



**EDUPRIZE SECONDARY SCHOOL**  
**Parent/Student Handbook**

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# A

## **A.1 Academic Honesty Policy**

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

### **A.1.1 Definition of Academic Honesty/Malpractice**

Academic Honesty/malpractice is defined as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component. Malpractice includes: Plagiarism- Knowingly submit the ideas or work of another person as the student's own Collusion- Supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another Duplication of work- presenting the same work for different assessment components and/or diploma requirements Any other behavior that gains an unfair advantage for a student

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

### **A.1.2 Conventions for Citing and Acknowledging Original Authorship**

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

### **A.1.3 Monitoring of Academic Honesty**

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

## **A.2 After-School Athletic Program**

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

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

EDUPRIZE 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.

### **A.3 Alcohol, Use or Under the Influence of**

(Liquor law; possession, use, distribution and sale) The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase,

transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol; this would include being intoxicated at school, school-sponsored events and on school-sponsored transportation.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Short term suspension; behavior contract and possible referral to Board
2 <sup>nd</sup> Offense	9 days suspension; referral to Board for enrollment consideration

#### 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. 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 Arson

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

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	9 days of suspension; referral to Board for enrollment consideration, agency reporting

#### A.6 Assaults and Fighting

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

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Up to short term suspension; behavior contract

2 <sup>nd</sup> Offense	Short term suspension; possible referral to Board for enrollment consideration
3 <sup>rd</sup> Offense	Up to 9 day suspension; referral to Board for enrollment consideration

### A.7 Assessment Policy

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

#### A.7.1 Assessment Practices

The assessment practices used by our teachers include school-based, IB internal, IB external and state-based testing. School-based assessments such as series testing, weekly quizzes and project-based assignments are essential for student success and contribute to students’ report card marks. The report card mark is a combination of these quizzes, projects, homework and final assessments. Annual benchmark testing to show growth are administered in writing and through Galileo. Every student is expected to accomplish at least a full year of growth.

#### A.7.2 Formative Assessment

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

#### A.7.3 Summative Assessment

Summative assessments represent a culmination of student performance, skill and understanding over a

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

#### **A.7.4 Formal Assessment**

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

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

#### **A.8 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).

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

- According to Arizona law, students are expected to attend at least 90 percent of class time in order to

receive credit. Withholding of grades or credit can occur only if the student is absent more than 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 as the only legal excuse. However, EDUPRIZE is more flexible and will accept parent-excused reasons: medical or dental appointments, family illness, etc.
- Parental excused, as well as unexcused absences, will count toward the limit of 9 absences per semester.
- Prearranged school-related activities will NOT be counted as absences in implementing this policy.
- Any student entering the classroom AFTER the bell has rung, and who does NOT have a written excuse from a staff member or the administration, will be considered tardy. If a student arrives more than 10 minutes after the bell rings it will be recorded as an absence.
- Excessive absences may result in a truancy referral. Students with unexcused absences may warrant a report to AZ Dept. of Child Safety (DCS) for truancy.
- If a student is absent 10 unexcused absences in a row, his/her name will be automatically taken off our roll books unless a student has a prolonged illness, in which case parents must notify the school. Cases involving prolonged illness or unusual circumstances may be appealed to the school administration.

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

EDUPRIZE Online requires the following:

- a) If a child is not in attendance for ten consecutive days (on-line curriculum or virtual break-out sessions) and no parent contact excuses such

absenteeism, they will be unenrolled from the program as of the last day of attendance

- b) A full time equivalent student has the requirement of taking four full-time courses and a parent attestation agreement for such full time equivalency must be signed for each participating student. Student will be enrolled in EDUPRIZE SCHOOLS only.

**A.8.1 Absences**

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

Parents should contact the school if their child will be out of school for any period of time. If a student has 10 unexcused absences in a row, 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.8.2 Tardies**

Students are considered tardy if they are not in their designated classroom when the start bell rings. Students arriving after their start time need to report to the office to receive an admittance slip prior to entering their classroom. Tardiness will be excused for doctor, dental, vision, and hearing appointments when notified or signed in by a parent. All other tardies will be unexcused and can only be excused at the principal’s discretion. Tardiness is not tolerated. Students with excessive tardies will be dealt with through normal behavior processes (i.e. student and parent conversations, principal referral).

