

**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**

<i>EDUPRIZE MISSION STATEMENT</i> .....	1
EDUPRIZE Vision:.....	5
Mission Statement.....	5
Open Enrollment.....	5
School Age.....	5
Equal Opportunity.....	6
Special Education.....	6
Free Appropriate Education (FAPE).....	6
Child Find.....	6
Reporting Child Abuse.....	6
Interviews.....	6
Faculty and Staff.....	6
Parental Responsibilities.....	7
Absence/Tardy Policy.....	7
Late Arrival/Early Departure.....	7
Transportation.....	7
Carpool Information.....	7
Lunch.....	8
Field Experiences Information.....	8
Field Experience Chaperones.....	8
Volunteers.....	9
Visitors.....	9
Liability.....	9
Custody.....	9
Teacher/Parent Communication.....	9
Grading Practices.....	9
Report Cards.....	9
Conferencing.....	10
Testing.....	10

Newsletters .....	10
Cottage Fair .....	10
Other Communication .....	10
Student Responsibilities.....	11
Dress Standard .....	11
Homework.....	12
Personal Belongings.....	12
Disciplinary Policy/Actions.....	13
Student Management Guidelines.....	13
Progressive Disciplinary Process .....	14
Informal Talk: .....	14
Timeout:.....	14
Discipline Conference with Student: .....	14
Restriction of Privileges: .....	14
Informal Discipline Conference with Parent and Teacher and/or Principal or Dean: .....	14
Formal Discipline Conference with Parent and Principal or Assistant Dean: .....	14
Restitution (Liability under Arizona law): .....	14
Remainder-of-Day Release to Parent/Designee: .....	14
In-School Suspension: .....	15
Short Off-Campus Suspension: .....	15
Long Off-Campus Suspension: .....	15
Alternative Educational Placement: .....	15
Expulsion: .....	15
Search/Seizure .....	15
Search of a Student's Person: .....	16
Tobacco/Alcohol/and Other Drugs.....	16
Weapons/Threats .....	16
Special Education Students.....	16
Due Process.....	16
Medical Information .....	17

Immunization Policy.....	17
Illness/Injury.....	17
Emergency Cards.....	18
Insurance.....	18
Medication Disbursement .....	18
P.E. Excuses .....	18
Universal Precautions .....	18
Parental Information .....	18
Enrollment/Withdrawal.....	18
Student Records.....	19
Student Retention.....	19
Directory Information .....	19
News Media .....	19
Life Fund.....	19
Special Circumstance Applications for Optional Activities.....	19
Sample Documents .....	21
EDUPRIZE SCHOOLS-Parent-Student Commitment.....	22
EDUPRIZE, Absence/Tardy Policy.....	23
<b>EDUPRIZE Handbook Acknowledgement Form .....</b>	<b>23</b>
Behavior Letter to EDUPRIZE Parents,.....	25
The Card System (EDUPRIZE adopted management system) .....	26
Request for Special Consideration for Student Attendance at Optional Activity.....	27

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

**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

**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.

**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.

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

## **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 is proud to employ faculty and staff of high quality and experience. Teacher resumes are available for inspection by placing a request at the front desk.

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

## **Parental Responsibilities**

### **Absence/Tardy Policy**

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

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

If a student is absent from school, parents are to contact the school within 30 minutes of the student's start time but no later than 9:00 am. This ensures that, for the safety of the student, his/her whereabouts are known. Excused absences are for illness, injury, medical or dental appointments or a family death or illness. Students with unexcused absences may warrant a report to Arizona Department of Child Safety (DCS) for truancy.

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

At the time your child has eight (8) or more tardies or absences you may be required to submit a written plan to solve the issues to the Board of Directors who will meet to discuss consideration of your child's continued enrollment status.

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

Perfect attendance is defined as a student not being absent the entire school year, regardless if excused or unexcused. Perfect attendance is recognized annually.

### **Late Arrival/Early Departure**

Students are strongly encouraged to be on time for school and to stay at school the entire day. Children who are tardy more than one hour 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 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.

### **Transportation**

All parents have agreed to provide transportation to and from school. 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. Do not drop off or pick up children in the parking lot.
4. Students may be dropped off in designated areas 15 minutes before each start time when gates are unlocked, and supervision is provided. Do not leave your child standing outside locked gates.
5. 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.
6. Children should enter and exit the car only on the **curbside**.

