campuses. **Personal belongings could include, but are not limited to: wallets, purses, backpacks, electronic devices such as cell phones, I pods, MP3 players, CD players, etc.**

**If a student loses or reports personal property as stolen, schools are not financially responsible. School administrators will make limited attempts to locate students' personal property.**

Occurrence	Range of Minimum and Maximum Disciplines
	Restitution and: Suspension-Expulsion
1 <sup>st</sup> offense	Restitution and; behavior contract; up to short term suspension; police involvement
2 <sup>nd</sup> offense	Restitution and: 9 days suspension pending referral to Board; police involvement

### Threats/Threatening Act

Intimidation or threatening physical harm, harassing another person, is considered threatening. Threats - verbal/physical abuse, insult or abuse of a teacher is a class 3 misdemeanor pursuant to A.R.S. 15-507.

Occurrence	Range of Minimum and Maximum Disciplines
	Suspension-Expulsion
1 <sup>st</sup> offense	Up to short term suspension; police involvement
2 <sup>nd</sup> offense	Up to 9 days suspension pending referral to Board; police involvement

### Tobacco (Possession, Use, or Distribution)

A.R.S. 15-341 The possession of cigarettes, tobacco products, matches or cigarette lighters, and/or the lighting or smoking of cigarettes or other tobacco products, and the chewing of tobacco is prohibited at school or any school sponsored activity or while on any school sponsored transportation vehicle.

Occurrence	Range of Minimum and Maximum Disciplines
	Conference - Expulsion
1 <sup>st</sup> offense	Law enforcement intervention; to short term suspension; up to expulsion

### Trespassing

The unauthorized presence of any student on a campus other than his/her own. If a student is suspended off campus for disciplinary reasons he/she is prohibited from being on his/her campus during the suspension. If the student refuses to leave upon request, it is a violation of state law.

Occurrence	Range of Minimum and Maximum Disciplines
	Conference - Suspension
1 <sup>st</sup> offense	Conference; ISS; up to official notice of trespass
2 <sup>nd</sup> offense	9 day suspension; referral to Board

### Unauthorized Entry/Loitering

Knowingly and/or willingly being in an area that is prohibited or not authorized by a staff member; any attempt to or entry into any unauthorized fenced area, building, or student locker.

Occurrence	Range of Minimum and Maximum Disciplines
	Restitution – Suspension - Expulsion
1 <sup>st</sup> offense	Conference; restitution; ISS; community service
2 <sup>nd</sup> offense	ISS; up to short term suspension
3 <sup>rd</sup> offense	9 days suspension and referral to Board

### Vandalism, Littering and Destruction of Property

The willful or malicious damage or destruction, defacing, or otherwise damaging in any way personal property without consent. This includes bombing, arson, graffiti, **computer hacking** and other acts that cause property or personal damage.

Occurrence	Range of Minimum and Maximum Disciplines
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	Restitution and: Suspension-Expulsion
1 <sup>st</sup> offense	Restitution; up to short term suspension or loss of technology privileges
2 <sup>nd</sup> offense	Up to 9 day suspension; referral to Hearing Officer

### Verbal Altercation

Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 <sup>st</sup> offense	Conference, ISS; community service; behavior contract; up to short term suspension
2 <sup>nd</sup> offense	Up to short term suspension
3 <sup>rd</sup> offense	9 day suspension and referral to Board

### Weapons Other Than Guns and Knives (Possession, Use, Distribution)

Any dangerous instrument possessed or used to inflict harm or intimidate a person. This includes Chinese stars, chains, ice picks, brass knuckles, etc. May be real or simulated. May be operable or inoperable.

Occurrence	Range of Minimum and Maximum Disciplines Suspension - Expulsion
1 <sup>st</sup> offense	Up to 9 days suspension and referral to Board



## Disciplinary Policy/Actions

Students and parents agree to abide by the policies as specified in this document and understand that noncompliance may result in a change of the child's enrollment status.

## Student Management Guidelines

To protect the rights of all our students, it's important that parents and students understand the consequences of misbehavior. EDUPRIZE has set these guidelines to promote consistency in discipline in all cases. We will not tolerate misbehavior or disrespect. 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. Additionally, school personnel will work with students to help them learn from inappropriate behaviors and to provide them with tools to make better choices in future situations.

Examples of inappropriate conduct that is subject to immediate disciplinary action including possible suspension or expulsion are:

1. disorderly conduct
2. fighting
3. bullying / cyber bullying
4. threats (written or illustrated violent depictions)
5. dress standards violation
6. verbal abuse and/or profanity
7. cheating
8. lying
9. theft
10. trespassing
11. abusive behavior
12. forgery
12. gambling
13. non-prescription or illegal drug possession or use
14. destruction or defacement of school property
15. discrimination/harassment
16. use of an object to inflict bodily injury to self or others
17. physical assault
18. truancy
19. sexual harassment
20. arson
21. tobacco possession or use
22. alcohol possession or use
23. firearm/weapon/explosive device possession
24. inappropriate use of technology

**Whenever Arizona State Law requires school officials to contact law enforcement and/or the state's education agency, they will be contacted. Specifically, law enforcement will be contacted in cases involving:**

- **Serious criminal/physical threat incidents** Threats of any type of violence will result in a negative disciplinary consequence. The consequence will be decided on a case by **case** basis by the principal, dean, or designee, but will usually include suspension and a consultation with the school psychologist. Serious situations will involve immediate police investigation and recommendation for expulsion.
- **Possession of illegal drugs**
- **Possession of firearms, deadly weapons, laser devices, or explosive devices** EDUPRIZE will not tolerate the possession of weapons of any kind. Any student using, displaying or knowingly carrying or possessing a firearm, deadly weapon, or explosive device on district property will be immediately suspended and shall be subject to expulsion.

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Parent Signature

Date

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Student Signature

Date

### Restitution (Liability under Arizona law):

Parents may be liable for damage to school property done by their children.

## Credits

### COURSE CREDIT:

One unit of credit is granted to students who receive a passing grade (non-failing) in a course that meets for one period during the entire academic year. One-half unit of credit is granted to students who receive a passing grade in a one-semester course. Students successfully completing the requirements for an honors or IB course will receive additional points towards class rank in addition to the prescribed credit for the course. High school math and foreign language courses taken in 7<sup>th</sup> and 8<sup>th</sup> grade may be placed on the student's high school transcripts but will not count towards fulfilling course credits for high school graduation requirements.