Students who have an unexcused tardy may be assigned lunch detention during the same day or the following

day for pm tardies. These students will report at lunch to the Responsible Center and will be required to eat lunch during period 5, with teacher approval. Should a student be tardy to classes held after lunch, they may be added to the following day’s list.

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.8.3 Absence/Tardy**

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



- Course credit may be withheld for 10 absences or 20 tardies per semester

#### **A.8.4 Makeup Work – Missed Assignments**

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

#### **A.8.5 Absenteeism**

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

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

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

Absences shall be considered excused when they result from:

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

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

#### *Unexcused Absences:*

- Absences due to truancy/ditching will be considered unexcused.

#### *Procedure for Reporting Absences:*

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

#### *Make Up Work from Absences:*

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

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

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

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Conference to ISS – Parent Contact

2 <sup>nd</sup> Offense	2 days ISS – Parent Contact
3 <sup>rd</sup> Offense	3-7 days ISS – notifications sent home, parent conference and attendance contract, and/or schedule Board/Justice Court hearing date

### A.9 Advocates

EDUPRIZE values greatly the relationship that is formed when working with parents on behalf of their child as members of an individualized Education Plan (IEP) team. While as teammates, we very much want to support and guide parents through the special education process by following the guidelines set forth in the Individuals with Disabilities in Education Act (IDEA), being transparent and engaging in open and honest communication, we recognize that at times parents may enlist the services of a special education advocate. For this reason, EDUPRIZE has adopted the following guidelines.

1. All communication, written, spoken and conveyed electronically will be directed to the parents or legal guardians of the student.
2. Parents are welcome to forward any communication between the school and themselves to anyone they wish.
3. EUPRIZE will not communicate directly with an advocate or carbon copy them on any communication between the parents and the school. This includes situations where parents sign a release authorizing direct communication with the advocate.
4. EDUPRIZE will only release special education documents to parents or legal guardians. The school is happy to make copies for the parent to share, but will not provide any documents directly to an advocate.
5. Advocates are welcome to sign attendance at a meeting; however, they are not part of the decision making process with regard to eligibility so they are not to sign eligibility documents.
6. Advocates are expected to remain professional during any meetings they attend. If at any time, they become rude, angry or display any behavior that is not conducive to developing the IEP that is student focused and reasonable, the Public Education Authority representative may conclude the meeting and arrange for the team to reconvene at a later time. *Or ask the advocate/third party to leave?*
7. An advocate does not meet the federal definition of parent and therefore cannot act on behalf of a parent, make educational decisions on behalf of

the child and does not have any legal decision-making authority unless court ordered.

### A.10 Athletic or Extra-Curricular Participation Grade Requirements

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

## B

### B.1 Bomb Threat/Possession, Sale or Use of Firearms or Explosives/Explosive Devices (Possession, Use, Distribution)

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

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	9 days suspension; referral to Board for enrollment consideration, agency reporting

## 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.
6. Pay attention to all of our children.
7. Slow down when driving through the lanes.
8. Parents and children are to cross only at the designated crosswalks.
9. Pull forward to close spaces between cars as directed by traffic aides. This helps keep the flow of traffic going.
10. Only pick up your children in front of the school where there is supervision.
11. Look for and use the less crowded lane in the morning.
12. 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!
13. Be kind to our aides. They are working hard to keep the students safe and traffic flowing.
14. 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 and Electronic Devices

NO CELL PHONES OR ELECTRONIC DEVICES MAY BE USED DURING SCHOOL DAY EXCEPT FOR BEFORE SCHOOL/LUNCH/AFTER SCHOOL and B4 commons during lunch time for 9<sup>th</sup>-12<sup>th</sup> grades.

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

- Cell phones are in general prohibited from use and should NOT be visible in any excluded setting while on campus

- Cell phones must remain OFF at all times and in student's backpacks throughout the school day.

If a cell phone or electronic device seen on or heard by a teacher or staff member during the school day, the teacher or staff member may confiscate the phone/device and turn it over to the school office or principal.

