

**ESC HANDBOOK - A GUIDE FOR PARENTS AND STUDENTS
2019/2020**

INTRODUCTION

Thank you for choosing EduPreneurship Student Center (ESC). You are participating in family choice in public education. ESC is an independent charter school organized as a non-profit corporation sponsored by the State Board for Charter School, an independent state agency (501c3). Public Charter Schools offer a variety in curriculum and organizational structures. By choosing ESC we expect that you will support our unique school in spirit and words. We are dedicated to teaching a small community of learners in a safe and friendly atmosphere. We honor the spirit of children realizing that this is a precious small window in a person's life where the joy of learning, discovering, gathering, and clustering new ideas, concepts and knowledge are as natural and wondrous as stars in the night sky. This will truly be a one of a kind experience for your child.

ESC MISSION STATEMENT

EduPreneurship Student Center is dedicated to providing all children, focusing on educationally and economically at-risk students, with an alternative well-rounded educational setting that will enable them to become lifelong learners and successful citizens in today's complex society, holding students accountable in a relevant, active and business oriented environment.

We at EduPreneurship Student Center hold ourselves and our students to high expectations while providing a multiage learning environment, small class sizes, and a unique comprehensive curriculum to at-risk youth.

EduPreneurship Student Center Aims:

- ◆ To provide all students with the opportunity for successful learning experiences
- ◆ To foster feelings of confidence and self-worth by creating a family like atmosphere where students can grow socially, emotionally and academically
- ◆ To administer trimester diagnostic assessments to track student growth and provide academic interventions
- ◆ To monitor monthly data collection and focus PLC's (Professional Learning Community) on a bi-monthly school wide academic growth
- ◆ To provide instructional methods to fit the varied learning rates and styles of students
- ◆ To share in the decision making process
- ◆ To celebrate successes of students

QUESTIONS

If you have questions that we are unable to address in this handbook please feel free to contact us at your convenience. You may call the school office at (602) 973-8998

GOVERNING BOARD

EduPreneurship Student Center is governed by an elected Governing Board. This Board meets throughout the year in an open to public setting. Dates and times will be posted on our website www.ESCswarm.com and the school office. Any changes or special meetings will also be posted in accordance with legal regulations. The current board is made up of the following individuals:

Deborah Salas, President

**OFFICE HOURS MONDAY-THURSDAY 8:00AM-4:00 PM
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Milan Eaton, Secretary
Denise Wainwright, Member
Kathy Shelton, Member

ADMISSION REQUIREMENTS

State Funded Program

EduPreneurship accepts students between the ages of 5* to 14 who submit a timely application without regard to ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or athletic ability. When capacity is reached, a waiting list is kept according to the age-appropriate level. Siblings in a family and children of staff members receive special consideration for placement.

**Student must turn five (5) by October 31st of the current year in order to enroll for the current school year. Board approved June 12, 2012*

ESSENTIAL SKILLS ATTAINMENT

There are some very basic sets of skills that all students must attain before they can comfortably and successfully move to higher more complex levels of learning. These are not new and high tech, but some of the same skills we all faced as students in the past, for example, in math the old bugaboo “memorize the times tables”. However, if your child does not learn them by memory, they will suffer needlessly while doing division and fractions. Another example in reading is the “high frequency word list”. These are the most common words they will encounter in reading so children need to pull them from their memory effortlessly to help make them good readers. These are just two examples of essential skills, but please check with your teachers about what your child needs to work on this year. For your child to progress to higher classroom levels and SIGL, we need your help to see that they meet these minimum essential skills.

CLASSROOM PLACEMENT

Each cottage at **ESC** is a multi-age learning cluster. We arrange children in mixed age groupings as part of the basic philosophy of the school. This is an educational philosophy followed by other schools throughout the nation. We believe it is a more natural arrangement for children to live in as they learn and grow. The basic premise comes from children’s first learning environment, the home. This arrangement provides the opportunity for children to learn and achieve in a variety of groupings where age is not the determining factor. We all learn at different times and at different rates, when we are ready. The multi-age setting promotes the personal acceleration of learning based on the positive motivation of discovery and self-initiation within each child.

NONDISCRIMINATION

ESC provides equal employment opportunity and equal participation to all its employees and/or students without regard to race, color, creed, sex, physical disability, age, or national origin.

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SCHOOL HOURS

Grade	Day	Begin	End
K- 5 th	Monday - Thursday	8:25 AM	3:30 PM
6 th – 8 th	Monday - Thursday	8:15 AM	3:35 PM
K- 5 th	Friday	8:25 AM	2:30 PM
6 th – 8 th	Friday	8:15 AM	2:30 PM

Breakfast is served at 8:15 – 6th – 8th and 8:25 K-5th

There is no supervision on campus before 8:00 AM. All students here before 8:00 AM must report to door #4 (Ms. Slade's room) and may not wander the grounds unsupervised.

The School office hours are Monday – Thursday 8:00 AM – 4:00 PM Monday – Thursday and Friday 8:00 AM to 3:00 PM. Be on time when dropping off or picking up your student. The office staff is continually working to support our families and request that if you need documents, letters, or any other items please submit request form to the office 1 week in advance. (Forms available in office)

Please make sure you are on time daily dropping off and picking up your student. If your child is here more than 15 minutes you will be charged \$1.00 for every minute after.

ESC's policy does not include the Youth Center for the Harvest Christian Fellowship Church. Harvest Christian Fellowship has an afterschool youth program for students and children around the neighborhood. The Youth center is currently being relocated but when it opens you must sign a form stating that your child is able to attend. We STRONGLY recommend that your child complete their homework before they go play in the center. If your child attends the Youth Center they must still follow the rules of the school or they will be asked to go home. Please make sure your child understand the rules and must listen and respect all ESC staff members. We try to work with Harvest Christian Fellowship and expect our students to follow the rules and respect both the school and the church. ESC is NOT liable for students attending the HCF Youth Center.

**Students will not be allowed to call home after school to see if they are able to attend the HCF Youth Center. They MUST have your permission before arriving at school in the morning. **

VISITORS ON CAMPUS

All visitors on campus are to sign in and out at the office and wear a visitor badge while on campus. Parents who are on campus for any purpose other than dropping off or picking up their child during normal school hours are considered visitors and must have a visitor's badge.

ESC is a Drug, Alcohol, and Tobacco Free Zone! Including Medicinal Marijuana. Refrain from bringing any of these items onto our campus at any time including after-school hours or during evening events such as presentation nights, sporting events, or other activities the school will be having. Please refrain from smoking in our parking lots or near the buildings as they are still part of ESC, therefore, by law smoking is prohibited.

SCHOOL VOLUNTEERS

**OFFICE HOURS MONDAY-THURSDAY 8:00AM-4:00 PM
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When you volunteer at the school, always check in with the office and sign our volunteer book. Our insurance company requires us to track volunteers and the time they spend at school. There is also an information form that you need to fill out and sign once a year. Thank you for all your help.

How We Work as a Team to Create a Safe and Calm School Community

ESC + PARENTS = TEAM

Children watch us closely, this is how they learn. It is what they see us do and what we say about others that help form their opinions and ways of behaving. We must show that we have high expectations about student conduct and respect for the learning environment. Schools must run on general guidelines for conduct that apply to everyone entering that school. This is what establishes a good school culture.

