



EDUPRIZE ELEMENTARY SCHOOL

Parent/Student Handbook

A decorative graphic consisting of several overlapping, semi-transparent blue triangles of varying shades, creating a dynamic, geometric shape on the left side of the page.

WELCOME TO EDUPRIZE!

We are the most award winning school because of our extraordinary programs, faculty, parents and students.

In addition to offering a rigorous science-based program where students are fully engaged, we offer a variety of options to our parents. We hope this handbook will assist you in understanding many of our procedures and systems. This handbook also focuses on student management that is in place to keep all of our students safe.

We are excited that you are a part of our EDUPRIZE family and look forward to working with you.

Table of Contents

A

A.1.2	Absence	5
A.2	Advocates	6
A.2	After-School Athletic Program	6
P.5	Afterschool Programs	19
A.3	Alternative Educational Placement	7
A.4	Animals	7
A.5	Arson	8
A.6	Assault and Fighting	8
A.7	Assessment Policy	8
A.8	At Risk Students	9
A.1	Attendance Policy	5

B

B.1	Bomb Threat	9
H.1	Bullying	17

C

C.1	Carpool	9
C.2	Cell Phones	9
C.3	Child Abuse Reporting	9
C.4	Child Find	10
C.5	Closed Campus Policy	10
P.5	Clubs	23
S.6	Code of Conduct Guidelines	21
C.6	Conferencing	10
D.3	Corrective Process	10
C.7	Cottage Fair	10
D.5	Creating a Falsehood	12
C.8	Custody	10
H.1	Cyber Bullying	17

D

D.1	Defiance of Authority	11
D.5	Deliberately Concealing the Truth	12
V.1	Destruction of Property	28
D.2	Directory Information	11
D.3	Disciplinary/Corrective Process	11
D.5	Dishonesty	12
D.6	Disorderly Conduct	13
D.7	Disrespect	13
D.8	Disruption to the Education Process of the School	13

D.9	Disruptive Behavior	13
D.11	Distribution of Drugs	12
I.1	Distribution of Illegal Materials	15
T.6	Distribution of Tobacco	23
W.1	Distribution of Weapons Other Than Guns and Knives	25
D.4	Due Process	12
D.10	Dress Code Policy	13
D.11	Drugs (Possession, Use, Distribution)	15

E

L.1	Early Departure	19
M.3	Elementary Mission Statement	21
E.1	Emergency Cards	15
E.2	Endangering the Health and Safety of Others	15
E.3	Enrollment	15
E.4	Equal Opportunity	15
B.1	Explosive Devices	9
S.7	Expulsion	25

F

D.5	Falsification	12
F.2	FAPE	16
F.1	Field Experiences and Special Experiences Guidelines	16
A.6	Fighting	8
G.4	Firearms	17
F.2	Free Appropriate Education (FAPE)	16

G

G.1	Gambling	16
G.2	Gangs	16
G.3	Gifted	17
G.3	Grades	17
G.4	Guns	17

H

H.1	Harassment	17
H.2	Hate Crime	17
H.1	Hazing	17
H.3	Homework	18

I			O.1	On-line Learning	22
I.1	Illegal Materials	18	O.2	On-line Learning Requirements	22
I.2	Illness	18	O.3	Open Enrollment	22
I.3	Immunization Policy	18	P		
T.3	Inappropriate Use of Technology Resources	22	P.1	P.E. Excuses	23
I.2	Injury	18	P.2	Parent Communication with Teachers	23
I.4	Instructional Time	18	P.3	Personal Belongings	23
I.5	Insult	18	P.4	Physical Altercation	23
I.6	Insurance	19	D.11	Possession of Drugs	12
I.7	Intimidation	19	I.1	Possession of Illegal Materials	15
K			T.7	Possession of Tobacco	23
K.1	Kindergarten Age	19	W.1	Possession of Weapons Other Than Guns and Knives	25
K.2	Knives	19	P.5	Programs (After School)	23
L			D.3	Progressive Disciplinary/Corrective Process	8
L.1	Late Arrival	19	R		
L.2	Late Pick-up	19	R.1	Records	23
L.3	Liability	20	R.2	Report Cards	23
L.4	Life Fund	20	R.3	Retention	24
V.1	Littering	28	S		
U.1	Loitering	28	B.1	Sale or Use of Firearms or Explosives	9
L.5	Lunch	20	S.1	School Age	24
D.5	Lying	12	S.2	Search/Seizure	24
M			S.2.1	Search of a Students Person	24
M.1	Media	20	S.2.2	Search of Desks	24
M.2	Medication Disbursement	21	A.4	Self Harm	6
M.3	Mission Statements	21	A.4	Self Mutilation	6
T.3	Misuse of Technology Resources	22	S.3	Sexual Harassment	24
N			S.4	Special Circumstance Applications for Optional Activities	24
N.1	News Media	21	S.5	Special Education Students	25
N.2	Newsletters	21	S.6	Student Code of Conduct Guidelines	25
O			R.1	Student Records	19
V.2	Offensive Language	29	R.3	Student Retention	19
			A.4	Suicide	6
			S.7	Suspension	25
			T		
			A.1.3	Tardies	6
			T.1	Teacher Communication	26