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

7. Pay attention to all of our children.
8. Slow down when driving through the lanes.
9. Parents and children are to cross only at the designated crosswalks.
10. Pull forward to close spaces between cars as directed by traffic aides. This helps keep the flow of traffic going.
11. Only pick up your children in front of the school where there is supervision.
12. If your children walk home, remind them to leave campus immediately after school. It is much safer for all the children to leave campus at the same time.
13. Look for and use the less crowded lane in the morning.
14. Please be on time. Students will be dismissed at their assigned time and location. Do not arrive early. For late pick up, parents must park in the parking lot, come in and sign their child(ren) out. Do not park in the “Handicapped” parking spaces!
15. Be kind to our aides. They are working hard to keep the children safe and traffic flowing.
16. Please drive courteously and cautiously throughout the neighborhood and by the school. Always display behaviors that we would want our children to display! THANK YOU!

## **Lunch**

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

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.

## **Field Experiences Information**

Field experiences are important to EDUPRIZE. Transportation must be arranged and the following guidelines must be met.

1. Teacher must arrange for transportation using a charter bus.
2. Children not enrolled at EDUPRIZE may not attend field experiences (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.

## **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.



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

The number of chaperones and the parents selected to chaperone will depend on the field experience's specific guidelines and the needs of the teacher.

### **Volunteers**

Volunteers are encouraged to be a part of EDUPRIZE. If there are more volunteers than spots available, the teacher will use a lottery system to select chaperones. 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. Your child's teacher will schedule a time and day for you to volunteer. When you can't come, contact the teacher and arrange for another volunteer to assist when possible.

### **Visitors**

All visitors (parents are visitors) are required to report to the front office upon entering the school campus so that we can protect our children properly. Do not go into your child's room and wait for 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**

### **Grading Practices**

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

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

### **Report Cards**

Report cards are issued once per quarter electronically. In addition to electronic release, all students receive a hard copy of their report card on the last day of school and students in grades 7-12 receive a hard copy every quarter. Parents may view grade information at any time electronically by visiting the "Parent Portal" for their campus under the Parent menu of [Eduprizeschools.net](http://Eduprizeschools.net). The Current Progress section of the portal shows detailed assignment information for the current quarter. The report card section shows only the overall final grade for each quarter. Detail instructions may be found on the website under the Parent menu.

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

## **Conferencing**

In person, formal Parent/Teacher conferences are scheduled 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.

## **Testing**

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

Norm-referenced tests tell us how our students compare in achievement and ability to other students. The most frequently used norm-referenced test in Arizona is AzMERIT (and AIMS Science in Grades 4 & 8) which are administered each spring and measure achievement in reading, language and math.

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

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

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

## **Newsletters**

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

## **Cottage Fair**

At the end of each quarter, each class will have a Cottage Fair. This community based event allows teachers, parents, and students to come together to celebrate learning. For safety reasons, we ask that all children in attendance remain with their parents and all outside play areas will be closed.

## **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.

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

## **Student Responsibilities**

All students have the responsibility to:

1. Respect the rights of others to study and learn. Students come to school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of others.
2. Attend school daily unless ill. Students in Arizona are required by law to attend school until the age of 16 or upon completion of the 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. Our school rules are based upon "Being a Kid of Character". Character traits assist students in building a "sense of community".
8. Volunteer information and cooperate with school staff in disciplinary cases. Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To volunteer information and cooperate with school staff members are the obligations of a good citizen.
9. See that school documents and correspondence to parents reach home. Education requires a partnership between the home and the school. For the partnership to work, those involved must know what is happening. Students are asked to meet their responsibility to be honest and not intercept nor destroy progress reports, attendance information, newsletters, and/or report cards.
10. Comply with legal responsibilities. Students are to comply with policies and regulations, pursue the required course of study and respond appropriately to the authority of the teachers, administration and the Board of Directors.

## **Dress Standard**

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

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

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

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

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

Footwear must be worn at all times. EDUPRIZE requires the use of **CLOSED-TOED SHOES** by all students. (Sandals which have a back strap and covered toe may be worn with socks). Safety dress requirements for specific classes shall be followed.

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

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

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

### **Homework**

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

Each EDUPRIZE team develops its own homework plan. Generally, homework assignments for primary grades should not exceed 20 to 45 minutes. Students in grades 4-7 should not exceed 45-60 minutes and grades 8-10 not exceed 90 minutes. These time limits include on-line component if applicable. Home reading is assigned each week. More homework than this may be assigned to youngsters who need to make up assignments or who did not complete their class work at school.

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

### **Personal Belongings**

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

Lost and Found is located in the Kindergarten area and at the lunch tables between buildings. Items will be donated to charity on the last day of each quarter. Encourage your children to check for lost items as soon as they realize something is missing.