The most important role model for your child is YOU! Your reactions to school policy and rules will be modeled by your student. Please help us provide for their safety by ensuring they understand it is your expectation that they follow the direction of and show respect to all school personnel and school policies. High expectations about respect and courtesy demonstrate to children that we care about how they act. When adults talk down, make negative comments, make jokes, or make excuses; their children will follow their lead. If we, as the adults, disagree or need clarification about issues we must meet privately away from children so that we can talk about the problem and solve the issues without appearing non supportive of each other in front of the children. It is in the best interest of the students and the school to trust and support each other.

The following are actions that we hold in high esteem:

- ◆ RESPECT
- ◆ COURTESY
- ◆ COOPERATION
- ◆ SCHOOL CITIZENSHIP
- ◆ PARTICIPATING IN YOUR EDUCATION
- ◆ GOOD ATTENDANCE
- ◆ APPROPRIATE DRESS
- ◆ BEING ON TIME
- ◆ BEING PREPARED
- ◆ BEING ORGANIZED

PARENT INVOLVEMENT AND COMMUNICATION

In accordance with our charter, ESC has established a Site Advisory Council (SAC) as a means to increase its involvement with parents and community to better serve the needs of our students. SAC is made up of parents, students, staff and community members. This council is an advisory group of interested people who are willing to come together to promote positive ideas and activities that will enhance the viability of the school.

The Head of Schools will take self-nominations from parents, staff and students and will select two from each category. The Head of Schools will solicit a business/community leader to serve on the council. A teacher and parent will be co-

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chairpersons and will be responsible for scheduling the council meetings. The Head of Schools will seek the advice and opinions of the SAC and from time to time ask the council to help with a specific task.

On-going communication between parents and the school is very important to your child's success. We have the following efforts incorporated to keeping the communication open on our end:

1. School Advisory Council (SAC) is open to all parents who would like to be involved with helping to coordinate and produce school activities. Once a month you will have the opportunity to meet with the principal, Ms. Salas and be involved with an agenda of important issues for ESC.
2. School website; www.escswarm.com is updates with services, activities, contact information and school policies.
3. Homework folders, progress notes are sent home (depending on the class) daily, weekly or monthly from teacher and require a signature form parent/guardian.
4. Memos sent home to inform parents of on goings of the school monthly.
5. Calls and letters from the teacher to parents are made on a regular basis and as needed.
6. Parent- teacher conferences are scheduled for once a trimester. Conferences are available anytime during the year based on parent request or student need (requested by teacher).
7. Open door policy- all we ask is that you check with the teacher at least 3 days before you want to visit and you **MUST** check in at the office when you arrive and leave.
8. Parent-Night activities are scheduled several times throughout the year
9. Volunteering is **ALWAYS** available and encouraged

PARENTS RIGHT-TO-KNOW

Parents may request specific professional qualifications information about their child's teachers to include the level and subject area of certification, whether the teacher holds emergency or other conditional certificates and the degree the teacher holds and the field of study. Parents may also request information about services by paraprofessionals and their qualifications. This information is available in our staff resume book located in the school office.

ESC is responsible for providing parents with information about their child's achievement on state assessments. ESC is also responsible for providing timely notice if their child has been assigned to, or has been taught for 4 or more consecutive weeks by a teacher who does not meet the definition of highly qualified as outlined in the "ESEA" Act. You may contact the office at 602-973-8998.

OBSERVATION OF CLASSROOMS

After the first two (2) weeks of school, parents are able to come and observe their children in the classroom. Please call the school office or speak with your children's teacher directly to make arrangements. Although our open-door policy gives you the opportunity to drop in, we ask that you conference with the teacher at another time (before or after school).

CONCERNS

Always talk with your child's teacher first about any concern. It is very important that you consider the teacher as your first problem-solver. We at **ESC** work as a team in all areas and if the teacher needs assistance to solve the concern, she/he will seek the appropriate staff members to get the best resolution to the concern.

If you feel the need to speak with the Head of Schools appointments are easily made by the Office Manager. Please feel free to call. The Head of Schools is empowered by the **ESC** board to make final decisions on management and operations of the school. On the rare occasion where a parent feels the need to express a concern that has not been resolved the way they wanted, he/she may speak with the **ESC** Ombudsman Team. This team does not include the Head of Schools, but does act as an advisory team to them. The team cannot change a decision but can offer considered direction to the Head of Schools.

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EMERGENCY CONTACT & RELEASE AUTHORIZATION CARD

In case of a serious medical situation the school will call 911. If there is a charge for transportation, the parent will be responsible for the cost. Emergency care hospital preference will be adhered to when possible and the school will contact the parents immediately as long as emergency card information is correct. ***It is imperative that parents keep the school up-to date on phone numbers where they can be reached.***

Children will not be released to any person other than a parent, legal guardian, or someone duly authorized in writing or on the phone if identified by staff. Please list on the emergency card all those authorized to pick up your child from school. When an authorized person, who does not pick up the child on a regular basis, arrives, parent or guardian must call the office to let staff know someone not on the list will be picking up the student and he/she must show identification to student's teacher.

OFFICIAL CUSTODY

If one parent has official custody of a child, legal documents to this effect must be on file in the office. Without the legal documentation, the school cannot refuse to release a child to either parent. Please work out clear visitation arrangements between mother and father and/or grandparents without putting the school or the child in a difficult position.

ABSENCES, LEAVING EARLY, and TARDINESS

There is a direct relationship between attendance and your child's academic progress. It is most important for a student to be in attendance daily in order to be successful. Inconsistency in attendance may prevent your child from obtaining a quality education or advancing at an appropriate rate. Arizona state requirements make attendance a mandatory part of each student's progress.

It is the responsibility of the Parent/Guardian to notify the School Office when your child is absent. The child will be marked as an unexcused absence if the office has not heard from the parent or guardian by the end of the school day. **The Office MUST hear from the parent or guardian and not a sibling of any absences.** **ALWAYS CHECK YOUR STUDENT OUT AT THE OFFICE BEFORE LEAVING CAMPUS EARLY.** Students will not be called to the office between 3:15 and 3:30 PM to be picked up, no matter what the reason. Make arrangements prior to 3:15 if you need to pick up your student early. When you pick up your child early from school they miss out on important information received by their teacher including homework or notes sent by the office to go home. Please respect the teachers and wait for your child to come out to the main entrance at 3:30-3:35PM. Each grade level has a state mandated amount of minutes they are required to be in school each day; it is very important parents do their best to make their appointments after school hours or on Fridays due to early release.

TARDY

Your child needs to be on time every day. ***If your child is late, YOU the parent MUST come into the office and sign him/her in.*** When your child is late they lose valuable learning time and it is a disruption to the *entire* classroom. Any student that arrives after their class has entered the building is considered TARDY; 6th-8th grades begin school at 8:15 and K-5th 8:25. **ALL** late students must be signed in by an adult and get a late pass to take to class.

The following consequences will be in place for unexcused tardies;

1st Tardy = Warning to child

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3rd Tardy = Parent written notification

5th Tardy = Parent phone call and student loss of breaks for that day

8th Tardy = Parent meeting with Head of School and student loss of breaks for week

10th Tardy = Parent meeting with Head of School and ISS (In School Suspension)

More than five (5) tardies in one trimester will indicate the need for a meeting with the Head of School, Parent(s), Teacher and Student to address appropriate measures.

TRUANCY

Please be aware of the Compulsory School Attendance Laws: ARS 15-802 and 15-803, which require your child to be in attendance at school 90% of the time or be considered truant.

Absences for medical, religious, or family emergencies are generally excused except when a pattern of absences/tardies has developed. Vacations scheduled during school days are not excused absences. Three tardies equal one unexcused absence.