T.2	Teacher Resumes	26
T.3	Technology Resources	26
T.4	Testing	27
T.5	Theft (Personal or School Property)	27
A.4	Threat to Self	6
T.6	Threats	27
T.6	Threatening Act	27
T.6	Threats	23
T.7	Tobacco	27
T.8	Transportation	28
T.9	Trespassing	28

U

U.1	Unauthorized Entry	28
U.2	Universal Precautions	28
D.11	Use of Drugs	12
I.1	Use of Illegal Materials	15
T.6	Use of Tobacco	23
W.1	Use of Weapons Other Than Guns and Knives	25

V

V.1	Vandalism	28
I.5	Verbal Abuse of a Faculty or Staff Member	18
V.2	Verbal Altercation	28
V.3	Violation of Local, State, or Federal Law	29
V.4	Vision Statement	29
V.5	Visitors	29
V.6	Volunteers	29

W

W.1	Weapons, other than Guns and Knives (Possession, Use, Distribution)	29
E.3	Withdrawal	15

A

A.1 Attendance Policy

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

- According to Arizona law, students are expected to attend at least 90 percent of class time in order to receive credit. Withholding of grades or credit can occur only if the student is absent more than ten (10) excused or unexcused days in a semester.
- If a student is absent more than 10 days per semester, the status of the class may become an audit and their grades/credits can be withheld.
- ‘Excused Absence’ is recognized by the state as reported illness or family bereavement, doctor appointments, family emergencies, and out-of-school suspensions as the only legal excuse. Excused absences due to out-of-school suspension must not exceed 10% of the instructional days scheduled for the school year. A.R.S § 15-901(A)(1). For these absences to be excused the student who is under 16 must be with a parent, guardian or person authorized by a parent. ARS § 15-803(A)(2) EDUPRIZE will accept parent-excused reasons: religious purposes and family vacations (ADE leaves this designation to the discretion of the charter/district schools administration. EDUPRIZE will give a religious absence for days set apart for religious observance by a religious body. Additional leave request for days that are not actual day of the religious observances will be coded as “other”.
- Parental excused, as well as unexcused absences, will count toward the limit of 10 absences per semester.
- Prearranged school-related activities will NOT be counted as absences in implementing this policy.
- Any student entering the classroom AFTER the bell has rung, and who does NOT have a written excuse from a staff member or the administration, will be considered tardy.
- Excessive absences may result in a truancy referral. Students with unexcused absences may warrant a report to AZ Dept. of Child Safety (DCS) for truancy.
- If a student is absent 10 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.

Students should not be in the building prior to school without teacher approval.

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.

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.1.2 Absence

If a student is absent from school or cannot attend EOI on-line sections, parents are encouraged to call the night before or are to contact the school within 30 minutes of the student’s start time but no later than 8:30am. This ensures that, for the safety of the student, his/her whereabouts are known. Excused absences are for illness, doctor appointments, out-of-school suspension, religious observances, or a family death or emergency. Students with unexcused absences may warrant a report to Child Protective Services or a truancy officer. Parents will be notified if their child accumulates excessive absences (excused absences that exceed 8 or unexcused absences that exceed 5) during any one semester. Students with excessive absences (more than 18), unexcused or excused, will be issued a citation and may be referred to the Juvenile Court System. Both the parent/guardian and the student will be expected to appear at a court hearing. Consequences will be issued at the hearing as well as an assessment fee for the parent/guardian. Failure to comply with the court order may result in prosecution of the student and/or parent/guardian for a misdemeanor offense with the possibility of fines and/or jail time.

Parents should contact the school if their child will be out of school for any period of time. If a student 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.1.3 Tardies

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

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

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

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

A.2 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.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 \$200.00 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 Alternative Educational Placement

Under certain circumstances, the district may reassign the student to an alternative educational program in place of long suspension, with or without the agreement of the student or parent. Additionally, under Arizona law, the district may reassign any student to an alternative educational program who refuses to comply with rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Board or because the district deems it the best educational placement. If a student is assigned to an alternative placement program in place of long suspension, there is no right to a formal hearing on the incident.