Confiscated cell phones and electronic devices will be returned according to the guidelines listed below. If students choose to bring a cell phone or electronic device to school, it must be turned off during the school day and kept in the student's backpack except at lunchtime. Parents may call the school office if they need to contact their child during class time. The school/district is not liable for lost, stolen, damaged, cell phones or electronic devices regardless of the nature of damage.

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

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

#### C.2.1 Cheating Using an Electronic Device

If a student is caught cheating using an electronic device, he/she will lose the privilege of having the electronic device at school for one semester.

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

#### C.2.2 Sexting

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

Students’ individual rights (Amendment IV) are balanced by administrators’ responsibility to protect the health, safety and welfare of all students and staff. Administrators may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger, without first contacting the parent.

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

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Up to short term suspension; behavior contract; contact authorities; referral to Board
2 <sup>nd</sup> Offense	Short term suspension; behavior contract; contract authorities; referral to Board
3 <sup>rd</sup> Offense	Up to 9 day suspension; contact authorities; referral to Board

### C.2.3 Taking Pictures with Cell Phones and Electronic Devices

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

Minimum to Maximum Disciplines
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1 <sup>st</sup> Offense	Up to short term suspension; behavior contract; referral to Board
2 <sup>nd</sup> Offense	Short term suspension; referral to Board
3 <sup>rd</sup> Offense	Up to 9 day suspension; referral to Board

### C.5 Cheating/Plagiarism

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

If a student is caught cheating during a state test or final exam, consequences may include suspension.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Failing grade on assignment; ISS; short term suspension
2 <sup>nd</sup> Offense	Drop from class with an F; suspension

### C.6 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.7 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.8 Closed Campus Policy**

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

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

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

### **C.9 Conferencing**

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

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

### **C.10 Course Credit**

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

### **C.11 Credit Recovery**

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

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

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

### **C.12 Curriculum**

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

- Units of study aligned to Common Core Standards

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

*Carnegie*

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

*My Perspectives*

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

*Social Studies*

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

*Science*

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

**C.13 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 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.4 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.5 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.6 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

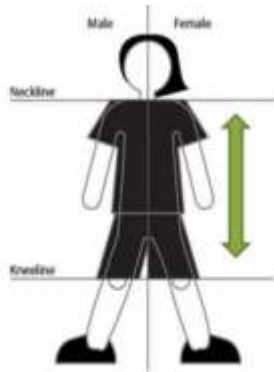
#### D.7 Disruptive Behavior

Disruptive behavior per 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.8 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:**

- Students must wear closed-toe shoes to participate in Physical Education and Recess.
- 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.
- Tennis shoes must be worn for P.E.

- EDUPRIZE will not be responsible for any accident relating to violation of shoe policy.

**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

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



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

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

**D.9 Drugs (Possession, Use, Distribution)**

Drug offenses include, 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

**D.10 Dual Enrollment Credit Options**

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

**D.11 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.

## E

### E.1 Eagles Expo

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

Quarter	Quarterly Focus
1	Mathematic Focus – Math Department interfaces with other departments sharing a common theme and agenda *Math Dept. Chair, leads the team
2	English Language Arts Focus – ELA Department interfaces with other departments sharing a common theme *ELA Dept. Chair, leads the team

3	Social Studies Focus - Social Studies Department *Social Studies, Chair, lead the team
4	Science Focus - Science Department interfaces with the other departments sharing a common theme *Science Dept. Chair, leads the team

### E.2 EHS Education and Career Action Plan (ECAP)

All students develop their individual prescriptive Four-Year-Plan of studies in order to prepare for their college of choice through our rigorous curriculum preparatory for the International Baccalaureate Diploma Programme or vocational/technical studies, and careers through EVIT. Important to note, EHS continues to collaborate with Rio Salado Community College in offering Dual Enrollment options so students may earn college credits while attending our program. An Education and Career Action Plan (ECAP) for all JR/SR HIGH students is a reflection of their current plan of coursework, career aspirations, and extended learning opportunities. In consultation with their families, our Chancellor works with students to ensure that their individualized plan will meet graduation requirements, compliant to college readiness, and elective choices which will enrich individual unique talents.