## DUAL ENROLLMENT CREDIT OPTIONS

EDUPRIZE and Rio Salado Community College provide opportunities to our juniors and seniors for dual credit options. Dual Enrollment must be paid at parent expense for select courses for which students receive simultaneous High School and College credit. Students may earn an AGACK degree which gives them an automatic acceptance into ASU. EDUPRIZE is collaborating with Rio Salado to provide dual enrollment options within core content areas and in the arts. Costs of dual credit are the responsibility of the parent and are paid directly to Rio Salado.

Credits needed for High School Grade-Level Status & Promotion	
• Grade 9 to 10-	6.5 credits
• Grade 10 to 11-	13 credits
• Grade 11 to 12	19 credits (Students must complete at least 12 credits to participate in EVIT their junior year.)
• Grade 12 to graduation-	24 credits

## HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate from EDUPRIZEE High School, students will need to earn credits in the following areas:

Credits	Subjects	Considerations
4	English Language Arts	
4	Mathematics	2 at State Standardized Test proficiency, (Algebra, Geometry) 2 beyond
4	Science	1 Life Science minimum, 1 Physical Science minimum
3	Social Studies	1 World History, 1 History of the Americas, .5 US Government, .5 Economics,
1	Second Language	(two years of foreign language required for university acceptance)
2	Fine or Practical Arts	
1	Theory of Knowledge (TOK)	
5	Electives	
5	Computer/Geographic Information Systems (GIS)	
<b>24</b>	<b>Total</b>	

## TRANSCRIPTS:

Transcripts will reflect honors designation and weight for honors and future IB courses (once authorized) completed. Honors and IB courses will be weighted with an additional .25 factor.

## CREDIT RECOVERY:

Students will have 4 options to regain credits lost. They may make up the lost course credit by participating in:

- 1) **Instructor, Mastery, Performance Approval (Within 90 days of year-end)**
- 2) **Credit recovery course offered by others**
- 3) **Attend summer school offered by others**
- 4) **Retake the course the following year at EDUPRIZE**

If a student qualifies, he/she will have the opportunity to recover credits not earned during the previous semester/school year by making up the course during the following semester/school year. If the course option does not fit into the student's following year schedule, they must regain course credit by participating in the first two options above. A fee may be attached to cover program costs.

# Guidelines for the Policy of Student Promotion/Retention

## PLACEMENT CONTINUATION:

Students should maintain at least a grade of C at the semester in an IB course to maintain likelihood of achieving an acceptable mark. We highly encourage our students to maintain at least a B in Honors classes. Earning a D or F at the quarter puts a student on probation for the semester. Further participation in the current and/or next honors or IB course within the IB Group will be at the teacher's discretion if the semester grade is below a C.

### 1. GUIDELINES FOR THE PROMOTION/RETENTION OF STUDENTS WITH IEPs:

Students must have their progress reviewed quarterly by the IEP team to determine whether they have successfully met their academic goals. Promotion and retention will be based on this review.

### 2. GUIDELINES FOR THE PROMOTION/RETENTION OF ENGLISH LANGUAGE LEARNERS (ELL) STUDENTS:

Students may not be retained in a grade based solely on their lack of English Language Proficiency. All correspondence to parents/guardians concerning failures and/or retentions must be in the students' primary/home language. ELL students must have progress monitoring and be proficiency tested per statutes.

### 3. GUIDELINES FOR 7<sup>th</sup> and 8<sup>th</sup> GRADE PROMOTION/RETENTION POLICY

EDUPRIZE High School requires that students in our regular academic program be able to demonstrate average or above competency in all classes in order to achieve an academic promotion to the next grade level. Students must maintain a minimum of 2.0 cumulative GPA for the school year in all classes. In addition, a student who has more than one failing grade per semester in core classes may be recommended for retention. Core classes include English Language Arts, Math, Science, and Social Studies. If a 7<sup>th</sup> or 8<sup>th</sup> grade student does NOT meet these guidelines, he/she may be promoted to the next grade level on a qualified, case-by-case basis pending approval of the administrative team. 8<sup>th</sup> grade students who receive a qualified promotion may not be able to participate in the 8<sup>th</sup> grade promotion ceremony. If parents choose not to accept the team's decision they may request in writing, that the governing board review the decision. Final decisions must be made by May 15, and appropriate signature must be on file. – *Parent/teacher Academic Contract Form.*

For students enrolled in Special Education or 504 Programs, competencies will be based on decisions by the IEP/504 team determining whether students have successfully met their academic goals.

### 4. ACADEMIC PROBATION

Any student receiving a **D (any grade in the 60's) or an F (below 60) will be placed on Academic Probation.** Those students on Academic Probation are required to attend 9<sup>th</sup> hour during the week to receive additional instruction until their grades have improved. Conferences with teacher, student, and parent will also be highly recommended, and if need be Chancellor/Administration brought into the dialogue. All Athletic Programs and Extra-curricular activities will be suspended until the students improve their grades.

## INCOMPLETES

If students are 'missing assignments' and have a **D** or **below** at the end of the quarter, they will earn an *incomplete grade*. Students whose quarter or semester grades are recorded as incomplete have **one week** or upon returning back from breaks to make up the work missed, except under extenuating circumstances. Anything outstanding at the end of two weeks, or at the end of break, or the time designated by the teacher will be counted as a zero in computing the final grade.

## ATHLETIC or EXTRA-CURRICULAR PARTICIPATION GRADE REQUIREMENTS

Students must have a **C average or better in every class** to be able to participate in interscholastic sporting or extra-curricular events. Students who have less than a C average in any subject will not be permitted to participate until their grade point average improves. Parent/teacher/student conference is recommended. Students will be assigned 9<sup>th</sup> hour for assistance and time to bring up the grade.

## 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. Additionally, under Arizona law, the district may reassign any student to an alternative educational program 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. 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.

# EDUPRIZE Curriculum

## Subject Curriculum Components

Every subject area has an over-arching framework guiding the year's curriculum which includes:

- Units of study aligned to Common Core Standards
- National and State Standards (accessible on-line Google Docs)
- Utilization of multiple modalities, "Big Ideas," essential questions, high order thinking strategies
- EDUPRIZE's commitment to differentiation which allows instruction for all students at their instructional level and with accommodations as needed
- Department teams collaborate across the curriculum through projects-based studies utilizing the International Baccalaureate lens of global mindedness, learner profile, and ways of knowing to ensure a depth and connection of interdisciplinary studies.