A.4 Animals

EDUPRIZE acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 C.F.R. Part 35, subject to the following:

- The animal must be a dog. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal". Emotional support, therapy, comfort, or companion animals are not considered service

animals under the ADA. Animals that provide comfort just by being with the person, because they have not been trained to perform a specific job or task, do not qualify as service animals and may not be allowed on school premises absent specific permission in alignment with District policy and regulation, related to animals on campus.

- Medical doctor must provide our completed form to provide evidence that the service animal is required to mitigate the disability and substantiate disability this must be received by the district prior to any service animal being on campus.
- All requests for an individual with a disability to be accompanied by a service animal on a regular and ongoing basis must be addressed in writing to the school principal or immediate supervisor, and must include a copy of up-to-date required vaccinations. This written request must be delivered to the Superintendent of Schools' office at least ten (10) business days prior to bringing the service animal to work, school. Visitors to school campuses including but not limited to parents, spectators or community members are not required to provide written notice or proof of vaccination before entering school premises with a service animal.
- Owners of the service dog must provide annual proof of the following current vaccinations; DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella, and Rabies. This requirement does not apply to visitors.
- Service Animals regularly on campus must be kept clean and be free of fleas, ticks and other parasites.
- Owners of service animals are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.
- The animal must be required for the individual with a disability.
- The animal must be individually trained to do the work or a task for the individual with a disability.
- The handler must be able to control the service animal at all times.
- A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or tether would interfere with the service animal's safe, effective performance of work or tasks, in

which case the service animal must be otherwise under handler’s control.

- Students with service animals are expected to care and supervise their animals. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the parent is responsible for providing care and supervision of the animal.
- School personnel are not responsible for the care or supervision of a service animal, including walking the animal, caring for the animal, or responding to the animal’s need to relieve itself or clean-up after the animal has relieved itself.
- Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.
- Visitors to all school sites are allowed to have a service animal which is trained to perform a specific task(s) for an individual with a disability. Visitors are not required to disclose specific or unique disability information nor provide any documentation or proof before the service animal is allowed to accompany the visitor and remain on school premises. Staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the animal, require that the dog demonstrate its task, or inquire about the nature of the person’s disability. The ADA does not require service animals to wear a vest, ID tag, or specific harness or to be registered as a service animal. Emotional support animals are not considered service animals.

Removal of a Service Animal:

An administrator or supervisor may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one (1) of the following circumstances occurs:

- The animal is out of control and the animal’s handler does not take effective action to control it.
- The animal is not housebroken.

- The animal’s presence would “fundamentally alter” the nature of the service, program, or activity.
- The animal poses a threat to the health and safety of others.
- The animal poses an undue burden.

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 st 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 st Offense	Up to short term suspension; behavior contract
2 nd Offense	Short term suspension; possible referral to Board for enrollment consideration
3 rd 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.8 At Risk Students

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

Consequences may include:

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

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

C.2 Cell Phones

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

C.3 Child Abuse Reporting

According to state law, school employees must report reasonably suspected cases of neglect, endangerment, non-accidental injury or sexual offenses against children to Arizona Department of Child Safety (DCS) or local law

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

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

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

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

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

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

C.4 Child Find

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

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

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

C.5 Closed Campus Policy

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

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

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

C.6 Conferencing

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

C.7 Cottage Fair

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

C.8 Custody

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

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 st Offense	Up to short term suspension; community service
2 nd Offense	Up to short term suspension; community service
3 rd Offense	Up to 9 days suspension; referral to Board

D.2 Directory Information

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

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

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

D.3 Disciplinary/Corrective Process

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

1. Informal Talk
2. Timeout
3. Discipline conference with student

4. Restriction of privileges
5. Informal discipline conference with parent and teacher and/or principal or designee
6. Formal discipline conference with parent and principal or designee
7. Restitution
8. Remainder-of-day Suspension removal
9. In-school suspension
10. Short off-campus suspension
11. Long off-campus suspension
12. Expulsion