### E.3 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, email, 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.

### E.4 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 is considered endangerment. 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.5 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.6 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.

### E.7 Extended Learning / Tutoring Lab

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

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

keep a record of student contact for Extended Learning documentation.

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

### E.8 Extortion

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

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

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## 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 International Baccalaureate global mindedness while meeting CCSS standards, as well.

*Two local, educational Field Trips* are covered by the Life Fund. Students/parents are responsible *for funding all Special Experiences Options*. Each grade level may provide options that are out of the Phoenix Metropolitan area, out of state, out of the country, or are special incentives which are an additional cost with Board approval. Extra-Curricular Activity (ECA) contributions can be designated to specific students or programs by any tax payer in Arizona. This means that local, extended family members and friends may make designated contributions in your student's name to assist with expenses.

*Field Experience Chaperones*

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

**Field Experience Criteria:**

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

Grade Level	Field Trips (Covered by Life Fund)
7	ASU Space/Science Museum: <ul style="list-style-type: none"> <li>· Planetarium, Satellite Controls, Mars Rover, Space Rocks/Meteors, Earthquake stations</li> </ul> Fort Verde & Montezuma’s Castle
8	Butterfly Wonderland/Odysea Aquarium Boyce Thompson Arboretum or Financial Park Junior Achievement
9	Physics Day at Castles ‘n Coasters ASU Outreach Program/ASU SPARKY’S Club or Falcon Field Air Museum
10	Financial Park – Junior Achievement Tour of ASU Campus, Grand Canyon University, or EVIT or Salt River Basin - Chemistry of Water Quality
11	Salt River Basin Biology (Group 4 Project) GCU (Health, Science, Engineering Fair)/UofA
12	Salt River Basin Biology (Group 4 Project for IB Seniors) NAU

Grade Level	Special Experience Options (At additional cost to student/parent)
7	Phoenix Zoo Twilight Camp Sunsplash
8	Universal Studios/ Scripts Disney Leadership/Marketing Youth Program Sunsplash
9	Holocaust Museum – Titan Missile Silo - Tucson Magic Mountain – Physics Day Sunsplas
10	US History - Washington DC: “Close-Up” - Sunsplash - Renaissance Fair
11	IB in Philadelphia or Boston Freedom Trail Sunsplash

12	12 <sup>th</sup> Grade Possible International Experiences Graduation Night- Park Disney – Student Council Camp in Prescott, AZ
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Additional Specialized Experiences	<b>All Grades Choirs, Instrumental</b> Disney Performing Arts, Arizona All State Band/Choir, Phoenix Symphony, Carnegie Hall, Spanish, German Cultural experiences
International Baccalaureate Students	<ul style="list-style-type: none"> <li>· Art Museums</li> <li>· Performing Arts experiences</li> <li>· Spanish, German culture experiences</li> <li>· CAS service experiences</li> </ul>

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

Field Experience Information Transportation must be arranged and the following guidelines must be met:

1. Teacher must arrange for transportation.
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 Final Exam Policy**

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

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

exams proctored. In the event that a student does not make up the final exam, her/his semester grade will be calculated with a score of zero on the final exam.

### F.3 Forgery

Writing and using the signature or initials of another person is forgery.

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Community service; up to short term suspension
2 <sup>nd</sup> Offense	Up to short term suspension
3 <sup>rd</sup> Offense	Up to long term suspension

### F.4 Formative Assessment

See [Assessment Policy](#)

### F.5 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).

## 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 is gambling.

	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

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

	Minimum to Maximum Disciplines
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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 JR/SR High School's primary forms of communication are through emails, student planners, Google classroom, and Infinite Campus. Individual teacher emails are posted on the teacher bios after the Welcome Back Letter. At the beginning of the school year, students will be given a password for access to the gradebook website.