## Holt McDougal Mathematics

Holt is the primary text used in math at EDUPRIZE in grades 6-9 (Course 1 – Algebra). Eureka math will be used as a supplemental text to refine process and mathematical strategies. Geometry, algebra 2, Algebra 3, and IB math studies are using Oxford and various other publishers/developers.

## English Language Arts/Writing

Lucy Calkins materials with focus on embedded ELA/Social Studies writing process and through interdisciplinary content are used in grade 7. Grades 8<sup>th</sup>-12<sup>th</sup> use the Study Sync curriculum for ELA which contains embedded writing, science, social studies, and literature resources. IB Extended Essay is offered for our IB 12<sup>th</sup> grade students.

## Social Studies

History Alive, Geography Alive, Econ Alive, etc. provide on line resources, at home activities, hands-on games, etc. iCivics provides additional rich resources for US government. Several other textbooks are available with the IB text for Study of the Americas.

## Science

Grade 7 with a focus on earth science, ecosystems and astrology using Explorer series. Grade 8 has a focus on biological sciences and also use the Explorer Series textbooks. Freshmen participate in Conceptual Physics Hewitt's Conceptual Physics. Sophomores are offered Chemistry including full lab instruction and processes through Modeling Chemistry. Juniors and seniors complete advanced Biological Studies through Oxford IB Accompaniment Programs and Campbell Biology. Robotics and Engineering are also provided to 7<sup>th</sup>-12<sup>th</sup> grades.

## Dress Code Policy

Dressing in a manner that may result in a distraction or disruption of a safe environment is considered inappropriate. JR/SR HIGH EDUPRIZE dress standards state students' dress and/or grooming may not:

1. Present a risk to the health, safety, or general welfare of students or staff
2. Interfere with or disrupt the educational environment or process
3. Be counterproductive to curriculum goals and/or educational process
4. Display obscene language or symbols that depict violent acts
5. Immodestly expose the chest, abdomen, other private areas and/or under garments
6. Have spaghetti straps (straps must be three finger widths)
7. Wear short shorts, short skirts, or distressed (holey) jeans that expose the upper thigh Short and skirt length must reach the down stretched arm fingertips
8. Create an atmosphere of threat, intimidation, or undue pressure
9. Display tattoos
10. Wear makeup unless it is natural looking and age appropriate
11. Display body piercing of any type other than the ear
12. Display chained wallets or any other chains/chained apparatus
13. Wear sagging pants
14. Wear hats or hoods in the classroom (includes girls)

## **EDUPRIZE SCHOOLS SECONDARY PARENT/STUDENT HANDBOOK**

Footwear must be worn at all times. EDUPRIZE encourages the use of closed-toed shoes by all students. Flip flops and platform shoes are particularly unsafe and should never be worn to school. Tennis shoes must be worn for P.E.

### **CONSEQUENCES**

Teachers, principal, Dean of Students, and staff will report violation of student dress code and follow this hierarchy of offense tiers.

1. Give the student a verbal warning about the inappropriate item (1<sup>st</sup> offense)
2. Sent to the office to call parent to get another outfit (2<sup>nd</sup> offense)
3. ISS (In School Suspension), up to short term suspension; community service (3<sup>rd</sup> offense)
4. Up to short term suspension, Board referral, alternative placement (4<sup>th</sup> offense)

Students are sent to the principal's assistant and if they are in violation after their first offense, they will receive a detention, will change into their P.E. uniform, clothes the office has designated, or their parents will be called for a change of clothes to be brought to school.

### **Special Education Students**

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.

### **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 for more than nine days or expelled. If a student is faced with a possible long suspension or expulsion, the appropriate due process procedure will be implemented. Hopefully, students will never be in a situation where due process procedures are needed.

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.

The following summary provides an overview to acquaint students and parents with the due process procedure which applies to students faced with a long suspension or expulsion.

Long Suspension: A long suspension is ten school days or more. In addition to imposing a short suspension, the principal, dean, or designee may recommend that a long suspension be imposed. The Board of Directors has the authority to impose a long suspension following appropriate due process.

Written notice shall be given the student and parent that the principal, dean, or designee is recommending to the Board that the student be suspended for ten days or more.

Upon receiving a recommendation for long suspension, the superintendent or designee will contact the parent and schedule a meeting to discuss the situation. The meeting will be attended by the superintendent or designee, one or more Board members, and the principal or dean. At the meeting, it will be determined 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 Board imposes a long suspension, the parent may request a formal hearing. A request for a formal hearing must be made to the Board within two working days after notification that a long suspension has been imposed.

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

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

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.

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. Expulsion hearings shall be heard by the Board which shall hear the evidence, prepare a record, and then render a decision. 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 Board's decision may be appealed by sending a written notice of appeal to the Board within five working days after receipt of the Board's decision.

## **Medical Information**

### **Immunization Policy**

By state law, your child will not be allowed to attend school until either a record of required immunizations or acceptable exemption statement is submitted. For initial enrollment, if completed paperwork is not available after a period of two days' attendance, the student shall be placed back in the lottery or on the waiting list if in kindergarten. If immunizations are against your religious or personal beliefs, you must complete, sign, and return an exemption statement to the EDUPRIZE SCHOOL Health Office. You may obtain this form at the EDUPRIZE SCHOOL Health Office. If any immunization cannot be given for medical reasons, you must submit a medical exemption signed by a physician. In the absence of immunization records that show compliance for all mandatory shots or an acceptable exemption statement, existing students will be excluded from school until such time as they are in compliance or admissible exemption statements are on file.

### **Illness/Injury**

In case of illness or injury, the school nurse or a member of the school staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If we cannot reach the parent in an emergency, 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 will be sent home immediately. Students with a fever should not attend and will be sent home and may not return to school until being fever free for 24 hours without fever reducing medication. Students should check back into school through the nurses' office when requested by the school or nurse.

### **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. Be sure to include a working number to receive "text alert" messages in case of emergencies.

### **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. Parents are encouraged to purchase student accident insurance from a third party vendor.

### **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

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

- Time to be administered
- Dosage
- Possible side effects

Older students may administer some medicine with a completed approval form signed by the parent, doctor and school.