- Informal Talk: A teacher or an aide will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.
- Timeout: Timeout is when a teacher or an aide isolates the student to a location away from his/her classmates. This is usually another class.
- Discipline Conference with Student: A conference is held with the student, the Principal, Chancellor, or, and/or the teacher to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent may be notified.
- Restriction of Privileges: Inappropriate behavior may result in a restriction of a student's privilege to participate in lunch with classmates, lunch recess, or specific special activities. A designated location with supervision will be provided for students to complete any given assignments. Limited time will be provided to complete lunch in an agreed setting. The parent may be notified.
- Informal Discipline Conference with Parent and Teacher and/or Principal or Chancellor: The classroom teacher may request a conference with the parent to discuss inappropriate behavior. During the conference a behavior or academic plan will be developed to assist the student with his or her behavior.
- Formal Discipline Conference with Parent and Principal or Chancellor: The parent is asked to attend a conference with the student, Principal or Chancellor, and possibly other school personnel to develop a plan for changing the student's inappropriate behavior and specify next consequences should further behavior issues occur. The parent and student will receive a written copy of the Discipline Action Form which documents the plan, and administrator records the conference in Administration Log.
- Restitution (Liability under Arizona law): Parents will be liable for damage to school property done by their children. Community/School service.

- Remainder-of-Day Suspension/Removal to Parent/Designee: The student will be released to the custody of the parent/designee for the duration of the school day. Parents agree to pick their child up within 30 minutes after being called by school personnel. Students may be suspended for individual severe behaviors or for multiple misbehaviors. Repeated inappropriate behaviors will generally result in a progression of disciplinary measures. The sequence will typically be:
 - Restriction of privileges
 - In-school suspension
 - Out-of-school suspension for one day
 - Short out-of-school suspension for 3, 5, or 9 days
 - Long off-campus suspension for 10 or more days
- Expulsion recommendation to the Board of Directors

D.4 Due Process

Relative to student discipline, due process means that school officials must follow certain notice and hearing procedures before a student can be suspended for more than nine days or expelled. If a student is faced with a possible long suspension or expulsion, the appropriate due process procedure will be implemented. Hopefully, students will never be in a situation where due process procedures are needed.

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

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

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

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

Upon receiving a recommendation for long suspension, the superintendent or designee will contact the parent and schedule a meeting to discuss the situation. The meeting will be attended by the superintendent or designee, one or more Board members, and the principal or dean. At the meeting, it will be determined whether or not a long suspension should be imposed or, if applicable, whether the student should be assigned to an alternative educational program.

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

If a formal hearing is requested, an appointed hearing officer will hold the hearing at the district level. The parent and student shall be given written notice of the date, time and place for the hearing at least five working days prior to the hearing. A long suspension shall take effect upon receipt of the hearing officer's decision, subject to appeal to the Board. The hearing officer's decision may be appealed by sending a written notice of appeal to the Board within five working days after receipt of the hearing officer's decision.

“Expulsion” means the permanent withdrawal of the privilege of attending school unless the School Board reinstates the privilege. Expulsion of a student from a district school is a discretionary power of the School Board under the provision of A.R.S. 15-341, 15-342, and 15-843. The Board alone has the authority to exercise the power of expulsion of a student from the schools. The Principal or Dean of Students has the authority to recommend expulsion to the Board.

The parent and any student subject to expulsion shall be given written notice of the date, time and place for the hearing at least five working days prior to the hearing. Expulsion hearings shall be heard by the Board which shall hear the evidence, prepare a record, and then render a decision. The hearing procedure shall be closed to protect the privacy of the student unless the parent requests that it be open to the public. The Board's decision may be appealed by sending a written notice of appeal to the Board within five working days after receipt of the Board's decision.

D.5 Dishonesty, Falsification, Lying/Deliberately Concealing the Truth/Creating a Falsehood

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

	Minimum to Maximum Disciplines
1 st Offense	Conference; up to short term suspension/ISS; community service
2 nd Offense	Up to short term suspension/ISS; community service
3 rd Offense	Up to 9 days suspension; referral to Board

D.6 Disorderly Conduct

A.R.S. 13-2904 prohibits conduct where, with intent to disturb peace or quiet, a person (1) engages in fighting, violent or seriously disruptive behavior; (2) makes unreasonable noise, or; (3) uses abusive language or gestures to a person in a manner likely to provoke immediate physical retaliation. The act of being involved in behavior which disrupts the educational process of other students on the campus, or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior. Law enforcement may be contacted if the disorderly conduct occurs to a degree which violates other students' or school employees' rights to a peaceful environment.