The following steps will be taken when a truancy pattern develops:

- 3 Absences – Phone call home
- 5 Absences – Letter home
- 7 Absences – Certified Letter sent home
- 9 Absences – Letter sent home to set up conference with Head of School
- After 10 unexcused absences, the student will be reported to the proper law enforcement agency.
- After 10 consecutive days of unexcused absences, the school will withdraw the student as required by ARS 15-901.A.2.

Please contact the Head of Schools to discuss unique circumstances.

MAKING UP CLASS WORK

It is the responsibility of the student to make up any and all missed work during an absence. The grace period is two days for each day missed. Because ESC has a high emphasis on a student's active participation in the classroom learning it may not be possible for a student to make up parts of classes missed even for legitimate illness. If you request make up work for absent days, expect at least a one-day turn-around. Teachers will gather the work up and get it to you as soon as possible.

DROPOFF & PICKUP

We ask that everyone think about safety, cars, and children. Even though we are a small school, our cars arrive and leave at the same times. Here are some simple rules to improve safety:

- No curbside parking, when you pull-up to wait for your student; stay in your car we will let your student know you are here.
- Do **NOT** leave your car running without the driver
- Do **NOT** drive in between the orange cones.
- If you want to get out of your car to pick up your child please park on the West side of the parking lot and get out of your car.
- Drive very slowly
- **Be Patient! We do not anyone hurt!**

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STUDENT DISCIPLINE METHODS AND CONSEQUENCES

SCHOOL RULES

Students should:

- ◆ Tolerate and accept physical and cultural differences among others.
- ◆ Do not run on sidewalks or into driveways
- ◆ Walk on sidewalks
- ◆ Hold playground equipment while walking on sidewalks or others are passing by
- ◆ Play only in designated areas, play non-violent games. For safety reasons do not play contact sports
- ◆ Use playground equipment appropriately
- ◆ Settle disagreements without fighting or threatening to fight
- ◆ Show consideration of property and others by not throwing objects of any type
- ◆ Help preserve school property by not writing on school property
- ◆ Pick up trash and put it in appropriate receptacles
- ◆ Respect other's possessions and do not take items belonging to others.
- ◆ Show respect to teachers, staff, adults and fellow students
- ◆ Aide by the prescribed dress code
- ◆ Use appropriate and courteous language
- ◆ Do no spit
- ◆ Do not chew gum on campus or at school functions
- ◆ Do not write on self or others with pens or markers
- ◆ Students are allowed to carry water bottles on campus
- ◆ Consume food and beverages only in the Fellowship Hall except water, unless under direct staff supervision

PLAYGROUND RULES

- ◆ Wait for their turn
- ◆ Go UP stems and ladders; go DOWN slides, tunnels and poles
- ◆ Stay in designated play areas. Do not go between or around buildings without permission
- ◆ Control what their hands and feet are doing. No pushing, kicking or hitting
- ◆ Not pull on other students or their clothing
- ◆ Be considerate of all other children
- ◆ No bring food or beverages (other than water) on the playground
- ◆ Do not play in or around the bathrooms
- ◆ Leave trees and other plants alone
- ◆ Do not play with, pick up or throw rocks
- ◆ Use hand over hand when coming down the pole
- ◆ Sit on their bottoms and go down the slides feet first
- ◆ Cross monkey bars in only one direction and wait for others to cross before going
- ◆ Do not jump off the platforms
- ◆ No climb on top of the equipment
- ◆ Wear shorts under their skirt while playing on equipment
- ◆ Watch where they are kicking or throwing the balls
- ◆ Not throw balls at people or hit people with the balls
- ◆ Not retrieve a ball that goes into the parking area or over a fence or building. Ask an adult before retrieving.

GUIDING PRINCIPLES FOR ESC's CHARACTER EDUCATION PROGRAM

The Staff of ESC agree that Character Education has universal principles or character traits that foster a safe, orderly, and caring school environment.

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- ◆ *Caring*
- ◆ *Citizenship*
- ◆ *Fairness*
- ◆ *Integrity*
- ◆ *Perseverance*
- ◆ *Respect*
- ◆ *Responsibility*
- ◆ *Trustworthiness*

In addition to these character principles, our school may want to add character traits that reflect the needs and uniqueness of their Character Education Program. ESC has expectations that are seen and heard and provide a respectful school environment. Courteous behaviors to hear, say, see, or do in a school setting include:

- ◆ Respectful behavior to all, greetings, acknowledgments, smiles, or gestures.
- ◆ Social skills showing appreciation and respect such as please, thank you, excuse me, and good morning
- ◆ Classroom etiquette such as entering on time; appropriate greetings; one person talking to the teacher at a time; honoring time lines; patiently waiting; respectful listening; and honoring classroom procedures.
- ◆ Teach and review procedures to provide consistency throughout the school.
- ◆ Hall etiquette such as orderly walking and talking; staying to the right of the hallway; leaving space for others to pass; courtesy words when someone is bumped
- ◆ Cafeteria/lunchroom manners such as waiting in orderly lines; using words such as please, thank you to servers; eating with good table manners; leaving a clean area
- ◆ Appropriate behaviors for particular situations such as appropriate quiet and applause at concerts, guest speakers, presentation nights, etc.

STUDENT DISCIPLINE METHODS AND CONSEQUENCES

The overall method to discipline at EduPreneurship Student Center is dedicated to recognizing positive behaviors, good choices, and individual student responsibility. The purpose of this guideline is to define behavior which may result in the discipline of a student and establish due process procedures for various types of discipline.

A student who exhibits behavior prohibited by this policy will be disciplined. The discipline may include, but is not limited to, any one or any combination of the following: oral reprimand, loss of privileges, time-out room (TOR), detention, parent conference, off campus suspension or expulsion, or referral to appropriate law enforcement agency.

The intent of this policy is to regulate the conduct of students when the student is attending school, on school grounds, at a school sponsored event, traveling to or from school for a school sponsored event, or engaged in conduct that is in any other manner school related or affects the operation of the school.

The violation statements are guidelines and do not limit the judgment of the Principal or the Professional Learning Committee, PLC who must assess the situation and the student behavior history.

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It is anticipated that any two or more violations of the same rule or any combination of the rules will result in more severe penalties than the procedures for a single offense. Long-term suspensions and other penalties that affect the completion of a trimester may result in the student not being promoted to the next grade level. A student on active suspension is also considered suspended from participation in the after-school program or any school function scheduled during their suspension. A student's discipline record is cumulative. Unless otherwise specified, it is the intent of this policy that violations are cumulative for the entire school year. Good behavior is also rewarded and students can back down our discipline process with personal efforts and behavior.

ESC defines detention time as services which may require the student to do simple cleaning tasks, loss of recess, or special placement other than their classroom during the day.

PROVISIONS

Disruption of the Learning Environment – If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of that day. The teacher will explain to the student the reason he/she is being excluded from *class* and issue a pass to the administrator. A Conduct Referral Form will be completed by the teacher and given to the Head of School explaining the offense committed by the student. A conference will be held with the student and the Head of School to determine if further action shall be taken. Parents will be notified of the incident by the Conduct Referral Form being brought home by the student. The student is responsible for taking the Conduct Referral Form home (unless a suspension is imposed) and no phone call will be made.

This is a list of the most common violations, but is not all-inclusive. Each major incident of student discipline *Will* be evaluated and responded to as quickly as possible.