## **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.

## **Eagles Expo**

Eagle Expos are held quarterly and are intended to celebrate and showcase work and accomplishments for community view. Interdisciplinary project-based products are proudly displayed at the JR/SR High School Eagle Expos, and often include Visual Art Galleries and performing Arts Concerts. Several food trucks provide a festive flare and build a sense of community.

<b>QUARTER</b>	<b>QUARTERLY FOCUS</b>
1 <sup>st</sup> Quarter	Mathematic Focus – Math Department interfaces with other departments sharing a common theme and agenda *Billi Glenn, Math Dept. Chair, leads the team
2 <sup>nd</sup> Quarter	English Language Arts Focus – ELA Department interfaces with other departments sharing a common theme *Patty Horrell, ELA Dept. Chair, leads the team
3 <sup>rd</sup> Quarter	Social Studies Focus - Social Studies Department *Amy Smith, Social Studies, Chair, lead the team
4 <sup>th</sup> Quarter	Science Focus - Science Department interfaces with the other departments sharing a common theme *Lisa Ginn, Science Dept. Chair, leads the team

## **International Baccalaureate Assessments**

The IB classifies two categories of assessments: Internal and External.

**Internal Assessments** (IAs) are those constructed, proctored, and scored by the content teacher, according to criteria determined by the IB and using the appropriate IB rubric. All scores are submitted to IB, and a sample of the students' work is submitted to an IB designated examiner for moderation. Moderation provides both a global leveling performance for student marks, and feedback to the teacher to inform his/her instruction and assessment. IAs are often labeled as authentic assessment, measuring skills and/or the process of learning, and vary according to content area (i.e. recorded conversation in second language, lab, reports in science, etc.).

**External Assessments** (EAs) are those constructed and scored by the IB, and proctored by a representative of the school (not the content teacher). These are usually summative in scope and depth, and occur near the end of the course (usually in May). EAs exist in multiple modalities (i.e. multiple choice, short answer, problem solving), are usually timed, and seek to expose breadth and depth of understanding.

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

## **Earning the International Baccalaureate Diploma**

Diploma subjects are graded on a scale of 1 (min) to 7 points (max). Normally, 20-30% of the assessment for each diploma subject is internally assessed (by the EDUPRIZE teacher) and externally moderated (by the IBO). A maximum of 3 points may be awarded for the combined performance in Theory of Knowledge and the Extended Essay. The following is taken from the General Regulations, Diploma Programme, and explains how a diploma is earned.

### **ARTICLE 15: AWARD OF THE IB DIPLOMA**

**15.1** All assessment components for each of the six subjects and the additional IB diploma requirements must be completed in order to qualify for the award of the IB diploma, except under the conditions stipulated in section VII “Special cases C: Incomplete assessment” of these general regulations.

**15.2** The IB diploma will be awarded to a candidate whose total score is 24, 25, 26 or 27 points, provided all the following requirements have been met:

- a) Numeric grades have been awarded in all six subjects registered for the IB diploma.
- b) All CAS (Creativity, Activity, Service) requirements have been met.
- c) Grades A (highest) to E (lowest) have been awarded for both theory of knowledge and an extended essay, with a grade of at least D in one of them.
- d) There is no grade 1 in any subject.
- e) There is no grade 2 at higher level.
- f) There is no more than one grade 2 at standard level.
- g) Overall, there are no more than three grades 3 or below.
- h) At least 12 points have been gained on higher level subjects (candidates who register for four higher level subjects must gain at least 16 points at higher level).
- i) At least 9 points have been gained on standard level subjects (candidates who register for two higher level subjects must gain at least 6 points at higher level).
- j) The final award committee has not judged the candidate to be guilty of malpractice.

**15.3** The IB diploma will be awarded to a candidate whose total score is 28 points or above, provided all the following requirements have been met:

- a) Numeric grades have been awarded in all six subjects registered for the IB diploma.
- b) All CAS (Creativity, Activity, Service) requirements have been met.
- c) Grades A (highest) to E (lowest) have been awarded for both theory of knowledge and an extended essay, with a grade of at least D in one of them.
- d) There is no grade 1 in any subject.
- e) There is no grade 2 at higher level.
- f) There is no more than one grade 2 at standard level.
- g) Overall, there are no more than three grades 3 or below.
- h) At least 12 points have been gained on higher level subjects (candidates who register for four higher level subjects must gain at least 16 points at higher level).
- i) At least 9 points have been gained on standard level subjects (candidates who register for two higher level subjects must gain at least 6 points at higher level).
- j) The final award committee has not judged the candidate to be guilty of malpractice.

**15.4** A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IB diploma.

## **International Baccalaureate Inclusion Policy**

EDUPRIZE High Schools involved in a quality educational program that provide students with the opportunity to reach their potential as inquiring, knowledgeable, compassionate and caring individuals.

### **STATEMENT OF PHILOSOPHY**

Students will participate as fully as possible in the IB program. The program is an inclusive, holistic program designed to meet the needs of all learners. Students with special education needs will be included to the fullest extent possible so that all can experience academic success.

### **DEFINITIONS**



## **EDUPRIZE SCHOOLS SECONDARY PARENT/STUDENT HANDBOOK**

- A) An **Individualized Educational Plan (IEP)** is a plan or program developed to ensure that a student who has a disability identified under the law and is attending a secondary educational institution receives specialized instruction and related services.
- B) A **504 Plan** is a plan developed to ensure that a child who has a disability identified under the law and is attending a secondary educational institution receives accommodations and modifications that will ensure their academic success and access to the learning environment.
- C) **Exceptional students** are those different from the norm (either below or above) to such an extent that they require an individualized program of special education and related services to fully benefit from education. The exceptions may include specific learning difficulties, language and communication disorders, emotional and behavioral difficulties, physical disabilities, sensory impairments, medical or mental health conditions and the requirements of gifted students.

### **Creativity, Activity, Service IB Programme (CAS)**

CAS projects are intended to help students “Think globally, act locally.” Working with people from different social or cultural backgrounds in the vicinity of the school can do as much to increase mutual understanding as large international projects. IB students will submit a proposal for each CAS project they intend to do. The project will be created and organized by the student reflecting student interests and requests. They can go to an adult for guidance but the student will be the creator of the project. The Guidance Counselor (IB trained) is our CAS coordinator and will guide students to acknowledge what is an appropriate and sufficient CAS experience.

