



**EDUPRIZE ELEMENTARY SCHOOL**  
**Parent/Student Handbook**

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# A

## A.1 Attendance Policy

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).

- 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 ten (10) excused or unexcused days in a semester.
- If a student is absent more than 10 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, doctor appointments, family emergencies, and out-of-school suspensions as the only legal excuse. Excused absences due to out-of-school suspension must not exceed 10% of the instructional days scheduled for the school year. A.R.S § 15-901(A)(1). For these absences to be excused the student who is under 16 must be with a parent, guardian or person authorized by a parent. ARS § 15-803(A)(2) EDUPRIZE will accept parent-excused reasons: religious purposes and family vacations (ADE leaves this designation to the discretion of the charter/district schools administration. EDUPRIZE will give a religious absence for days set apart for religious observance by a religious body. Additional leave request for days that are not actual day of the religious observances will be coded as “other”.
- Parental excused, as well as unexcused absences, will count toward the limit of 10 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.
- 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.

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. Attendance will be taken 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.

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.

## A.2 Absence

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, doctor appointments, out-of-school suspension, religious observances, or a family death or emergency. 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 absences (excused absences that exceed 8 or unexcused absences that exceed 5) during any one semester. Students with excessive absences (more than 18), unexcused or excused, will be issued a citation and may be referred to the Juvenile Court System. Both the parent/guardian and the student will be expected to appear at a court hearing. Consequences will be issued at the hearing as well as an assessment fee for the parent/guardian. Failure to comply with the court order may result in prosecution of the student and/or parent/guardian for a misdemeanor offense with the possibility of fines and/or jail time.

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 EDUPRIZE 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.

### A.3 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).

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.

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

Minimum to Maximum Disciplines		
1 to 4 tardies	Warning letter; Lunch Bunch	ISS/notifications sent home/attendance contract
Subsequent	ISS	Short-term suspension / Board hearing / or referral to Court

### A.4 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 or because the district deems it the best educational placement. 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.

### A.5 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 School Suspension) ½ times their grade level suspension (i.e. 6<sup>th</sup> grader is out for 3 days)
- Work will be provided
- Parent must provide proof of Mental Health service sought
- DPS contacted if parents do NOT provide services

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## C

### C.1 Carpool

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.
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. Look for and use the less crowded lane in the morning.
13. 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!
14. Be kind to our aides. They are working hard to keep the students safe and traffic flowing.
15. Please drive courteously and cautiously throughout the neighborhood and by the school.

Always display behaviors that we would want our students to display!

### **C.2 Cell Phones**

No cell phones are allowed for students in Pre K through 6<sup>th</sup> grade. First offense will ensure parent contact and any further offenses will require parents retrieving the phone from the school per policy and procedure manual.

### **C.3 Child Abuse Reporting**

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 safety team for processing suspected cases of child abuse. The EDUPRIZE team consists of the administrator, nurse, and classroom teacher.

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.

### **C.4 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/wpcontent/uploads/2016/04/EDUPRIZE-Special-Education-Policies-and-Procedures.pdf>, and also at the front desk.

### **C.5 Closed Campus Policy**

No student is allowed to leave the EDUPRIZE 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.

### **C.6 Conferencing**

In person, formal Parent/Teacher conferences are required for the first and third quarters during the fifth or sixth week of that quarter, but recommended for all quarters for parents who request such. 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.

### **C.7 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.

**C.8 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.

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# D

**D.1 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.

	Minimum to Maximum Disciplines
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

**D.2 Directory Information**

Directory information may be released to the public unless the parent 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.

**D.3 Disciplinary/Corrective 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 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

#### **D.4 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.

"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.

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.

**D.5 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.

	Minimum to Maximum Disciplines
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

**D.6 Disorderly Conduct**

A.R.S. 13-2904 prohibits conduct where, with interest 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.

	Minimum to Maximum Disciplines
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

**D.7 Disrespect**

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

	Minimum to Maximum Disciplines
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

**D.8 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.

	Minimum to Maximum Disciplines
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

**D.9 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.

	Minimum to Maximum Disciplines
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

**D.10 Dress Code Policy**

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 midriffs 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 or stilettos.

**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.

	Minimum to Maximum Disciplines
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

**D.11 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.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	9 days suspension; referral to Board

## E

### E.1 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, email address, 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.