Alcohol, Drug, and Paraphernalia possession, usage, and/or selling and dealing

Long-term suspension, expulsion, police referral counseling program to be completed before re-admission.

Arson

Long-term suspension, expulsion, police referral, counseling program to be completed before re-admission

Assault

Depending on the severity a student who has committed assault can be suspended from 1 to 9 days, or to the end of a trimester, the year, or expulsion with a police referral, counseling program to be completed before re-admission.

Bullying and/or Threats

1. Detention or suspension 1 to 5 days
2. Student removed from classes until a parent conference, possible outside counseling program recommended, possible 5 to 10 day suspension.
3. Suspension for balance of the trimester. (Long-term suspension)

Defiance of Authority: Disobeying Staff Directives

1. Detention or suspension: 1 to 5 days
2. Student removed from classes until a parent conference, possible outside counseling program recommended, possible 5 to 10 day suspension.
3. Suspension for balance of the trimester.

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Disruptive Conduct

1. Detention or Suspension: 1 to 3 days
2. Suspension: 1 to 3 days. Student is removed from classes pending parent conference
3. Suspension: 3 to 5 days, 5 to 19 days or Long-Term, up to the balance of the trimester.

Emergency Alarms and Fire Control Devices

1. Suspension or Expulsion, Police Referral

Endangering the Health and Safety of Others

1. A student is subject to suspension or expulsion, depending on the severity of the offense, possible Police referral

Fighting

1. Suspension for 1 to 5 days
2. Suspension 5 to 9 days, possible police referral
3. Long-term suspension, possible police referral, outside counseling programs (anger management) required for readmission.

Forgery and Cheating

1. Detention or Suspension 1 to 2 days
2. Suspension 5 to 9 days, may not re-enter classes until parent conference
3. Long term suspension

Gambling

1. Suspension 1 to 9 days, may not re-enter classes until parent conference
2. Suspension for the balance of the trimester. Possible outside counseling required prior to re-admission (Gamblers Anonymous)

Obscenity or Defamation

1. Immediate class suspension/detention for day if toward a staff member
2. May not re-enter classes until parent conference, suspension 1 to 9 days
3. Suspension for the balance of the trimester

Possession of Weapons and/or Dangerous Items

1. The student can be suspended for a period of up to one school year or expelled with no readmission, police referral

Sexual Harassment

1. May be warning, possible suspension for 1 to 9 days
2. Suspension for the balance of the trimester or expulsion. Outside counseling may be required prior to re-admission.

Smoking and/or Tobacco Usage

1. Removed from classes pending parent conference, probation, detention, suspension 3 to 5 days
2. Written contract probation, suspension 5 to 9 days
3. Long term suspension for the balance of the trimester

Theft, Extortion, or Misrepresentation

1. Restitution or suitable arrangements for restitution to prior to returning to school, warning, detention, or suspension 1 to 9 days, possible police referral

Unauthorized Entry

1. Expulsion and police referral

Vandalism/ Destruction of Property

1. Restitution or suitable arrangements for restitution to prior to returning to school and suspension for the balance of the rest of the trimester, possible police referral
2. Long term suspension, Expulsion and Police Referral

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When a violation of federal, state, or local laws or violation of school policies and rules occur the nature and severity of the offense will be determined the appropriate disciplinary action.

STUDENT DUE PROCESS RIGHTS

As directed by the United States Constitution and interpreted by the courts, every student is entitled to due process before he/she may be suspended or expelled from school

In-School Suspension (ISS)

An In-School Suspension will be served on camps and during regular school hours. The student will be placed in a classroom not of their own. During the conference with the student regarding any misconduct that has led to ISS, the Head of School will inform the student of the rules and violations they have broken. The student will be given an opportunity to explain his/her version of the events leading up to this event. Students who are assigned ISS for any disciplinary problem will be allowed to turn work in for full credit. The work must be completed during ISS and turned in on time to be counted for full credit. Students may not attend school-sponsored activities while serving ISS.

Out of School Suspension (OSS)

Short Term Suspension is for a period of nine (9) school days or less. During the conference with the student regarding any misconduct that has led to OSS, the Head of School will inform the student of the rules and violations they have broken. The student will be given an opportunity to explain his/her version of the events leading up to this event. The parent will be notified. Students who receive OSS may receive up to 75% credit for any work missed during the OSS. The work will be due to the teacher within two days after returning to school to receive credit if the student was suspended before work was given to them. Students may not attend any school-sponsored activities while serving OSS.

Long-Term Suspension is for a period of more than nine days. Parents will be called to come in and sit with Head of School to discuss the disciplinary action. A parent conference is required prior to student returning to school.

APPEAL PROCESS

Parents have the right to appeal any short term suspension. This can be done only after the Head of School has made a determination. Appeals must be made within 5 days of receipt of notification of suspension. The appeal can be heard by another appointed officer or by the entire Student Advisory Council, depending on the nature of the violation.

SEARCH AND SEIZURE

We reserve the right to search and seize school property or personal property when there is a reasonable belief that there exists some matter or matter which is detrimental to the health, safety, and welfare of the students or employees. This includes written material containing inappropriate subject matter. School authorities will seize illegal items or other possessions reasonably determined to be a threat to the health, safety, or security of any person. Items that are used to disrupt or interfere with the educational process may be moved from students' possession. Items seized by the school may be held by the school, returned to parents or turned over to the appropriate law enforcement agency. The school will maintain records of items seized and their disposition.

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Strip searches of students will not be conducted by the school and will not be permitted except as required by statute. Our staff also has the right to search for and seize property which is thought to have been stolen.

EXPULSION

Expulsion is the exclusion of a student from the school permanently. The authority to expel a student rests exclusively with the Head of School who will consult the PLC and Governing Board. The decision to expel will be based on the student's cumulative behavior record and the seriousness of the violations committed by the student.

HEALTH SERVICES

EduPreneurship Student Center does not have a licensed nurse on staff however state health requirements, dispensing of medication regulations, and communicable disease protocols will be followed.

HEALTH RECORDS

The School Office establishes and maintains a health record for each student. The health record contains immunization status, screening results, health history and other information at the discretion of the School Office.

IMMUNIZATIONS

Arizona Law requires that immunizations recommended by the Arizona Department of Health Service be received by a child prior to initial enrollment. Documentary proof of immunizations must be presented to school personnel at the time of enrollment. Immunizations must be current for the age of the child. Please keep the School Office informed of any new immunizations your child may receive so the health records will be current.

Children who are not adequately vaccinated against preventable diseases will be excluded from school in the event of a disease outbreak. The following is the immunization requirement for school enrollment (Maricopa County Department of Health):

- Arizona state law requires that a child, upon first entering school, must have a record of immunization against preventable childhood diseases - diphtheria, whooping cough, tetanus, polio, measles and rubella.
- A waiver or deferral, in part or in full, will be granted in medical or religious cases, or for personal beliefs.
- In all cases, parents must provide either a record of immunizations or request a waiver of immunizations.

Some examples of an acceptable record are: Doctor's Record, Official State Record, County Health Card, or Copy of the previous school's record which has been stamped by the school.

Please note that students eleven (11) years of age and older and entering the sixth (6th) grade will be required to have Tdap and MV immunizations in order to attend school. Our office staff can assist you in finding locations where these immunizations are provided free of charge.

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VISION AND HEARING

Vision screening is provided each year for students in grades K, 1, 3, and 6, all special education students, and all new students to ESC to identify students who may have vision problems and need a professional eye examination. *A vision screening at school is not an eye examination.*

Hearing screening is provided each year for students in grades K, 1, 3, and 6 and all special education students.