The length of the whole CAS programme must extend over 18 months. Students will meet formally with the guidance counselor at the beginning and at the end of their project. This meeting will be used to help coordinate the students’ projects and facilitate the end of the project. During the time the project is going on, students will share all progress, plans, and documents with the CAS coordinator via their google drive on a weekly basis. Google Docs will be the weekly vehicle for EDUPRIZE CAS Individual Completion Form.

An IB parent network will be created. One task of this network will be to plan a monthly breakfast for the IB students and their parents to share CAS project progress. The coordinator will use this time to let the parents know how the students are doing on their CAS project. In addition the CAS coordinator will let the parents know each semester the progress of their student’s CAS projects in a written format. Furthermore, EDUPRIZE morning announcement videos will be used to promote our students’ achievements to our school at large. Actual videos of the projects will be included.

### **Parental Information**

#### **Enrollment/Withdrawal**

Students must be officially enrolled through the school office before they can attend classes. 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 on Student Records, by requesting a copy from the superintendent.

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

## **Responsible Use of Technology Agreement**

EDUPRIZE provides a variety of technology resources to enrich student learning. At the same time, EDUPRIZE strives to manage appropriate student use through a content filter on district-provided Internet access and guided supervision in compliance with the federal Child Internet Protection Act. Students are granted technological privileges for educational purposes only. The use of the technology is a privilege, not a right, and may be limited or revoked for inappropriate use. The following policy has been established to ensure responsible and appropriate student use of technology:

1. Students will use the Internet for school-related purposes only. Only academically-based sites that are relevant to the activities or research should be visited. Our technology lab facilitators reserve the right to determine academic validity of a site. The Internet should **NOT** be used for personal use at any time, such as Internet shopping or gaming. This also includes appropriate use of student email accounts.
2. Students will **NOT** intentionally access inappropriate material/sites. Internet use will be monitored. Any accidental accessing of such materials should be reported to the technology facilitator immediately.
3. The use of chats, personal email, social network, and other interactive sites (ex: g mail chat, Facebook, Twitter, Instagram) is prohibited.
4. Students will use appropriate language while using the provided technology.
5. Passwords and 'log-ins' should **NOT** be shared or used by another student.
6. Cyber bullying in any form (hate mail, harassing messages, chain letters, jokes or comments that others find offensive) will **NOT** be tolerated.
7. Follow copyright laws.
8. Students must receive permission from the technology lab facilitator to print any documents or information.
9. Abide by the technology guidelines in the *EDUPRIZE Student Handbook*.

## **Cell Phone Policy**

Cell phones are discouraged on campus. Student use of cell phones or other electronic devices during the school day is a limited privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequence including, but not limited to, parent involvement, suspension, and/or loss of other privileges.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in all areas unless expressly permitted by a classroom teacher for a specific task under teacher supervision for educational purposes:

Students using cell phones or other functions on electronic devices in any manner disrupts the educational environment, from within or from outside the classroom, violating school conduct rules, harassing or bullying staff or students, or using any device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or and may be reported to the Gilbert Police Department.

### **CELL PHONE POLICY SUMMARY:**

- Cell phones are in general prohibited from use and should **NOT** be visible in any setting while on campus (unless expressly permitted by a classroom teacher under this direct supervision). This includes the dismissal lanes.
- Cell phones must remain on silent at all times and in student's backpacks throughout the school day.
- First violation with a cell phone out of the backpack will result in confiscation and require a parent to sign for the return of the cell phone from the Principal/ Chancellor
- Second violation will result in ISS (in school suspension) and the loss of privilege to have a cell phone on campus. Then the phone will be held until the end of the school year.

## **Field Experiences and Special Experience Guidelines**

EDUPRIZE recognizes the value of experiential learning and we encourage student participation in at least two on a yearly basis. Examples of such field experiences may include those below, and others may be approved. Note that these suggested field experiences are educationally appropriate and promote International Baccalaureate global mindedness while meeting CCSS standards, as well.

**Two local, educational Field Trips** are covered by the Life Fund. Students/parents are responsible for funding all **Special Experiences Options**. Each grade level may provide options that are out of the Phoenix Metropolitan area, out of state, out of the country, or are special incentives which are an additional cost with Board approval. Extra-Curricular Activity (ECA) contributions can

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

be designated to specific students or programs by any tax payer in Arizona. This means that local, extended family members and friends may make designated contributions in your student’s name to assist with expenses.

**Field Experience Chaperones**

Chaperones are vital to EDUPRIZE’s participation in field experience events. However, certain standards must be met, and documentation must be on file in the school office in order to ensure the safety of our students. Parents who intend to participate in field experiences must provide the phone number of a working cell phone that will be carried with that parent during all field experience activities. The number of chaperones and the parents selected to chaperone will depend on the field experience specific guidelines and the needs of the teacher.

**Field Experience Criteria:**

- Behavior –good citizenship, classroom conduct, discretion of teachers and administration
- Academic – Articulated prerequisite course-work completed

Grade Level	Field Trips (Covered by Life Fund)	Special Experience Options (At additional cost to student/parent)
7	ASU Space/Science Museum: <ul style="list-style-type: none"> <li>• Planetarium, Satellite Controls, Mars Rover, Space Rocks/Meteors, Earthquake stations</li> </ul> Fort Verde & Montezuma’s Castle	Phoenix Zoo Twilight Camp Sunsplash
8	Butterfly Wonderland/Odysea Aquarium Boyce Thompson Arboretum or Financial Park Junior Achievement	Universal Studios/ Scripts Disney Leadership/Marketing Youth Program Sunsplash
9	Physics Day at Castles ‘n Coasters ASU Outreach Program/ASU SPARKY’S Club or Falcon Field Air Museum	Holocaust Museum – Titan Missile Silo -Tucson Magic Mountain – Physics Day Sunsplash
10	Financial Park – Junior Achievement Tour of ASU Campus, Grand Canyon University, or EVIT or Salt River Basin - Chemistry of Water Quality	US History - Washington DC: “Close-Up” Sunsplash Renaissance Fair
11	Salt River Basin Biology (Group 4 Project) GCU (Health, Science, Engineering Fair)/MIM (Musical Instrument Museum)	IB in Philadelphia or Boston Freedom Trail Sunsplash
12	Salt River Basin Biology (Group 4 Project for IB Seniors) Biosphere in Tucson	12 <sup>th</sup> Grade Possible International Experiences Graduation Night- Park Disney Student Council Camp in Prescott, AZ
Additional Specialized Experiences		<b>All Grades Choirs, Instrumental</b> – Disney Performing Arts, Arizona All State Band/Choir, Phoenix Symphony, Carnegie Hall, Spanish, German Cultural experiences
International Baccalaureate Students		<ul style="list-style-type: none"> <li>• Art Museums</li> <li>• Performing Arts experiences</li> <li>• Spanish, German culture experiences</li> <li>• CAS service experiences</li> </ul>

\*Student participation and eligibility may be determined by an EHS Leadership committee on a case-by-case basis.