### E.2 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.

	Minimum to Maximum Disciplines
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

### E.3 Enrollment/Withdrawal

Students must be officially enrolled through the school office they can attend classes and must attend only EDUPRIZE and not any other school program not affiliated with EDUPRIZE. All students new to EDUPRIZE must supply documentation of immunity against certain childhood diseases. Students may be enrolled but immunizations must be current on or before the first day of attendance or parents must provide an established schedule for completion or a completed exemption form.

Any person enrolling a student (except a child or youth in transition) must provide the school with an acceptable document that establishes proof of age and identity per AZ state laws.

When you are planning on withdrawing your child, the office must have at least one day’s notice in order to prepare records. Students will not be sent without the parent signature on our withdrawal form.

### E.4 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.

## F

### F.1 Field Experiences and Special Experiences 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 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 Experience 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 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

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.

**F.2 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).

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# G

**G.1 Gambling**

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

	Minimum to Maximum Disciplines
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

**G.2 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 is considered a gang. The behavior may include: gang related art, notes or letters promoting or addressing gang loyalty, and graffiti.

	Minimum to Maximum Disciplines
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

**G.3 Grades**

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

EDUPRIZE additional forms of communication are through emails, student planners, Google classroom, and some grades use 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.

**G.4 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 is strictly prohibited. Typical instruments are defined, but not limited to: rifles, pistols, pellet guns, BB guns, “air soft” or any other propelled weapon, or similar weapons. These may be real or simulated; may be operable or inoperable, loaded or unloaded.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Up to 9 days suspension and referral to Board

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# H

## H.1 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. §15843

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Up to 9 days suspension; behavior contract
2 <sup>nd</sup> Offense	9 days suspension and referral to Board

## H.2 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 is a hate crime. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Up to 9 days suspension; behavior contract
2 <sup>nd</sup> Offense	9 days suspension and referral to Board

## H.3 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.

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. These time limits

include on-line components 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.

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## I.1 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.

	Minimum to Maximum Disciplines
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

## I.2 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.

## I.3 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. 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.

**I.4 Instructional Time**

- Total minutes per year for Kindergarten FTE 0.5 will be ≥ 356
- Total hours per year for Kindergarten FTE 1.0 ≥ 712
- Total minutes per year for grades 1-3 will be ≥ 712
- Total minutes per year for grades 4-6 will be ≥ 890
- Total minutes per year for grades 7-8 will be ≥ 1068
- Total hours per year for grades 9-12 will be ≥ 900 and 4 subjects for FTE 1.0
- Total hours per year for grades 9-12 will be ≥ 675 and 3 subjects for FTE 0.75
- Total hours per year for grades 9-12 will be ≥ 450 and 2 subjects for FTE 0.5
- Total hours per year for grades 9-12 will be ≥ 225 and 1 subject for FTE 0.25

**I.5 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.

	Minimum to Maximum Disciplines
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

**I.6 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.

**I.7 Intimidation**

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

	Minimum to Maximum Disciplines
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1 <sup>st</sup> Offense	Conference; ISS; up to short term suspension
2 <sup>nd</sup> Offense	9 days suspension and referral to Board

**K**

**K.1 Kindergarten Age**

15-821C If a kindergarten program is maintained, a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reaches the age of five before September 1 of the current school year. A child is eligible for admission to first grade if the child is six years of age. A child is deemed six years of age if the child reaches the age of six before September 1 of the current school year. If a child who has not reached the age of five before September 1 of the current school year is admitted to kindergarten and is then readmitted to kindergarten in the following school year, a school district or charter school is not eligible to receive basic state aid on behalf of that child during the child's second year of kindergarten. A school district or charter school may charge tuition for any child who is ineligible for basic state aid pursuant to this subsection. The governing board may admit children who have not reached the required age as prescribed by this subsection if it is determined to be in the best interest of the children. For children entering the first grade, such determination shall be based upon one or more consultations with the parent, parents, guardian or guardians, the children, the teacher and the school principal. Such children must reach the required age of five for kindergarten and six for first grade by January 1 of the current school year.

Board reviewed the Kindergarten age requirement February 3, 1997 and decided to stay with the state guidelines by law, while encouraging parents to consider meeting the September 1<sup>st</sup> deadline. If the team believes it is in the best interest of the child, testing will be at the expense of the parent.