MEDICATION AND ACCIDENTS

A responsible staff member will dispense medication according to a doctor's instructions on the original container and administer first-aid for minor injuries. When appropriate, an ESC staff may give regular or children's Tylenol or Tums to a student according to the directions on the container. If you do NOT want this medication available to your child, or you have special instructions, please indicate this on the School Emergency Card. We will call a parent when serious accidents such as a head injury or deep cut occur and an Incident Report will be sent home. Children are not allowed to keep medication in their desk or backpack; medication must be taken to the School office for safe keeping. If your child needs to take medicine while at school, parents must bring it to the School Office and complete a "Consent for Medication" form. By law, ESC cannot dispense medication unless it is in the original, labeled container. Over the counter drugs, such as Motrin or cough syrup are dispensed under the same guidelines and permission by a parent/guardian is given by filling out the "Consent for Medication" form. Children may NOT bring medicine to school. ALL medication MUST be brought to the office by parent/guardian.

ADMINISTRATION OF MEDICATION

In order for students to receive medication at school, the following EduPreneurship Student Center policy will apply:

- Parent/guardian will supply medication
- Written consent provided on the Emergency Card will be signed by the parent/guardian or a "Consent of Medication" form will be filled out by the parent/guardian
- Medication may not be administered if the requirements of ARS 15-344 and district policy as outlined are not met.

If medicine is prescribed by a physician:

- ◆ The law (A.R.S. 15-344) requires medication must be delivered to the School Office in the prescription container as prepared by the pharmacist. The school employee may document the number of pills upon receipt.
- ◆ The prescription label must bear the student's name, current date, and name of medication, dosage and time to be given.
- ◆ Please ask your pharmacist to provide you with two containers; one for home and one for school.
- ◆ It is recommended that no more than a 30 day supply is maintained at school.
- ◆ The School Office may request a medical evaluation and may require a physician's order giving permission to administer nonprescription medication.

If the medicine is over-the-counter:

- ◆ The law (A.R.S. 15-344) requires medication must be delivered to the School Office in the original container as packaged by the manufacturer and labeled with the student's name.
- ◆ Dosage must be in keeping with the manufacturer's recommendations as printed on the label.
- ◆ The School Office may request a medical evaluation and may require a physician's order giving permission to administer nonprescription medication. *ESC offers Tylenol, Tums, and Cough Drops

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ILLNESS/COMMUNICABLE DISEASE

For the sake of others as well as the child, parents are asked to keep any child, who has a fever, diarrhea or is vomiting at home for the day. Should a child become ill at school, the parent will be notified and is expected to make arrangements to take the child home. A child should be free from fever for 24 hours before returning to school. Children exposed to a contagious disease should be monitored and kept at home if infection is suspected. Strep throat, pin worms, conjunctivitis, impetigo, head lice, measles, mumps, chicken pox, scarlet fever, etc. are among those conditions categorized as "highly contagious". Be sure to inform the Office any time your child misses school because of illness (especially if it is a highly contagious condition). The control of communicable disease during the school year is a difficult problem. If you have any questions regarding the symptoms mentioned, please call your doctor. We ask that you keep your child at home if he/she shows any of the following signs of illness:

- Fever or chills
- Runny nose/discolored nasal drainage
- Sneezing and coughing
- Sore throat
- Rash
- Severe, persistent pain, or other signs of illness
- Nausea, vomiting, diarrhea
- Earache or drainage from the ears
- Red, watery eyes
- Headache
- Swelling of face/glands
- Lice or nits

HEAD LICE

The following procedure will be used by the staff of ESC and school administration when a student has been observed with head lice:

- The parent/guardian will be notified immediately and a fact sheet on education and treatment of head lice will be sent home
- For a student to be able to return to school he/she must be checked by an ESC staff member and have no signs of live lice.
- If no nits are found, further rechecking will not be done
- If nits are found the student will be able to return to school and the entire procedure will need to be repeated.

(Adopted from recommendations of American Academy of Pediatrics, Centers of Disease Control, and Harvard School of Public Health)

LEAVING EARLY DUE TO ILLNESS OR INJURY

When illness or injury occurs at school and remaining at school is not in the student's best interest, parents/ guardians or their designee will be contacted. If you want the school to contact you in the event of all injuries, please notify the School Office in writing or by phone at the beginning of the school year. Parents will be called in the event of any serious accident or illness.

Students will only be released to parents/legal guardians or their designee; every attempt will be made to notify parents first. When illness or injury occurs and it is determined that it is not serious and the student remains in school, notification of the parent/legal guardian will be at the School Office's discretion.

STUDENT DRESS CODE

The ESC governing board has approved (2010) a minimal mandatory dress code requirement to

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include an ESC designated T-Shirt. We feel that it is important that we help students stay in the mainstream of the learning community; therefore we are establishing a conscious effort to enforce our rather minimal dress code. We believe that students should dress so that it does not distract from the learning environment.

The following is our student dress code; it is simple and easy to follow.

We encourage you to choose simple, comfortable, washable clothing that is both durable and will allow the student to work, move, run, and play in a variety of positions safely and without worry.

SUGGESTED ITEMS

- Jeans or pants hemmed to the top of shoes, fitted to the waist and cover underclothes when bending or playing
- Shorts that are walking length (about 4” inseam), fingers **MUST** be shorter than the hem of the shorts when arms are extended.
- Athletic type shoes with socks
- Socks must be worn at all times
- Hats are very appropriate for outside play. They must be worn outside and take off in any building on campus or field trips. Hats must be worn the appropriate way (brim facing the front of their head). Hats must contain appropriate logos
- Hoodies may be worn with appropriate logos. Hoods from hoodies may not be worn in the classroom.

ITEMS NOT ALLOWED

- Flip-flops (except for Fridays in the Spring & Summer months), sandals, slides, shoes with a high heel, slippers or any other open toe shoe. These are unsafe for children to run and play in.
- Heelys with wheels in (they must remove the wheels)
- Inappropriate slogans, words or pictures.
- Pants must be worn on the waist. No baggy pants. Please provide a belt if your child’s pants are too big.
- **NO** pants with words or sayings or graphics on the back or front.
- All pants must ride above the hip-bones and cover the belly button
- **NO** pajama bottoms
- Saggy, dirty or ripped clothing
- Provocative or clingy clothing
- Make up
- Excessive jewelry (**NO** hoop earrings or long earrings, **NO** chains or large necklaces)
- Body piercings except ear lobes
- Certain hair styles (ask office staff first)

ENFORCEMENT

The teachers will inspect student’s attire at the beginning of the school day while taking attendance.

- 1) On the first offense the teacher will write up a “Dress Code Violation”. One copy will be sent home for parent signature and return and once cop for student file (This is a warning) no loss of breaks
- 2) The second offense teacher will write up a “Dress Code Violation”. One copy will be sent home for parent signature and return and once cop for student file. Parents will be called and asked to bring a change of clothes or shoes to the student and student will lose his/her breaks until she is in compliance.
- 3) If a third offense occurs, this will be considered a direct Defiance of Authority and a referral to the principal’s office will be issued. Phone call to parents and meeting will be required.

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- 4) Should a fourth offense occur the student will be put on suspension and the parent will be notified to pick-up their child. The child can return the next day in dress code and a meeting has been completed with the ahead of School by student and parent/guardian.