#### G.3.1 Grading Delineation

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

#### G.3.2 Weighted Grades

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

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

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

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

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

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

#### G.3.3 Grade Reporting Progress

Teachers record grades on Jupiter Grades <http://gilbertgradebook.eduprizeschools.net/familylink> which provides students and parents daily access via the internet. Grades are updated on a weekly basis. Progress reports are printed out and given to students periodically throughout the term. Online grade reports, written and oral feedback are provided to affirm

progress, evaluate achievement, diagnose areas of concern, and aid in accountability. Grades are processed and report cards are issued once a quarter. Semester grades consist of the two quarter grades and a final exam. Parent/Teacher Conferences are scheduled once a quarter, and/or as needed. Teachers will consult with parents on an individual basis as the need arises via emails, phone calls, etc.

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

#### G.4 Graduation Requirements

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

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

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

#### G.5 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. 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

## 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. 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.

### H.3.1 Homework Timelines and Deadlines

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

### H.4 Honors Program Policy

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

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

#### H.4.1 Honors Program Expectations

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

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

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

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

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

#### H.4.2 Admission to Honors Program

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

#### H.4.3 Incomplete/Missing Assignments

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

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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 all will be called and 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  $\geq 356$

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

### 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 qualifies as 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 International Baccalaureate Assessments

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

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



(i.e. recorded conversation in second language, lab, reports in science, etc.).

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

### **I.8 International Baccalaureate Diploma**

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

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

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

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

- a) Numeric grades have been awarded in all six subjects registered for the IB diploma.
- b) All CAS (Creativity, Activity, Service) requirements have been met.
- c) Grades A (highest) to E (lowest) have been awarded for both theory of knowledge and an extended essay, with a grade of at least D in one of them.
- d) There is no grade 1 in any subject.
- e) There is no grade 2 at higher level.
- f) There is no more than one grade 2 at standard level.
- g) Overall, there are no more than three grades 3 or below.
- h) At least 12 points have been gained on higher level subjects (candidates who register for four higher level subjects

must gain at least 16 points at higher level).

- i) At least 9 points have been gained on standard level subjects (candidates who register for two higher level subjects must gain at least 6 points at higher level).
- j) The final award committee has not judged the candidate to be guilty of malpractice.

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

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

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

#### **I.8.1 Creativity, Activity, Service IB Programme (CAS)**

CAS projects are intended to help students “Think globally, act locally.” Working with people from different social or cultural backgrounds in the vicinity of the school can do as much to increase mutual understanding as large international projects. IB students will submit a proposal for each CAS project they intend to do. The project will be created and

organized by the student reflecting student interests and requests. They can go to an adult for guidance but the student will be the creator of the project. The Guidance Counselor (IB trained) is our CAS coordinator and will guide students to acknowledge what is an appropriate and sufficient CAS experience.

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

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

### **I.9 International Baccalaureate Inclusion Policy**

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

#### *STATEMENT OF PHILOSOPHY*

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

#### *DEFINITIONS*

- A) An Individualized Educational Plan (IEP) is a plan or program developed to ensure that a student who has a disability identified under the law and is attending a secondary educational institution receives specialized instruction and related services.

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

### **I.10 Intimidation**

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

	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

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## **K**

### **K.1 Knives**

Knives may be any 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 Pick-up Policy**

Student safety is the highest priority of EDUPRIZE SCHOOLS. Therefore every effort is made to ensure all students are under appropriate supervision until they are returned to the parents/guardians at the end of their school day. Emergencies are unavoidable and there will be times when parents/guardians will not be able to pick their students up promptly.

We are concerned about any student who remains after their dismissal time or program end time and therefore have made the following accommodations for their safety.

1. Fifteen (15) minutes after their dismissal time, students will be brought to the lobby to call their parents and to wait for the parent to arrive. At this time parents will be billed \$5 for being late. For every additional 5 minutes, 5 additional dollars will be charged.
2. Children will remain in the lobby of building 1 and/or 3 (Gilbert) under the supervision of personnel until a parent/guardian arrives to sign them out.
3. At sign out, the parent/guardian will be informed what the late fee is for the day and that they may make payment by check to EDUPRIZE.
4. Front desks close at 4:30 at which time students will be transferred to the care of the administrator on duty for the day. Students in after school programs will remain with their program supervisor.
5. Students who are picked up late must be signed out so that we have record of the time and number of late incidents.
6. Fees apply as follows after the one-time 15 minute grace period
  - a. Students not picked up at carpool within 15 minutes of their release will be charged \$5
  - b. Additional time is charged per student at the rate of \$5 for every 5 minutes.
  - c. There is no discount fee for late pick up for multiple students in the same family.
7. Every effort will be made to reach a parent/guardian.
8. After the third incident, parents/guardians may be asked to meet with an administrator to discuss options or may be excluded from special programs.