**Field Experience Information**

Transportation must be arranged and the following guidelines must be met:

1. Teacher must arrange for transportation using a charter bus
2. Students not enrolled at EDUPRIZE may not attend field experience (this includes siblings)
3. Students not attending field experiences will have an alternative quality on campus instructional option.
4. There are to be no stops made between school and the field experience destination.
5. Students must travel with the school group on the bus in order to participate in the field experience. Students who arrive at the field trip destination without traveling with the group will not be able to participate with the school group.

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

## **Extended Learning**

The vision, purpose and intent of Extended Learning is to provide additional assistance and time for students with incomplete assignments, missing homework, or earning anything less than a C grade. Extended Learning will be offered on Mondays through Thursdays from 3:30-4:30. Jr/Sr High teachers facilitate the Extended Learning. Office Hours are also provided to students needing more support which can be held in classrooms before school, at lunch, or after school.

As teachers deem appropriate, they will assign students Extended Learning by contacting their parents either by email or a phone call a day in advance (if before or after school). Extended Learning will be assigned the next day, and the students will remain in Extended Learning until they have made sufficient progress. Teachers will keep a record of student contact for Extended Learning documentation.

Teachers will keep track of Extended Learning attendance (see extended Learning Attendance Form). If students are not in attendance, their names may be submitted to the Principal for consultation/working out an action plan with parents. Parents must take responsibility for picking up their students at the 4:15pm release time on the days that their students attend Ninth Hour after school.

## **Extra-Curricular Program Choices**

### **PROGRAMS/CLUBS – (7<sup>th</sup>-12<sup>th</sup> Grades)**

Shortly after each school year begins, students at EDUPRIZE JR/SR High School have the opportunity to select and join clubs/programs. Several of our finest teachers facilitate these programs. More information will be forthcoming as to the times/places the clubs will be held and which teacher will sponsor the club/program. EDUPRIZE Academic Policy requires that all students participating in these extra-curricular activities maintain a C grade or better in all subject areas, and all assignments must be completed. If students' grades are not maintained, students will be temporarily disqualified from participation in these activities until their grades improve or assignments are completed.

The following is a list of the many possible programs EDUPRIZE may offer:

#### **POSSIBLE CLUBS/PROGRAMS**

- Competitive Robotics Team (\$160 fee)
- National Jr. Honor Society –National Honor Society (Students must apply and be inducted to join)
- Student Council (Students must apply and be selected to join)
- Yearbook Committee
- Science Olympiad (Modest fee may apply)
- Environmental Club (Fee required)
- Service Learning Club
- Musical Theater (\$160 fee)
- Competitive Choir

## **After-School Athletic Program**

Our EDUPRIZE Athletic Director facilitates and organizes the coaches and interested students in a variety of excellent sports programs. EDUPRIZE is a member of the Charter Sports League and is eligible to compete with several high quality teams. Students may participate in boys/girls cross-country, girls volleyball, boys flag football, boys soccer, boys/girls basketball, boys volleyball, and boys/girls track. In the past, many of our teams were unrivaled and proudly placed in state competitions and taken ribbons for highest honors. Each sport lasts about a quarter (9 weeks) through a traditional season, providing a designated skilled coach, teammates, practices, and competitive games.

Students may sign-up for all or a few of the sports. Students must have a medical physical, release of claims waiver, transportation agreement, code of conduct contract, and athletic fee form to participate in the athletic program. The *Participation Fee* for after-school sports is \$160.00 per each sport and is due and payable at the time of tryouts. EDUPRIZE requires proof of health insurance and student accident insurance is available on the EDUPRIZE website. These forms can be downloaded from our website. At the end of the year in an Award Assembly, all EDUPRIZE teams and players are honored and recognized for their individual and collective participation.

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

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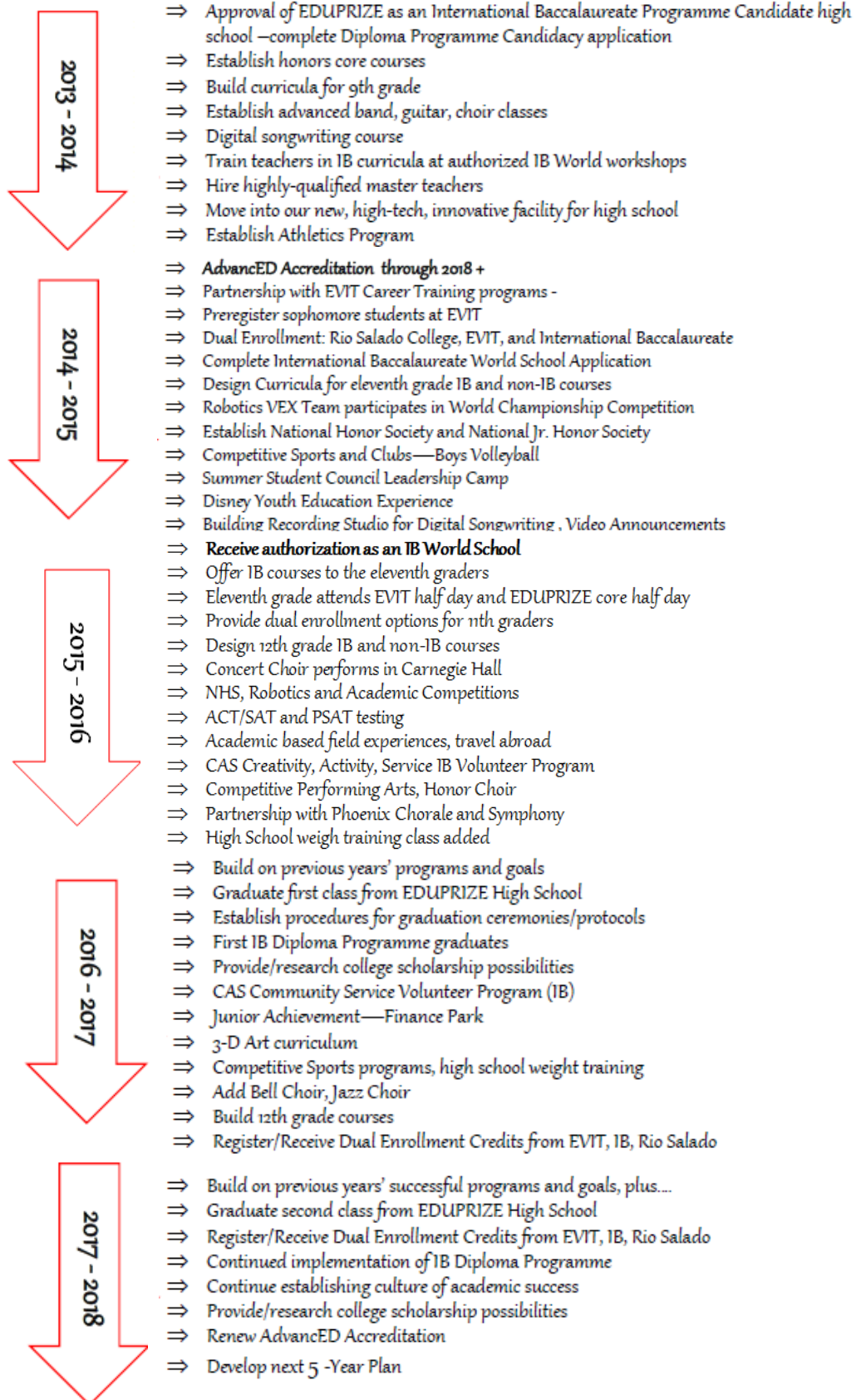
**Schedules Jr/Sr High School 2016-2017**