Per our contract with the State of Arizona our students must be 5 by December 31<sup>st</sup> of the year of their entrance into kindergarten and 1<sup>st</sup> graders must be 6 by December 31<sup>st</sup> of the school year they are enrolled in first grade.

**K.2 Knives**

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

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Up to 9 days suspension and referral to Board

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## L

### L.1 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

### L.2 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

### L.3 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 at no charge.

### L.4 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 our students.

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.

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## M

### M.1 Media

Social media is an extension of all behavior and any outside/off campus behaviors that impact students may cause on campus consequences depending on the circumstances.

### M.2 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.

### **M.3 Elementary 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.

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## **N**

### **N.1 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.

### **N.2 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.

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## **O**

### **O.1 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.

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## **P**

### **P.1 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.

### **P.2 Parent Communication with Teachers**

If parents need to contact their 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.

### **P.3 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.

#### P.4 Physical Altercation

Pushing, shoving, tussles, minor confrontations, etc. are considered physical altercation. Do not rise to the level of fighting or assault.

	Minimum to Maximum Disciplines
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

#### P.5 Programs/Clubs

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:

- 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

## R

### R.1 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.

### R.2 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. Parents may view grade information at any time electronically by visiting the "Parent Portal" for their campus under the Parent menu of 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.

### R.3 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).

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## S

### S.1 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.

### S.2 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.

#### S.2.1 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.

#### S.2.2 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.

### S.3 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.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Conference; ISS; up to short term suspension
2 <sup>nd</sup> Offense	9 days suspension and referral to Board

### S.4 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 referral

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.

### **S.5 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.

### **S.6 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 10th grade. Students have a responsibility to take advantage of every opportunity to learn so they can function effectively in society.
3. Be on time for all classes. Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.
4. Complete all in-class and homework assignments and meet deadlines. 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.

### **S.7 Suspension/Expulsion**

- 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.

“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.

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**T**

### **T.1 Teacher 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.

### **T.2 Teacher Resumes**

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.

### **T.3 Technology Resources (Misuse; Inappropriate Use of)**

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.

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.

	Minimum to Maximum Disciplines
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

#### T.4 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.

#### T.5 Theft (Personal or School Property)

Theft is 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, iPads, iPods, MP3 players, CD players, etc.

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

	Minimum to Maximum Disciplines
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

#### T.6 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.

	Minimum to Maximum Disciplines
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

#### T.7 Tobacco (Possession, Use, or Distribution)

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:

- Inside school buildings
- Out of school grounds
- In vehicles providing transportation to groups of children
- Off campus at school sponsored events

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.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Law enforcement intervention; to short term suspension; up to expulsion

### T.8 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.

### T.9 Trespassing

The unauthorized presence of any student on a campus other than his/her own is considered trespassing. 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.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Conference; ISS; up to official notice of trespass
2 <sup>nd</sup> Offense	9 day suspension; referral to Board

## U

### U.1 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 is unauthorized entry/loitering.

	Minimum to Maximum Disciplines
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

### U.2 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, contact our school nurse.

## V

### V.1 Vandalism, Littering and Destruction of Property

Vandalism and destruction of property is 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.

	Minimum to Maximum Disciplines
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

### V.2 Verbal Altercation

Verbal confrontation/sparring with another individual is a verbal altercation that does not rise to the level of a Threatening Act.

	Minimum to Maximum Disciplines
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

### V.3 Vision Statement

E – 100% student engagement through hands-on learning

D – Differentiation to ensure gifted and special needs of each child is met

U – Unified community where collaboration is stressed  
P – Project-based instruction which provides motivation and transfer of learning

R – Reteach and enrich to mastery of content

I – Inquiry based and interdisciplinary thematic instruction through innovative technologies  
 Z – Zealous celebration of Awards, Distinctions and Honors including A+/A rated excelling school, Accredited K-12, Best Science School, High Flyer, etc.  
 E – Excellence in education through expanded use of multiple modalities and multiple intelligence theory

**V.4 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.

**V.5 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 encouraged 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 must 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.

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**W**

**W.1 Weapons Other Than Guns and Knives (Possession, Use, Distribution)**

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 well-being of others.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Up to 9 days suspension and referral to Board



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