Do not allow students to bring items to school which are not a part of the educational program unless specifically asked for by the teacher. No toys, collectables, games, radios, balls, tape players, etc. are to be brought. If these things are brought to school, they may be confiscated until picked up by the parent. Cell phone use by students is prohibited during the school day. EDUPRIZE SCHOOL takes no responsibility for any personal items that are brought to school. No cell phones should be brought to school. If they are seen they may be confiscated.

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

## **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

---

Student Signature

Date

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

## **Progressive Disciplinary Process**

When making decisions regarding a disciplinary action, the administrators involved will review the severity of the incident, the level of remorse and restitution displayed by the student, and the student's pattern of behavior. Depending upon the behavior one or more of the following disciplinary actions may be taken:

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 release
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 classroom but may occur in ISS (In School Suspension).

### **Discipline Conference with Student:**

A conference is held with the student, the principal or dean, 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 playground time, lunch with classmates, lunch recess, or specific special activities. The parent may be notified.

### **Informal Discipline Conference with Parent and Teacher and/or Principal or Dean:**

The classroom teacher may request a conference with the parent to discuss inappropriate behavior. During the conference a plan will be developed to assist the student with his or her behavior.

### **Formal Discipline Conference with Parent and Principal or Assistant Dean:**

The parent is asked to attend a conference with the student, principal or dean and possibly other school personnel to develop a plan for changing the student's inappropriate behavior. The parent and student will receive a written copy of the Discipline Action Form which documents the plan.

### **Restitution (Liability under Arizona law):**

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

### **Remainder-of-Day Release to Parent/Designee:**

The student will be released to the custody of the parent/designee for the duration of the school day. Parents agree to pick their child up within 30 minutes after being called by school personnel.

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

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:

1. Restriction of privileges
2. In-school suspension
3. Out-of-school suspension for one day
4. Short out-of-school suspension for 3, 5, or 9 days
5. Long off-campus suspension for 10 or more days
6. Expulsion recommendation to the Board of Directors

**In-School Suspension:**

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

**Short Off-Campus Suspension:**

The principal, dean, or designee has the authority to suspend a student for nine school days or less. When a short suspension is the anticipated disciplinary action, a meeting with the principal, dean, or designee, student, and any other appropriate persons will be conducted. The principal, dean, 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, or designee decides that a short suspension is appropriate, the suspension will begin the next school day.

The principal, dean, 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.

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

**Long Off-Campus Suspension:**

In addition to a short suspension, the principal or dean may recommend to the Board that a long suspension be imposed. The Board may impose suspensions exceeding ten school days.

**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.

**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.

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

**Search of Desks:**

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

**Search of a Student's Person:**

A search of a student's person, backpack, or purse shall be undertaken if there are reasonable grounds to suspect that the student possesses:

- stolen items
- a dangerous, prohibited or illegal substance
- object or items that may interfere with school purposes and/or present a threat to people or property

This search will be conducted by an investigating administrator and at least one additional adult witness.

**Tobacco/Alcohol/and Other Drugs**

Tobacco alcohol and illegal use of drugs use by students, staff and all visitors is expressly forbidden and are grounds for immediate suspension, expulsion or termination:

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

**Weapons/Threats**

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

The EDUPRIZE SCHOOLS Board has instituted this policy to ensure that all students feel safe, and are safe, at school. A threat is never a joking matter to the person receiving it. Therefore, any and all threats of violence will result in a disciplinary action by the principal, dean, or designee, usually involving suspension. Serious situations will result in immediate police investigation and possible expulsion. NO threats will be tolerated.

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

**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.



**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

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.

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 child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If we cannot reach the

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

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 (i.e. head lice) 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
- 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.

## **Parental Information**

### **Enrollment/Withdrawal**

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

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

## **Student Records**

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

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

## **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:

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

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.

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  
PARENT/STUDENT HANDBOOK**

**Sample Documents**

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

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

**EDUPRIZE SCHOOLS  
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. Report cards are issued a minimum of 3 times per quarter for grades 1-4, 4 times per year for kindergarten, and 4 times per year for grades 5 through 9. 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 in the classroom and participate in classroom activities. 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.
- Volunteer in child’s class room (1-2 hours per week or help on school projects at home).
- 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 Network 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.
- Read the minimum amount prescribed by my grade level.
- 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  
PARENT/STUDENT HANDBOOK**

Student Name \_\_\_\_\_  
Homeroom Teacher \_\_\_\_\_

**EDUPRIZE, Absence/Tardy Policy**

This is a school of choice and excellence. Regular attendance and promptness to each period is critical for the best interest of your child and his/her academic success. Students who miss the teachers' important beginning of the day/or each period instruction are often set back.