## **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, educational experiences will be provided on campus 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.



### **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**

All medication is to be brought to school by the parent/guardian in a properly labeled container from the pharmacy and/or the original unopened, over the counter packaging. No expired medication will be accepted. You may ask the pharmacist to label two containers: one for school and one for home.

Medications will not be sent home with students daily

Medications will NOT be crushed without a licensed healthcare provider order. Parent/guardian is required to provide student specific pill crusher. If a medication needs to be cut in half, it will be done by the parent/guardian NOT the health assistant or nurse. Any medications that the district/school nurse feels are unsafe will not be administered until licensed healthcare provider clarification is obtained. School nurses must follow all State Scope of Practice regulations.

The parent/guardian is responsible to pick up the child's medication at the end of the school year. Any medication leftover will be discarded on the last day of class. No Exceptions.

Prescription medication must be prescribed by your child's Arizona licensed healthcare provider and filled by a licensed pharmacy. Medication prescribed by out-of-state healthcare providers can be administered for up to 60 days. After 60 days, the prescription must be replaced by a provider licensed in the State of Arizona. No Prescriptions from outside of the United States will be accepted.

A new Consent for Medication Administration form must be completed and signed by the child's licensed healthcare provider for any changes to prescription medication (dosage, timing, etc.), including each new school year. The student is responsible for coming to the health office or to the designated person to take the medication. Narcotic pain medication, CBD oil and medical marijuana will not be given in the general education setting at school for the safety of all students. (ARS§15-108)

All Non-prescription medications will be dispensed to students upon the completion of the Consent for Medication Administration form with parent/guardian signature and physician. Medication will be given in accordance to package directions. Dosage must be weight and age appropriate per label (i.e. children specific formula). If medication is to be administered for three (3) consecutive days, a licensed healthcare provider order must be submitted to the school health office for continuing administration of the medication beyond the three (3) days to ensure that use of this medication is not masking symptoms of a serious condition in the student. In order to minimize the possibility of a drug overdose, non-prescribed medications will not be dispensed during the first and last hours of the school day. A new Consent for Medication Administration form is required for each school year.

### **M.3 Misbehavior**

Students at EDUPRIZE have the right to a quality education free from unnecessary disruption and distractions. To protect the rights of all our children, it's important that parents and students understand the consequences of misbehavior. EDUPRIZE has set these guidelines to promote consistency in discipline in all cases. We will not tolerate misbehavior or disrespect. We want parents to know that school rules are designed to protect all students and that those who choose to break the rules are treated firmly, but respectfully and appropriately. Additionally, school personnel will work with students to help them learn from inappropriate behaviors and provide them with tools to make better choices in future situations.

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

1. disorderly conduct
2. fighting
3. bullying behaviors
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
25. public display of affection

#### **M.4 Mission Statements**

##### **M.4.1 Baccalaureate Mission Statement**

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

##### **M.4.2 EHS Mission Statement**

The EDUPRIZE mission is to provide educational excellence to our community of learners through the use of multiple modality instruction and a strong differentiated curriculum. Students will excel on state 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 project based approach for applied learning. Through increased engagement, students will become effective communicators 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.

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## **O**

### **O.1 On-line Learning**

EDUPRIZE K-5 online students experience positive, supportive, and rigorous academic opportunities provided by a certified teacher in a dedicated virtual classroom. Each grade level has the same teacher for all academic content (in the same way they would in an on-campus environment), the students benefit from live and pre-recorded video instruction, all planned and provided by their teacher. Differentiation, a core value for EDUPRIZE, is provided via live interactive small groups and tutoring sessions.