Accidents Happen – We also encourage our parents, no matter what grade your student is in, it is never a bad idea to keep a set of clothes in their backpack, in case of an accident, i.e., bathroom accidents, torn shorts or pants, wet clothes etc. It prevents the child from missing out on valuable class time as well as saves the parent a trip to the school in the middle of the day. Place student’s clothes in a bag and write their name on it.

The following is our student dress code; it is simple and easy to follow.

We encourage you to choose simple, comfortable, washable clothing that is both durable and will allow the student to work, move, run, and play in a variety of positions safely and without worry.

Suggested Items:

- Consider wearing the school t-shirt.
- Jeans or pants hemmed to the top of shoes, fitted to the waist and cover underclothes when bending and playing. Shorts that are walking length (about 4” inseam).
- Athletic type shoes with socks or sandals that strap on the foot. Wear or bring athletic shoes for physical activity class. This is so important; you may want to put reminders on your calendar.
- Hats are very appropriate for outside play. **They may be worn outside and taken off in any building on campus or field trips. Hats must be worn the appropriate way.**

Please be our partner! Explain the rules; tell your child they are responsible for following them at school

Items NOT allowed:

- Flip-flops, slides and platform shoes are unsafe for children to run and play in.
- Heelys with wheels in.
- Inappropriate slogans, words or pictures. This includes gang-related clothing.
- Tops must cover undergarments and not show midriff area. Underwear **MUST NOT** show. Pants must be worn on the waist. **No** baggy pants.
- No narrow shoulder straps must be three fingers wide.
- All pants must ride above the hip-bones and cover the belly button.
- Saggy, dirty, or ripped clothing.
- Provocative clothing also meaning clingy
- Visible make-up (worn in moderation)
- Excessive jewelry
- Body piercing (except at the ear lobe).
- Unnatural hair color (green, purple, etc.)

If your child does not follow our dress code, we will notify you and take appropriate corrective action. If you cannot provide a change of clothes, we will provide an acceptable t-shirt to wear.

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TOYS, GAMES, BEEPER, PHONES AND OTHER PERSONAL ITEMS

We ask that you keep valuables and toys at home this includes: Game Boys, PSPs, MP3 players, IPODS, tablets, phones or any other electronic device. Each child should keep track of his/her own possessions as the school is **NOT** responsible for lost items. All misplaced clothing and other items will be taken to the “lost and found”. At the end of each month, all unclaimed items will be donated to charity or placed in the auction box. If your child requires bringing any of these items to school they must turn them in **DAILY NO EXCEPTIONS!** They will receive their belongings at the end of the day. If a child does not turn in his/her items and they are confiscated by any staff member that student must talk to the Head of School and a decision or phone call will be made to retrieve these items.

Skate boards, bikes etc., may be brought to school and we ask that they are placed in the proper area and locked up. They are also not allowed to ride them on school grounds; they must walk them in and walk them out. If this privilege is misused they may be asked not to bring it back onto campus.

Beeper and cell phones should be kept at home. **If you want your child to carry one to and from school, it must be given to the office manager at the beginning of the school day. If your child’s cell phone is taken away during school hours, the parent must come in to retrieve the phone.**

Skateboards, Rollerblades, Scooters, and Bicycles may be brought to school if this is a mode of transportation for the student and must receive permission from the Head of School and a signed release from their parent or guardian. This is a privilege and may be taken away if abused. These items may **NOT** be used on campus property and must be put away when let into the building.

GENERAL GUIDELINES

- ◆ It is the responsibility of the student, not the teacher, to get things out of their backpack. A teacher cannot know that something is in there such as forms, money, lunch, snacks, etc. For the younger students if a parent would like to communicate with the teacher that they are sending in something, they can phone the school office. Otherwise a teacher is never expected or responsible for “finding” things in the student’s backpacks.
- ◆ Students may not leave a room or designated area without permission from an ESC staff member and a pass.
- ◆ We expect our students to leave an area better than they found it! Littering is not acceptable. Students should pick up trash when they see it. Students should **ALWAYS** clean up after themselves!
- ◆ Spitting is against the law and disrespects our campus; it is prohibited on campus.
- ◆ **WALK; Do Not Run on campus!**
- ◆ The school phone is not to be used by the students except for emergencies. Students are not allowed to call home for forgotten homework, lunches, or to get permission to go on a field trip, or to make arrangements to go to a friend's house after school. Please make these arrangements prior to coming to school.
- ◆ Note passing and talking in class out of turn disrupts the learning environment, and is not allowed
- ◆ No climbing on toilets, urinals, sinks, etc. while in the restroom. This is a suspendable offense.

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EMERGENCY EVACUATION DRILLS

Emergency evacuation drills will be conducted routinely throughout the school year. They are designed to help prevent injuries and deaths in the event of a real emergency. These drills are taken very seriously!

A loud, continuous sound, coming through the public address system, signals a fire drill. We have drills monthly to teach boys and girls the safest, quickest route from school buildings. Whenever a class leaves a room for any emergency, students stay with their teachers until they are told they can return. It is important to follow the teacher's instructions quickly and quietly in an emergency drill.

During an emergency drill:

- ◆ Follow the directions of your teacher.
- ◆ Leave all work and line up immediately for exit from your room.
- ◆ Know the emergency exit route from each room in which you have a class (your teacher will have the route posted).
- ◆ Walk in line until your group has reached its designated area.
- ◆ Remain in line until your teacher directs you to return to the classroom. Return to your room in a quiet and orderly fashion.
- ◆ If an actual fire or lockdown situation occurs, the fire department and/or police department, in conjunction with ESC, will be in control of the situation.
- ◆ Practice lockdown procedures are in the school safety procedure manual

Any student acting upon or assisting others with a false fire alarm will be suspended from school and the incident will be reported to the local police departments.

MEAL PROGRAM

ESC participates in the National School Lunch Program and National School Breakfast Program. This year we are able to provide breakfast and lunch for ALL students FREE of charge. We ask that you please encourage your child to eat both breakfast and lunch to maintain the essential nutrients needed for their bodies. A breakfast and lunch calendar will be sent out monthly and placed on our website for your convenience.

We have refrigerators for students who choose to bring their lunches. Please consider using paper lunch bags or small reusable bags to help us save space in the refrigerators and print your child's name on a securely closed lunch bag to prevent loss and confusion. We encourage only healthy breakfast, lunch, or snacks be sent in with student with little sugar and preservatives. If you bring lunches to your child, please be aware of the lunchtime. It is difficult for your child to wait during the lunch period while everyone else is eating.

Lunch Room Rules:

- Student must pick up their own area when they are done with their breakfast, lunch, or snack.
- Students cannot go into the kitchen area at any time for any reason due to the state law.
- Uneaten food, served in the *Fellowship Hall* must remain in the building and cannot be taken outside to eat.
- If it's not yours; do not touch.

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SPECIAL EVENTS/CLASS PARTIES

We ask that you never send treats, gifts, or handouts with your student to distribute to his/her class without receiving permission from the homeroom teacher. In accordance with Arizona State regulations, all food products brought to the school to be shared for class parties, birthday celebrations etc. must be prepared in a state regulated inspected and approved kitchen. Goodies from the store bakery qualify as well as store purchased pre-packaged snacks that are individually wrapped.

ESC will host a Recognition Assembly monthly to identify and acknowledge students who have earned Student of the Week, Student of the Month, Perfect Attendance, Caught Being Good, etc. This is not only a wonderful opportunity to recognize good behavior and effort but a way to teach students event etiquette: how to show respect for others' accomplishments, and develop the patience needed for important events later in life such as long meeting for work or plays and concerts. Parent/Family attendance is highly encouraged for these events!