	Minimum to Maximum Disciplines
1 st Offense	Conference; ISS: community service to short term suspension
2 nd Offense	Up to short term suspension; community service
3 rd Offense	Up to 9 days suspension; referral to Hearing Officer

D.7 Disrespect

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

	Minimum to Maximum Disciplines
1 st Offense	ISS up to short term suspension; community service
2 nd Offense	Up to short term suspension; community service
3 rd Offense	Behavior contract; up to 9 days suspension; referral to Board

D.8 Disruption to the Education Process of the School

A student shall not engage, or attempt to engage in any conduct that is reasonably likely to disrupt, or that does disrupt, distract or inhibit the instructional process and/or normal functioning process or activity of the school. Offenses would include, but not be limited to:

unnecessarily setting off fire alarms, bomb threats/written threats, actions that cause cessation of instructional activities, inciting to riot, disruption caused by laser pointers, or other mischievous behavior. Students are not permitted to sell any item on campus without prior permission of a school administrator.

	Minimum to Maximum Disciplines
1 st Offense	Conference; ISS; up to short term suspension
2 nd Offense	Up to short term suspension; community service
3 rd Offense	Up to 9 day suspension; referral to Board

D.9 Disruptive Behavior

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

	Minimum to Maximum Disciplines
1 st Offense	ISS, Conference; up to short term suspension
2 nd Offense	Up to short term suspension; community service
3 rd Offense	Up to short term suspension; referral to Board

D.10 Dress Code Policy

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



Dress & Grooming Code:

Tops:

- Tops that reveal 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 athletic shoes to participate in Physical Education and Recess. (No slides, Crocs or similar like shoes are allowed.)
- 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.
- Administration has final say on appropriate and safe shoes.

Belts:

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

Hats:

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

Miscellaneous:

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

1 st Offense	Sent to office to call parent to get another outfit
2 nd Offense	ISS; up to short term suspension; community service
3 rd 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.11 Drugs (Possession, Use, Distribution)

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

	Minimum to Maximum Disciplines
1 st Offense	9 days suspension; referral to Board

E

E.1 Emergency Cards

We ask all parents to complete an Emergency Medical Referral card for each of their children annually. Tell us

how to contact you or another responsible adult if your child becomes ill or is injured at school. List health problems, including allergies to food, medicine and insect stings. Please let us know if your address, home phone, email address, business phone or emergency phone number changes during the school year. Be sure to include a working number to receive “text alert” messages in case of emergencies.

E.2 Endangering the Health and Safety of Others

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

	Minimum to Maximum Disciplines
1 st Offense	ISS; behavior contract; community service; up to short term suspension
2 nd Offense	Up to 9 days suspension; referral to Board

E.3 Enrollment/Withdrawal

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

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

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

E.4 Equal Opportunity

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

Lack of English language skills shall not be a barrier to admission and participation in district programs. Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

F

F.1 Field Experiences and Special Experiences Guidelines

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

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

Field Experience Chaperones

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

Field Experience Criteria:

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

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

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

F.2 Free Appropriate Education (FAPE)

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

G

G.1 Gambling

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

	Minimum to Maximum Disciplines
1 st Offense	Conference; ISS; up to short term suspension
2 nd Offense	Up to short term suspension
3 rd Offense	Up to 9 day suspension

G.2 Gangs

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

	Minimum to Maximum Disciplines
1 st Offense	Up to 9 days ISS/OSS; behavior contract; and gang affiliation report
2 nd Offense	9 days suspension and referral to Board

G.3 Gifted

Is a pull-out program run by a gifted teacher at each campus (Gilbert and Queen Creek). Students will attend their regular class for most of the week and receive quick-paced differentiated learning opportunities involving depth and complexity.

The gifted teacher at each campus will provide services to gifted students to promote interaction with intellectual peers and support cognitive abilities.

The amount of time students spend in the gifted room will depend on which areas they qualify for. We try to build the schedule to meet student needs AND to be the least disruptive as possible to their regular schedule.

Parents can nominate students in the fall (in July to test in August).

Teachers and parents can nominate students in the spring (in April to test in May).

There is no charge for the program itself. Parent nominated children must pay a testing fee of \$20 via our Infinite Campus Portal (this is only available to be paid during the fall and spring nomination periods).

Students must score in the 97th percentile or above in one or more subtests to qualify for our gifted program. It is important to note that a percentile rank is NOT the same as a percent correct.

Percentile ranks provide a comparison of your child’s performance to that of a national sample of students in the same grade ranking students on a scale of 1 to 99.

G.4 Grades

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

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

EDUPRIZE additional forms of communication are through emails, student planners, Google classroom,

and some grades use Jupiter Grades. Individual teacher emails are posted on the teacher bios after the Welcome Back Letter. Grades are posted and found at this Parent Portal website:

<http://gilbertgradebook.eduprizeschools.net/familylink>. At the beginning of the school year, students will be given a password for access to the gradebook website.

G.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. These may be real or simulated; may be operable or inoperable, loaded or unloaded.