<p align="center"><b>DAILY BELL SCHEDULE 7<sup>th</sup> Grade</b></p> <table border="1"> <thead> <tr> <th>Time</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>Monday through Thursday 7:55am Warning Bell</td> <td></td> </tr> <tr> <td>8:00-9:25</td> <td>Math/ELA</td> </tr> <tr> <td>9:30-10:55</td> <td>Math/ELA</td> </tr> <tr> <td>11:00-11:26</td> <td><b>LUNCH</b></td> </tr> <tr> <td>11:35-12:15</td> <td>Science/Social Studies</td> </tr> <tr> <td>1:00-1:30</td> <td>PE/Reteach/Enrich /Projects</td> </tr> <tr> <td>2:00-2:30</td> <td>PE/Reteach/Enrich /Projects</td> </tr> <tr> <td>2:30-3:26</td> <td><b>Electives</b></td> </tr> </tbody> </table>	Time	Period	Monday through Thursday 7:55am Warning Bell		8:00-9:25	Math/ELA	9:30-10:55	Math/ELA	11:00-11:26	<b>LUNCH</b>	11:35-12:15	Science/Social Studies	1:00-1:30	PE/Reteach/Enrich /Projects	2:00-2:30	PE/Reteach/Enrich /Projects	2:30-3:26	<b>Electives</b>	<p align="center"><b>DAILY BELL SCHEDULE 8<sup>th</sup>-12<sup>th</sup> Grades</b></p> <table border="1"> <thead> <tr> <th>Time</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>Monday through Friday 7:55am Warning Bell</td> <td></td> </tr> <tr> <td>8:00-8:56</td> <td>1</td> </tr> <tr> <td>9:00-9:56</td> <td>2</td> </tr> <tr> <td>10:00-10:56</td> <td>3</td> </tr> <tr> <td>10:56-11:26</td> <td><b>LUNCH</b></td> </tr> <tr> <td>11:30-12:26</td> <td>5</td> </tr> <tr> <td>12:30-1:26</td> <td>6</td> </tr> <tr> <td>1:30-2:26</td> <td>7</td> </tr> <tr> <td>2:30-3:26</td> <td>8</td> </tr> </tbody> </table>	Time	Period	Monday through Friday 7:55am Warning Bell		8:00-8:56	1	9:00-9:56	2	10:00-10:56	3	10:56-11:26	<b>LUNCH</b>	11:30-12:26	5	12:30-1:26	6	1:30-2:26	7	2:30-3:26	8
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**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

## High School Five-Year-Plan of Excellence

**Vision:** To create a high school that builds upon the foundation of the EDUPRIZE model of providing a rigorous science-based curriculum and an outstanding performing & fine arts program. EDUPRIZE HIGH SCHOOL delivers a comprehensive, high-quality pathway for high school graduation with college and career readiness.



**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

## **Student Retention**

If the teacher thinks a child will benefit from additional time in the same grade level, the parent will be involved in meetings with the teacher, administrator 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 15, 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 superintendent within two weeks after receiving access to 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 information is used to compile such things as student telephone directories, athletic programs and yearbooks.

## **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**

We are pleased to offer our students many educational opportunities outside the classroom. This fund pays for two field experiences, most entrance admissions, chartered buses, special presenters, theatrical presentations, special presentations, etc. Life Fund is a voluntary remittance that is applied towards field experiences.

LIFE Fund is collected each year for each student at the time of enrollment and is not refundable as it is an allowable ECA expense to our families. We hope that all of our students will be able to participate in these extracurricular field experiences but understand different families' special needs. If LIFE Fund is not paid and a student is excluded from a field experience, alternative educational experiences will be provided.

## **Special Circumstance Applications for Optional Activities**

EDUPRIZE has many non-affiliated optional activities that students may apply for participation. This application process supports the goals of a safe and positive experience for every child. Students who demonstrate the following qualities will be selected to participate:

1. Outstanding citizenship in classrooms and on school grounds – as exhibited by no office referrals
2. Positive attitude towards teachers, aides, administrators, specialists, and classmates – as exhibited by no office referrals
3. Demonstrates quality listening skills and the ability to follow directions the first time – as exhibited by teacher observation, and no office referrals
4. Displays an appropriate sense of maturity – as exhibited by teacher observation
5. Demonstrates ability to control temper – as exhibited by teacher observation and no office referrals
6. Is not perceived to be, a danger to self or others – as exhibited by no office referrals

### **Special Circumstances**

We understand that there can be exceptional circumstances that need to be considered.