The students have access to the same quality curricular resources as their on-campus peers, with digital texts and hard-copy consumables. They build and refine their reading and language skills through the use of the excellent standards-based Benchmark Advance reading curriculum. The lessons in Benchmark Advance are designed for differentiation, so the teacher is able to meet the needs of diverse learners within the same classroom. Lucy Calkins Units of Study is integrated throughout the language arts instruction in order to build the reading-writing connection. The teachers utilize a writer's workshop format to allow students to brainstorm, write, edit, and share their work.

Our Eureka mathematics curriculum provides a hands-on approach that contributes to a deep understanding of mathematical concepts. The teacher presents lessons via direct instruction during virtual live lessons to the whole class and to small groups. Children are taught a variety of pictorial strategies to aid in problem solving. This is enhanced through math talks, journals, and real-world examples to maximize engagement and demonstrate the relevance of what they are learning.

EDUPRIZE provides science and social studies instruction via the presentation of thematic quarterly units called Cottages. Our online students enjoy the

same Cottages as their on-campus peers. They engage in interactive lessons and conduct experiments to test hypotheses. At the end of every quarter, the students show off what they have learned in a virtual “Cottage Fair”. This is a highlight of every quarter and is always much anticipated by students and families alike.

EDUPRIZE online students in grades 6-12 receive their academic instruction through the award-winning Edgenuity program, one of the leading online learning platforms in the country. Edgenuity provides a full range of middle and high school curricula, including a broad selection of elective courses. Core academic classes are aligned to state standards and provide all the credit opportunities required for graduation. The diversity of standards-aligned elective course offerings expands the classes available to our students, allowing them to build a learning program that aligns with their interests and post-secondary plans. The ability to customize the learning plan for each student dovetails perfectly with EDUPRIZE’s long-standing commitment to serve and challenge every student to excellence.

**O.2 On-line Learning Requirements**

Requirements for the EDUPRIZE 6th-12th grade online students are as follows: An educational contract needs to be signed. Each student must commit to at least 60 minutes of class per course per day. The minimum requirement is 30 hours of time spent working on course material each week in order to meet the state requirement of 900 hours of instruction per year. The internet safety course should be completed by student and parent at the beginning of each school year. When using an EDUPRIZE account and/or Chromebook device, students must abide by the Technology Agreement that was signed prior to being provided with account information. Each student must attend daily online sessions and break-out sessions per schedule.

**O.3 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 Physical Altercation**

Physical altercations are pushing, shoving, tussles, minor confrontations. Does 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.3 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

#### P.4 Promotion/Retention Policy

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

1. *GUIDELINES FOR THE PROMOTION/RETENTION OF STUDENTS WITH IEPS*

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

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

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

3. *GUIDELINES FOR 7th and 8th GRADE PROMOTION/RETENTION POLICY*

EDUPRIZE High School requires that students in our regular academic program be able to demonstrate average or above competency in all classes in order to achieve an academic promotion to the next grade level. Students must maintain a minimum of 2.0 cumulative GPA for the school year in all classes. In addition, a student who has more than one failing grade per semester in core classes may be recommended for retention. Core classes include English Language Arts, Math, Science, and Social Studies. If a 7th or 8th grade student does NOT meet these guidelines, he/she may be promoted to the next grade level on a qualified, case-by-case basis pending approval of the administrative team. 8th grade students who

receive a qualified promotion may not be able to participate in the 8th grade promotion ceremony. If parents choose not to accept the team’s decision they may request in writing, that the governing board review the decision. Final decisions must be made by May 15, and appropriate signature must be on file. – Parent/teacher Academic Contract Form.

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

4. *ACADEMIC PROBATION*

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

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).

#### P.5 Provoking Students

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

	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.6 Public Display of Affection

Any intimate physical contact in school or at any school related activity, on-site or off-site is personal display of affection (PDA)

	Minimum to Maximum Disciplines
1 <sup>st</sup> Offense	Conference; ISS; community service; up to short term suspension
2 <sup>nd</sup> Offense	ISS; short term suspension
3 <sup>rd</sup> Offense	Short term suspension; referral to Board

## 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. Please allow up to 7 days for copied records.
2. Student records may be reviewed by appointment within 5 school days and will be promptly scheduled at the school's earliest availability.
3. Students with disabilities will have the protections of both IDEA and FERPA and ongoing draft data shall be organized and in summary from before release for critical understanding.
4. 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.
5. To file complaints with the U.S. Department of Education.