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

H.2 Hate Crime

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

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

H.3 Homework

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

Each EDUPRIZE team develops its own homework plan. Generally, homework assignments for primary grades should not exceed 20 to 45 minutes. Students in grades 4-6 should not exceed 45-60 minutes. These time limits include on-line components if applicable. Home reading is assigned each week. More homework than this may be assigned to youngsters who need to make up assignments or who did not complete their class work at school.

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

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 st Offense	Confiscate the Illegal contraband and up to short term suspension
2 nd Offense	9 days suspension and referral to Board

I.2 Illness/Injury

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

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

Students who are ill or have a contagious condition will be sent home immediately. Students with a fever should not attend and will be sent home and may not return to school until being fever free for 24 hours without fever reducing medication. Students should check back into school through the nurses’ office when requested by the school or nurse.

I.3 Immunization Policy

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

I.4 Instructional Time

- Total minutes per year for Kindergarten FTE 0.5 will be ≥ 356
- Total hours per year for Kindergarten FTE 1.0 ≥ 712
- Total minutes per year for grades 1-3 will be ≥ 712
- Total minutes per year for grades 4-6 will be ≥ 890
- Total minutes per year for grades 7-8 will be ≥ 1068
- Total hours per year for grades 9-12 will be ≥ 900 and 4 subjects for FTE 1.0
- Total hours per year for grades 9-12 will be ≥ 675 and 3 subjects for FTE 0.75
- Total hours per year for grades 9-12 will be ≥ 450 and 2 subjects for FTE 0.5
- Total hours per year for grades 9-12 will be ≥ 225 and 1 subject for FTE 0.25
- Total hours per year for grades 9-12 on-line will be ≥ 900 and 4 subject 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. 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 st Offense	Conference; ISS; community service up to short term suspension
2 nd Offense	Up to short term suspension
3 rd Offense	Up to 9 day suspension; referral to Board

I.6 Insurance

The district **DOES NOT CARRY INSURANCE FOR STUDENTS'** medical or dental costs. If students are injured during school activities parents are responsible for their child's insurance. **Parents are encouraged to purchase student accident insurance from a third party vendor.**

I.7 Intimidation

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

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

K

K.1 Kindergarten Age

15-821C If a kindergarten program is maintained, a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reaches the age of five before September 1 of the current school year. A child is eligible for admission to first grade if the child is six years of age. A child is deemed six years of age if the child reaches the age of six before September 1 of the current school year. If a child who has not reached the age of five before September 1 of the current school year is admitted to kindergarten and is then readmitted to kindergarten in the following school year, a school district or charter school is not eligible to receive basic state aid on behalf of that child during the child's second year of kindergarten. A school district or charter school may charge tuition for any child who is ineligible for basic state aid pursuant to this subsection. The governing board may admit children who have not

reached the required age as prescribed by this subsection if it is determined to be in the best interest of the children. For children entering the first grade, such determination shall be based upon one or more consultations with the parent, parents, guardian or guardians, the children, the teacher and the school principal. Such children must reach the required age of five for kindergarten and six for first grade by January 1 of the current school year.

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

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

K.2 Knives

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

	Minimum to Maximum Disciplines
1 st Offense	Up to 9 days suspension and referral to Board

L

L.1 Late Arrival/Early Departure

Students are strongly encouraged to be on time for school and to stay at school the entire day. Children who are tardy more than one hour must be signed in by a parent at the front desk. Prior notice by note or phone call is appreciated for students being picked up during the school day. Students must be signed out at the front desk by the parent or guardian before leaving. As required by law, attendance is kept by minutes. All absences must be recorded by the amount of time a student misses from the school day, and this may result in half-day absences

L.2 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.3 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.4 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 completely optional to families and is collected each year for each student at the time of enrollment. It is not refundable as it is an allowable ECA expense to our families and tax credit. 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 does not attend a field experience, alternative educational experiences will be provided at no charge.

L.5 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.
7. No third party delivery of lunches.

M

M.1 Media

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

M.2 Medication Disbursement

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 Elementary 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.

N

N.1 News Media

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

N.2 Newsletters

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

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.

P

P.1 P.E. Excuses

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

P.2 Parent Communication with Teachers

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

P.3 Personal Belongings

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

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

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

P.4 Physical Altercation

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

	Minimum to Maximum Disciplines
1 st Offense	Conference; ISS; behavior contract; community service; up to short term suspension
2 nd Offense	Up to short term suspension
3 rd Offense	Up to 9 day suspension and referral to Board

P.5 Programs/Clubs

Shortly after each school year begins, students at EDUPRIZE JR/SR High School have the opportunity to select and join clubs/programs. Several of our finest

teachers facilitate these programs. More information will be forthcoming as to the times/places the clubs will be held and which teacher will sponsor the club/program.