If a special circumstance student wishes to attend an optional activity and falls short on one or more of the qualities listed above, it may still be possible for them to attend. It needs to be shown that:

1. The behavior or quality can be seen to be a manifestation of the student's disability or special circumstance

And

2. There are adequate supports in place to ensure safety for the student and others.

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

The team, and parent must meet and complete the application form overleaf which details the supports that will enable success.

**The final decision is always made by the School Principal and the Director of Special Education, who will both need to sign their approval / non approval on the form overleaf.**



**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

**Sample Documents**

**THE FOLLOWING PAGES ARE SAMPLE DOCUMENTS ONLY.**

**Requests for usable documents can be made through the Office.**

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

**EDUPRIZE PARENT/STUDENT JR/SR HIGH SCHOOL HANDBOOK AGREEMENT**

I have read and acknowledge the following policies of EDUPRIZE SCHOOLS. I agree to support and abide by the policies and protocols as outlined in the Jr/Sr High School Handbook. I recognize that the purpose of these policies is to improve the quality of education, safety, and well-being for all students.

Yes    No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I agree to the Academic Honesty Policy   |
| <input type="checkbox"/> | <input type="checkbox"/> | I agree to the Attendance Policies   |
| <input type="checkbox"/> | <input type="checkbox"/> | I agree to the Student Code of Conduct – Disciplinary Action Policy            |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand the High School Graduation Requirements/Credits                   |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand and agree to the Guidelines of Student Promotion/Retention Policy |
| <input type="checkbox"/> | <input type="checkbox"/> | I agree to the Dress Code Policy   |
| <input type="checkbox"/> | <input type="checkbox"/> | I agree to the Use of Technology Agreement and Policy                          |
| <input type="checkbox"/> | <input type="checkbox"/> | I agree to the Cell Phone Policy   |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand and agree to the Extended Learning Policy                         |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and signed the Emergency Nurse Card                                |
| <input type="checkbox"/> | <input type="checkbox"/> | I have given permission for Photograph Release of my child                     |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and give permission for the Transportation of my child             |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and signed the Google Drive Permission Form                        |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and agree to the Transportation Waiver                             |

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

**EDUPRIZE SCHOOLS-Parent-Student Commitment**

**School Responsibilities:**

EDUPRIZE will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic standards.
- Hold quarterly parent teacher conferences during which this commitment and each child’s Student-Tailored-Prescription will be discussed as it relates to their individual child.
- Provide parents with reports on their children’s progress on a regular basis. Additionally 5<sup>th</sup> through 9<sup>th</sup> grade students have on-line grades which are updated weekly and always available for parents and students to review.
- Provide parents reasonable access to staff via e-mail, newsletters and phone.
- Provide parents with opportunities to volunteer. Parents may also volunteer by appointment with the instructor or after hours at home.

**Parent Responsibilities**

We, as parents, will support our children’s learning in the following ways:

- Ensure that my child will be on-time and in school every day and abide by the Absence/Tardy Policy set forth by EDUPRIZE.
- Supervise nightly homework and ensure completion.
- Respond to all school communications received through the mail, e-mail, or by my child.
- Read, understand, and agree to abide by the policies and procedures in the Parent/Student Handbook.
- Attend Parent/Teacher Conferences.
- Support teachers and administration in the best interest of my child.
- Share in the educational success of my child.
- Understand that I am responsible and liable for transporting my child to and from school.
- Participate, as appropriate, in decisions relating to my child’s education.
- Promote positive use of my child’s extracurricular time.
- Serve or be an active member, to the extent possible, on committees for the Parent Teacher Alianza or being an active member in the School Advisory Council.
- Agree to sign up for text alerts from EDUPRIZE so that I may be notified in case of emergency.
- Allow my child to have access to the Internet/Computer for educational purposes only, within the confines of the Technology Labs under the supervision of a responsible adult. I understand that although EDUPRIZE has taken reasonable precautions to protect against my child’s access to inappropriate materials, it is impossible to restrict access. I will not hold the school responsible for materials acquired by my child’s use of the Internet/Computer.
- Allow my child to be tested according to State requirements, as well as progress monitoring test as instituted by the school.
- Give my permission to have photographs of my child published in newspaper articles, yearbooks, or any other like materials.
- Provide lunch for my child daily.
- Support the school’s rules and guidelines

**Student Responsibilities**

I, as a student, will share the responsibility to improve my academic achievement on CCSS and achieve my full potential.

Specifically, I will:

- Be honest with and respectful of other students and adults, through my actions and in my schoolwork.
- Do my homework every day and ask for help when I need it.
- Give my parents or the adult responsible for my welfare all notices received by me from my school every day.
- Read, understand, and agree to abide by the policies and procedures in the Parent/Student Handbook.
- Use EDUPRIZE Computers/Internet only as described and allowed by EDUPRIZE. I understand that EDUPRIZE has the right to review all files and communications and monitor and/or terminate use without notice or permission. Inappropriate use or violations of the rules explained to me will result in revocation of my user access and may result in disciplinary action.
- Do my very best in class, on every homework assignment and in every test situation.
- Follow school rules and guidelines.

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

**EDUPRIZE SCHOOLS SECONDARY  
PARENT/STUDENT HANDBOOK**

**Request for Special Consideration for Student Attendance at Optional Activity**

Who is making this request:

Student Name:

Grade:

Teacher:

Activity Requested:

Date of Activity:

Student Disability/s listed on IEP / 504, or Special Circumstance:

Qualities Needed to Attend	Qualities Not Held by Student, as detailed by School Staff – school staff should describe the student’s past or predicted behaviors that might hamper success on the activity	Proposed Support for Student
Outstanding citizenship in classrooms and on school grounds		
Positive attitude towards teachers, aides, administrators, specialists, and classmates		
Demonstrates quality listening skills and the ability to follow directions the first time		
Displays an appropriate sense of maturity		
Demonstrates ability to control temper		
Is not a danger to self or others		

Describe how you think the student behaviors listed in column 2 are a manifestation of the student’s disability or special circumstance:

I/We request that this student is allowed to attend the activity named above.

Signed:

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Student is **Approved** / **Not Approved** *(circle as appropriate)* to attend the activity named above

Principal and Director of Special Education may provide a written explanation on a separate piece of paper if needed

Signed:

Principal

Date

Director of Special Education

Date

**Parent: I have reviewed and understand the decision made and noted above. It has been explained to me that if I disagree with this decision, I may explain my disagreement and reasons in a letter to the Board:**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
(Parent)

\_\_\_\_\_  
Date