**Gum, Energy Drinks, Soda, Candy, Chips (except for chips with lunches only)
NO TAKIS OR ANY TYPE OF HOT CHIPS is allowed at school!**

SPORTS

ESC will continue to offer the opportunity for students to participate in school sports for the 2019/2020 school year. We are part of a Charter School League in several different sports. We will also be continuing the cheerleading program for football season. There is an activity fee of \$20 per sport. Students must be covered by health insurance to participate. Grades, attendance and behavior will be a big part of their participation. Parent meetings will be scheduled throughout the year for each sport. Students who participate in sports will also be required to participate in fundraising.

SEXUAL ABUSE

ESC provides two people on campus in a "Position of Trust" that you may contact for sexual abuse issues. These people are the Head of Schools and Lead Teacher. If you feel that there is an issue of sexual abuse and need to talk to someone please see one of the two people listed. ESC will follow their confidentiality policy but will also comply with the federal law of sexual abuse.

FIELD TRIPS

The educational program in each classroom is expanded by the participation in purposeful, informative field trips taken throughout the year. Parents are often asked to accompany the child to help with the driving and supervision. From time to time your child will be transported in a school bus or van to and from field trips. When you sign that you have read the handbook, you are also giving consent that your child can be transported in a school bus, van, city bus, or supervised walking field trip, unless you inform us in writing otherwise. Fieldtrips using personal vehicles are always handled specifically by teacher communications.

CONFERENCING

We at ESC believe conferencing is a team activity involving the school, student and family. Helping children grow and achieve in a positive and nurturing school environment requires:

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- ✓ We set goals that are attainable
- ✓ Provide positive learning experiences
- ✓ School and home family work together as coaches
- ✓ Review as a team how progress is being made
- ✓ Praise for real achievements
- ✓ Redirect and/or set new goals
- ✓ Provide consistent on-going guidance on the positive effect of effort and character on success

We have established specific conferencing times each quarter session, but remember that conference appointments can be set at any time. Notes, phone and email are also viable ways to conference between the regular schedules.

First Trimester

Our first conference will be held the sixth/seventh week. Please plan to be there with your child. It is a time where we review your child's progress last year and set up new goals for this year. Goals for personal learning projects will be discussed.

Second Trimester

The sixth/seventh week conference will be directed by the teacher and focus on skills, goals, and adequate yearly progress. Also, the previous project will be discussed acknowledging growth and weaknesses then setting new goals for the next project.

Third Trimester

The last conference of the school year will be held on the eighth/ninth week with shared direction by the student and teacher. We will focus on the permanent portfolio and academic assessments. Comparisons of the previous year's work with the current year will be analyzed and discussed. Pieces of work from the portfolio will be reviewed with regards to growth and progress. Review of previous quarter's project will be discussed.

A fact of life is that enrollment each year determines your child's placement in a multi-age learning cluster. Since we are committed to a small school with low student teacher ratios we cannot determine the exact teacher cottage your child will have each year. After the enrollment firms up, about the second week before school resumes we can then determine if we have to reconfigure our cottages to best meet the multi-age groupings and number of students in a cottage.

We evaluate the State Identified Grade Level (SIGL) for each child based on the information from parents, old school records, ESC assessments, and performance levels. We need to identify the SIGL for state testing and to provide a transfer grade level if you choose to leave ESC. If we feel there needs to be a change from how your child was originally enrolled, the teacher will set up a time with parents to discuss the issues.

SCHOOL NEWSLETTER / NOTICES HOME

ESC publishes a monthly newsletter that includes items of interest about the different class programs, upcoming school events, and current children's events. The newsletter is an important communication tool and we hope

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you will take the time to read it every week. Any changes in the current handbook will be posted in the weekly newsletter...

PHOTOGRAPHS, PUBLICITY, VIDEOTAPING AND WEB SITE

Photographs of children participating in our programs may be taken from time to time and may appear on the web site, newspapers, magazines, brochures or other publicity materials. Unless you inform us otherwise, photographs of your child may be used without compensation as a part of this agreement. If you do not want your child to be photographed for public release, please let us know in writing. The school may use videotaping as a tool to assess the effectiveness of teaching methodologies and/or children's progress.

TRANSPORTATION

ESC does not furnish transportation to or from school. We recommend and encourage car-pooling and public transportation when appropriate. Parents of students with special needs may request a consultation with the School Director regarding transportation alternatives.

FERPA

Under the Family Educational Rights and Privacy Act (FERPA) parents of students currently in attendance and eligible students have the right to:

- A) Inspect and review their child's education records [34CFR99.7 (a) (1)].
- B) Request amendments of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights [43CFR99.7 (a) (2)].
- C) Consent to disclosures of personally identifiable information contained in the student's education records, except by the prior written consent of the student's parent as directory information, or under certain limited circumstances, as permitted by the FERPA.
- D) File with U.S. Department of Education a complaint under Reg. 34CFR99.64 concerning alleged failures by ESC to comply with the requirements, under this part [34CFR99.7 (as) (4)].
- E) **Parents can obtain a copy of the confidentiality policy in the school's office [34CFR99.7 (a) (5) & (b)].**

DONATIONS

CHARITY DEDUCTION

ESC is organized under a non-profit 501C (3) organization. Donations made to the school qualify as a charity deduction on your federal income tax return.

DIRECT TAX CREDIT

Effective this year, Arizona tax law allows you to take a tax credit for donations up to \$400 to a public school's extra-curricular activity account. A donation of up to \$400 (joint tax return) or no more than \$200 (single) to ESC before Dec 31st allows you to reduce your Arizona taxes by up to \$400 (joint) or \$200 (single). This fund helps the school reduce the student's cost of special activities like field trips, outings, and activities that are not funded by the State. Because this is a direct tax credit, **there is no cost to you** if your Arizona tax liability is greater than the donation!

AFFILIATIONS

The school has a tenant/landlord only relationship with Harvest Christian Fellowship (Phoenix). ESC is operated by EduPreneurship Inc and sponsored by the State Board for Charter Schools.

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CHILD FIND

Parents – ESC will help you find the appropriate resources if you have a pre-school child you think may need some special services to become ready for school. Please ask a teacher or call the office for information on resources available to you.

It is the responsibility of EduPreneurship Student Center to inform the general public and all parents of enrolled students of our responsibility to make available special education services for students with disabilities and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 5 years of age (pre-kindergarten students).

We are responsible for identifying, locating, and evaluating all children with disabilities within our school and for making appropriate referrals to:

1. Arizona Early Intervention Program (AzEIP) for children birth through 2 years of age for evaluation and services (if needed) and
2. School district of residence for children 3 through 5 years of age for evaluation and services (if needed).

We are also responsible for providing Free and Appropriate Public Education (FAPE) which includes special education and related services for students with disabilities at public expense, under public supervision, and without charge to the parents.

For all new students to the school, the classroom teacher will complete screening activities within 45 calendar days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive behaviors, communication, social/emotional, and motor skills. If any concerns are noted the child may be referred for additional help. If you have concerns about a child, please contact EduPreneurship Student Center at (480) 990-2475.

COMMUNITY RESOURCES

ESC has a list of community resources and services that are available in our community for families. Some of these resources are free or discounted so check it out if you are looking for family services.