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. Parents may view grade information at any time electronically by visiting the "Parent Portal" for their campus under the Parent menu of Eduprizeschools.net. The Current Progress section of the portal shows detailed assignment information for the current quarter. The report card section shows only the overall

final grade for each quarter. Detail instructions may be found on the website under the Parent menu.

R.3 Retention

If the teacher thinks a child will benefit from additional time in the same grade level, the parent will be involved in meetings with the teacher, administrator and other staff members. State law provides that the final promotion-retention decision may be made by the educational team. If you choose not to accept the team's decision, you may request in writing that the Board of Directors review the decision. Final decisions must be made by May 15, and appropriate signatures must be on file (Parent/Teacher Academic Contract).

S

S.1 School Age

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

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

S.2 Search/Seizure

Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff. School employees may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

S.2.1 Search of a Student's Person

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

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

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

S.2.2 Search of Desks

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

S.3 Sexual Harassment

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

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

S.4 Special Circumstance Applications for Optional Activities

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

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

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

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

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

(And)

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

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

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

S.5 Special Education Students

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

S.6 Student Code of Conduct Guidelines

All students have the responsibility to:

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

process that doesn't stop when the school day ends.

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

S.7 Suspension/Expulsion

- A. *In-School Suspension:* In-school suspension (ISS) is an alternative to off-campus suspension. ISS may be imposed for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from his/her classmates. This may be a location in the office area or another location on campus. Class assignments will be given to a student placed on ISS. A Discipline Action Form will be completed.
- B. *Short Off-Campus Suspension:* The principal, Dean of Students, or designee has the authority to

suspend a student for nine school days or less. When a short suspension is anticipated, a disciplinary action meeting with the principal, dean, or designee, student, and any other appropriate persons will be conducted. The principal, assistant principal, or designee will verbally inform the student of the alleged behavior that is considered a violation of the rules. The student will be given an opportunity to respond. A Discipline Action Form will be completed. If, after these procedures are completed, the principal, dean of students, or designee decides that a short suspension is appropriate, the suspension will begin the next school day. The principal, dean of students, or designee will notify the parent that a short suspension has been imposed before the student is excluded from the campus. There is no right to appeal a short suspension.

- C. *Out-of-School Suspension:* When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. Parents will be notified immediately. The principal, dean of students, or designee may recommend that a long suspension be imposed in addition to imposing a short suspension. The short suspension will nevertheless take place.
- D. *Long Off-Campus Suspension:* In addition to a short suspension, the principal or Dean of Students may recommend to the Board that a long suspension be imposed. The Board may impose suspensions exceeding ten school days.
- E. *Alternative Educational Placement:* Under certain circumstances, the district may reassign the student to an alternative educational program in place of long suspension, with or without the agreement of the student or parent. Additionally, under Arizona law, the district may reassign any student to an alternative educational program who refuses to comply with rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Board. If a student is assigned to an alternative placement program in place of long suspension, there is no right to a formal hearing on the incident.
- F. *Expulsion:* Expulsion means the permanent withdrawal of the privilege of attending EDUPRIZE. Only the Board can expel a student.

“Expulsion” means the permanent withdrawal of the privilege of attending school unless the School Board reinstates the privilege. Expulsion of a student from a

district school is a discretionary power of the School Board under the provision of A.R.S. 15-341, 15-342, and 15-843. The Board alone has the authority to exercise the power of expulsion of a student from the schools. The Principal or Dean of Students has the authority to recommend expulsion to the Board.

T

T.1 Teacher Communication

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

T.2 Teacher Resumes

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

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

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

1. Students will use the Internet for school-related purposes only. Only academically-based sites that are relevant to the activities or research should be visited. Our technology lab facilitators reserve the right to determine academic validity of a site. The Internet should NOT be used for personal use at any time, such as Internet shopping or gaming. This also includes appropriate use of student email accounts.
2. Students will NOT intentionally access inappropriate material/sites. Internet use will be monitored. Any accidental accessing of such materials should be reported to the technology facilitator immediately.

3. The use of chats, personal email, social network, and other interactive sites (ex: g mail chat, Facebook, Twitter, Instagram) is prohibited.
4. Students will use appropriate language while using the provided technology.
5. Passwords and 'log-ins' should NOT be shared or used by another student.
6. Cyber bullying in any form (hate mail, harassing messages, chain letters, jokes or comments that others find offensive) will NOT be tolerated.
7. Follow copyright laws.
8. Students must receive permission from the technology lab facilitator to print any documents or information.
9. Abide by the technology guidelines in the EDUPRIZE Student Handbook.