**TARDY POLICY** – All students are considered tardy if they are not in their designated classroom seats when the start bell rings at 8:00am and for every class period of the day. Tardiness will be excused for doctor, dental, vision, or hearing appointments when notified by parents. All other tardiness will be excused at the principal's discretion. Students who have an unexcused tardy will be assigned **lunch detention** during the same day.

These students will report to R.C. (Responsible Center), and spend their lunch time with the Principal. Those tardy after lunch will be added to the following day's list for lunch detention.

The parents of students who have **5 or more tardies per semester** will be notified by the principal. He will remind them of Board of Director's policy in which parents will be required to submit a letter of proposed action at the **8<sup>th</sup> recorded tardy per semester**. Students who are tardy more than 20 minutes must be signed in by a parent at the front desk of building 3.

**ABSENCE POLICY** – Absences cannot help but affect performance and grades. Daily attendance is expected, and parents should not schedule family events in conflict with school days.

All students will be considered unexcused unless a parent call is received stating the reason for absence. 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 of time. Parents will be notified by our attendance clerk for any absence that has not been reported. EDUPRIZE considers **8 absences per semester** to be excessive and can result in possible lost credit for courses and a truancy referral.

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

I acknowledge that the Parent/Student Handbook is located on the EDUPRIZE SCHOOLS' website at [www.eduprizeschools.net](http://www.eduprizeschools.net) and is available for review. I have read, understand and agree to abide by the policies and procedures in the Parent/Student Handbook.

---

(Student Name)

---

(Teacher Name)

---

(Parent Name Print)

---

(Date)

---

(Parent Signature)



**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**



Behavior Letter to EDUPRIZE Parents,

The Board of Directors has met to discuss behavior concerns on our campus. We feel strongly that attending our school is a privilege that comes with responsibility. We so value our relationship with our parents and most importantly with our students. It is our goal to meet the needs of every child both educationally and behaviorally. Our primary goal is to provide a safe and nurturing environment in which all students can flourish. Without appropriate behavior children cannot excel academically. With a unanimous vote, the Board has implemented a new policy which states that children with multiple suspensions must apply for enrollment consideration for the following year and that continuous enrollment is not assured. It is our goal to assist children in making better choices and we believe that rules and consequences help children to do so. Therefore, the following shall not be tolerated on our campus and will result in suspension or expulsion depending on the severity or number of infractions:

- Threats of any kind
- Sexual commentary
- Pornography
- Hitting or other Physical behaviors
- Inappropriate language
- Disrespect
- Unkind verbiage and actions
- Gang emulation
- Vandalism/Theft
- Weapons
- Cigarettes, Drugs or Alcohol

We want to create the best possible environment for all children. Please assist us by sharing this information with your child and talk about the importance of kindness, respect and appropriate student behaviors.

Please sign below to acknowledge this policy and return this form to your classroom teacher.

Sincerely,

Dr. Lynn Robershotte  
Board President

\_\_\_\_\_  
(Student Name Printed)

\_\_\_\_\_  
(Student Signature and Date)

\_\_\_\_\_  
(Parent Name Printed)

\_\_\_\_\_  
(Parent Signature and Date)

\_\_\_\_\_  
(Parent Name Printed)

\_\_\_\_\_  
(Parent Signature and Date)

**EDUPRIZE SCHOOLS  
PARENT/STUDENT HANDBOOK**

**The Card System (EDUPRIZE adopted management system)**

The Card System (EDUPRIZE adopted management system) consists of the following process:

**Green:** Start and end each day by taking pride in yourself and all that you do.

Warning –The student turns the Green card. The behavior infraction is written on the card, including the rule broken, the date and the time.

**Yellow:** Written Warning – Students who have chosen to misbehave will be given the opportunity to identify and change their inappropriate behavior with a 15-minute time-out in the classroom and completing a Yellow Behavior Sheet. The behavior will also be documented on the Yellow card, including rule broken, the date and time.

**Blue:** Continued Inappropriate Behavior: Students who choose to continue to misbehave will earn a 30-minute time out in another classroom. The behavior will also be documented on the Blue card, including rule broken, the date and time.

**Pink:** Further Inappropriate Behavior: Students who continue to disrupt the learning environment and/or do not follow rules, will be referred to the office and earn one of the following appropriate consequences:

Loss of a privilege

Disciplinary memo

In/Out of school suspension

Conference with the Dean of Students and parents

The behavior will also be documented on the Pink card, including rule broken, the date and time.

**EDUPRIZE SCHOOLS  
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:

---

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