### 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 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 Current Students 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 Current Students menu.

## S

### S.1 Schedules

Daily Bell Schedule 7 <sup>th</sup> & 8 <sup>th</sup> Grade		
Time	Period	
<b>Monday through Thursday</b>		
7:48-8:32	1	
8:36-9:19	2	
9:23-10:06	3	
10:10-10:53	4	
10:53-11:26	Lunch	
11:30-12:14	5	
12:18-1:01	6	
1:05-1:49	7	
1:53-2:36	8	
2:40-3:20	Advisory	
<b>Friday</b>		
7:48-8:48	FA	FB
8:52-9:52	1	2
9:56-10:56	3	4
11:00-12:00	5	6

Daily Bell Schedule 9 <sup>th</sup> -12 <sup>th</sup> Grade		
Time	Period	
	Monday and Wednesday (A)	Tuesday and Thursday (B)
7:48-9:19	1	2
9:23-10:53	3	4
10:53-11:26	Lunch	Lunch
11:30-1:01	5	6
1:05-2:36	7	8
2:40-3:10	Advisory	Advisory
<b>Friday</b>		
7:48-8:48	FA	FB
8:52-9:52	1	2



9:56-10:56	3	4
11:00-12:00	5	6

On-Line Sessions 6 <sup>th</sup> -12 <sup>th</sup> Grade	
Time	Session
7:40-9:00	1
9:00-11:00	2
11:00-12:30	3
12:30-1:00	Lunch
1:09-1:55	4
2:00-4:00	5

## S.2 Sexual Harassment

Harassment is 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.3 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.4 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.5 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 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.

## **5.6 Student Discipline Policy**

All students at EDUPRIZE SCHOOLS have the right to a quality education free from unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school/campus environment free from behavioral problems. EDUPRIZE has set these guidelines to promote consistency in all cases, and the entire school community (parents, students, school personnel and community members) share in the responsibility for maintenance of a positive campus

climate. The administration, teaching staff and other school personnel have the responsibility to determine when a student's behavior is inappropriate and disruptive or in violation of school rules/regulations or policy. When a student's behavior is inappropriate and disruptive or in violation of school rules/regulations or policy, school personnel will work with students to help them learn from inappropriate behavior and to provide them with tools to make better choices in future situation and will follow school guidelines for applying consequences.

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

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

### **5.6.1 Disciplinary Severe Clause**

EDUPRIZE severe clause is invoked with: Documented weapons, physical violence, vandalism, threats, sexting, sexual harassment, drugs, alcohol, and illegal substances. Consequences: Students will have OSS (Out-of-School Suspension).

### **5.6.2 At Risk Students**

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

- OSS (Out-of-Schools suspension) - ½ times their grade level suspension (i.e. 10th grader is out for 5 days)

- Work will be provided
- Parent must provide proof of Mental Health service sought
- DPS contacted if parents do NOT provide services

### S.7 Student Hallway Behaviors

All 8th-12th grade students change classes simultaneously eight times per day. In order to minimize hallway crowding and timely class attendance, these behaviors are imperative:

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

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

### S.8 Student Off-Campus Behavior

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

### S.9 Suspensions/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.

### S.10 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.

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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. Weekends or other periods this may be up to 48 hours. 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 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.5 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.6 Tobacco (Possession, Use, or Distribution)

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

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

#### T.7 Transcripts

Transcripts will reflect honors designation and weight for honors and future IB courses (once authorized)

completed. Honors and IB courses will be weighted with an additional .25 factor.

#### 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

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

	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

Loitering and unauthorized entry is 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.

	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, call our school nurse.

## V

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

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

	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 altercation is verbal confrontation/sparring with another individual. 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 Violation of a Local, State, or Federal Law

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

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

### V.4 Vision Statement

E – 100% student engagement focus 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 provides motivation and transfer of learning

R – Reteach and enrich to mastery of content

I – Inquiry based 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.5 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.6 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)

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

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

### W.2 Weighted Grades

See Grades