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

	Minimum to Maximum Disciplines
1 st Offense	Conference; ISS; up to short term suspension; restitution for damages
2 nd Offense	ISS; short term suspension; restitution for damages
3 rd Offense	Short term suspension; 9 day suspension pending a hearing; restitution for damages

T.4 Testing

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

Norm-referenced tests tell us how our students compare in achievement and ability to other students. The most frequently used norm referenced test in Arizona is AzMERIT (and AIMS Science in Grades 5 & 8) which are administered each spring and measure achievement in reading, language and math.

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

criterion-referenced tests are the unit tests and benchmark testing that accompany our reading and math books.

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

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

T.5 Theft (Personal or School Property)

Theft is the unlawful taking, carrying, leaving or riding away with property of another person without threat, violence, or bodily harm. This also includes possession or sale or attempted sale of another's property. Any personal property including instruments (music, electronic, etc.) or other materials for classroom use brought onto campus is at the risk of the owner. The school is not responsible for personal property brought onto EDUPRIZE K-8 or high school campuses. Personal belongings could include, but are not limited to: wallets, purses, backpacks, electronic devices such as laptops, 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 st Offense	Restitution and; behavior contract; up to short term suspension; police involvement
2 nd Offense	Restitution and; 9 days suspension pending referral to Board; police involvement

T.6 Threats/Threatening Act

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

	Minimum to Maximum Disciplines
1 st Offense	Up to short term suspension; police involvement
2 nd Offense	Up to 9 days suspension pending referral to Board; police involvement

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

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

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

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

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

T.8 Transportation

All parents have agreed to provide transportation to and from school. Driving and/or walking to and from school will not be allowed without completion of special liability release paperwork. It is the parent’s responsibility to provide in writing others who may transport their student from school.

T.9 Trespassing

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

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

U

U.1 Unauthorized Entry/Loitering

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

	Minimum to Maximum Disciplines
1 st Offense	Conference; restitution; ISS; community service
2 nd Offense	ISS; up to short term suspension
3 rd Offense	9 days suspension and referral to Board

U.2 Universal Precautions

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

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

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

For more information, contact our school nurse.

V

V.1 Vandalism, Littering and Destruction of Property

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

	Minimum to Maximum Disciplines
1 st Offense	Restitution; up to short term suspension or loss of technology privileges
2 nd Offense	Up to 9 day suspension; referral to Hearing Officer

V.2 Verbal Altercation/ Offensive Language

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

EDUPRIZE has zero tolerance of any racially offensive language.

	Minimum to Maximum Disciplines
--	--------------------------------

1st Offense	9 day suspension and referral to Board
-------------	--

V.3 Violation of Local, State and Federal Laws

ARS 15-507 & ARS 13-2911

In an effort to maintain our Climate & Culture here at EDUPRIZE, it is our focus to ensure the safety of all our students, parents and staff. Over the last year we have noticed some aggressive behaviors towards our teachers and staff here on campus. At this time we want to reiterate the safety of all EDUPRIZE students and staff is our first priority.

It is the expectation that when student-to-student issues and or concerns happen that you allow the Administration, the teachers, the staff to handle those situations and address it with those in question along with their parents. In addition, maintaining positive interactions with any EDUPRIZE staff member via phone, email and or in person when on the premises is essential to our climate & culture. We will continue to work diligently to improve student behavior across our campus and listen to your concerns, investigate and align disciplinary action based on our handbook.

ARS 15-507

Abuse of teacher or school employee:

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his or her duties is guilty of a class 3 misdemeanor.

ARS 13-2911

Interference with or disruption of an Educational Institution

A person commits interference with or disruption of an educational institution:

Furthermore, targeting students, their parents, defaming and harming any EDUPRIZE staff which results in disruption of the educational institution will not be tolerated.

It is our goal to continue partnering with our students, parents and families to provide the best possible educational environment for your children to strive, develop within and become well rounded members of society.

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 which provides motivation and transfer of learning

R – Reteach and enrich to mastery of content

I – Inquiry based and interdisciplinary thematic instruction through innovative technologies

Z – Zealous celebration of Awards, Distinctions and Honors including A+/A rated excelling school, Accredited K-12, Best Science School, High Flyer, etc.

E – Excellence in education through expanded use of multiple modalities and multiple intelligence theory

V.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.

W

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

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

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

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

	Minimum to Maximum Disciplines
1 st Offense	Up to 9 days suspension and referral to Board