INAPPROPRIATE PLAY OR TOUCHING

ESC does not allow horseplay, play fighting, tripping, or pushing another person intended to cause harm. It is distinguished from the type of play especially that of younger students -in which participants may exceed the bounds of good judgment without intending to injure one another. Response to inappropriate play must be measured by the age of students and type of endangerment that results. Inappropriate touching of another person is prohibited and will result in immediate disciplinary action.

RACIAL ETHNIC INSULTS AND INTIMIDATION/BULLYING

A healthy school environment must be free from racial/ethnic insults and intimidation. Under the heading of "Harassment and Verbal Abuse, "any behavior intended to intimidate or demean others violates school rules. However, behavior, which intentionally intimidates or demeans another person or group on the basis of racial or ethnic background, has a uniquely destructive effect on school climate, often eroding an entire group's feeling of safety. For this reason, intentional racial ethnic insults or intimidation will never be tolerated in the school environment and result in immediate disciplinary action.

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SAFETY OF THE SCHOOL

Any persons engaging in behavior or actions that threaten the safety or security of the campus will be disciplined accordingly. This includes any physical/verbal/written statements or gestures that may be construed as threatening to the safety of the school.

GETTING TO & FROM SCHOOL

ESC does not furnish transportation to or from school. We recommend and encourage car-pooling and public transportation when appropriate. Parents of students with special needs may request a consultation with the Head of School regarding transportation alternatives. Per ESC's insurance policy staff members are not allowed to drive students on day-to-day basis; staff is only allowed to transport students under strict guidelines two to three times a year for an education related excursion.

DROP OFF & PICK UP

At the end of the day we have a system in place in which we make the best effort to escort each student to the appropriate destination. North parking lot for pick-up by parents, walker/bike riders are observed walking/riding safely off campus, the meeting location for the After-School Program, etc. For Parents who pick-up students must take personal responsibility and avoid parking in areas or behaving in a manner during dismissal which complicates the environment for other parents or endangers student safety. We ask that everyone thinks about the security of the students when picking up and dropping off their children. Strive for Patience and Drive Responsibly! Here are some simple rules to improve safety:

- Be courteous and prudent: Do not park or stop in front of the fire hydrant, reserved staff parking, or block driveways.
- No curbside parking-, when you pull-up to wait, stay in your car
- Never leave a running car unattended
- Drive very slowly in all ESC parking lots and in the streets entering and leaving the ESC Campus.
- Keep our kids safe in the parking lots by making smart choices.
- Students may enter through the North or South gate in the mornings.

Please park in the North or South parking lot when you are getting out of the car. Teachers will walk your child to the car in the North parking lot only. Never leave your child(ren) unattended in a vehicle. Parents, remind friends and family members listed on the Emergency Card when they come to pick-up your student to have ID available at all times. Students will NOT be called to the Office between 3:15PM and 3:30PM for early pick-up, no matter the reason.

Make arrangements for student to be picked-up prior to 3:15PM.

ON A BIKE

- ◆ Cross only at marked crosswalks. Ride single, never double. Observe all traffic rules.
- ◆ Use a chain and lock on the bike while at school as the bike is the sole responsibility of the owner. A good suggestion is to get a bicycle license and/or write a description of the bike or have a current photo of the bike available.
- ◆ Bike riders should go directly to the bike rack, park their bikes, lock them up, and proceed directly on the playground.
- ◆ Bicycles must be walked on school grounds and in crosswalks.
- ◆ ESC is not responsible for bikes stolen from campus.

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WALKING

Students who walk to and from school must use the crosswalk.

- Start early enough so as to arrive 5 to 10 minutes before class begins, without rushing.
- Walk on the sidewalk. If there is no sidewalk, use the left side, facing oncoming traffic.
- Never run between parked cars.
- Look in all directions before crossing the street.
- All traffic laws must be observed. This includes crossing streets at marked crosswalks.
- Never accept a ride or gift from a stranger.
- Do not go to a friend's house after school. Go directly home after school.
- Obey all instructions/directions of the crossing guards and school staff.
- Once students arrive at school, they are not allowed to leave without being checked out by a Parent/guardian in the School Office.

TALKING TO STRANGERS

- ◆ DO NOT get into an automobile with a stranger.
- ◆ DO NOT accept gifts, food, or anything else from a stranger.
- ◆ DO NOT follow a stranger anywhere, no matter what he or she says or what sort of treat is promised.
- ◆ DO NOT stop to talk with strangers.
- ◆ DO report, immediately, any problems with strangers. Tell an adult whom you know, or call the police if an adult cannot be reached.

ESC TECHNOLOGY USAGE POLICY

The ESC technology network offers Internet access for students, staff, parents, and community.

Access includes:

- Information and news from governments, research institutions and other sources
- Public domain and shareware software
- Resources at city, state, university and research libraries
- Telecommunications with individuals and groups around the world

ESC technology goals are:

- To support the Arizona Academic Standards
- To enhance the students' opportunities for the future
- To promote life-long learning

Because our network provides access to Internet resources, all users (and parents of users under 18) must understand that ESC cannot always control the content of the information. Some of the information may be controversial or offensive. However, the valuable information and interaction far outweighs the possibility that users may find inappropriate materials. The ESC Teaching Team will take all reasonable precautions to prevent access to these materials. School staff, volunteers, students and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the Tech Team.

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Rules and Regulations

Acceptable Use:

Technology is to be used in a responsible, efficient, ethical and legal manner and must support the educational objectives and behavior guidelines of the school. Students shall only use **ESC school approved websites, search engines, email accounts, and chat rooms/forums. NO EXCEPTIONS!**

Transmission of any materials in violation of any federal or state regulation is prohibited. This includes, but is not limited to:

- Copyrighted material
- Reposting (forwarding) personal communication without the author's permission
- Threatening or obscene material
- Material protected by trade secret
- Product advertisement or political lobbying

Netiquette Rules:

Users must abide by network etiquette rules. The rules include, but are not limited to:

- Be polite – rudeness is never acceptable
- Use appropriate language – do not swear or use vulgarities or any other abusive or inappropriate language
- Do not reveal your personal address or phone number or those of anyone else
- Do not disrupt the use of the network
- Assume that all communications and information accessible via the network is private property

Privileges:

The use of technology at ESC is a privilege, not a right. Inappropriate use will result in limitation or cancellation of user privileges.

Disclaimer:

ESC is not responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. Use of information obtained via the ESC network is at your own risk.

Security:

Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or sharing a password will result in cancellation of user privileges. Electronic mail is NOT PRIVATE and can be monitored by the school. E-mail messages can be traced and retrieved.

Vandalism:

Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data. This includes, but is not limited to, the uploading, creation or transmission of computer viruses.

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COPYRIGHT GUIDELINES FOR STUDENTS

Copyright provides protection for creative individuals and commercial companies. It is your responsibility as a citizen to uphold the copyright laws. Here are a few of those laws that pertain to students.

PRINT

One copy of an item may be made for research or study purposes. It is not permissible to copy comics, comic strips, or cartoon characters.

VIDEOTAPES

Videotapes recorded at home, whether off-air or cable, are for home use only and may not be used at school. Videotapes may not be used at school for entertainment purposes. Fair-use guidelines state that videotapes may be used only for face-to-face instruction.

MUSIC

Do not reproduce a recording from an album, CD, cassette, radio broadcast, or the Internet. It is permissible to copy without permission, up to 30 seconds, or up to 10%, of a piece of music.

SOFTWARE

It is always illegal to copy software programs. The only exception is shareware or freeware. It is illegal to download, store, distribute, or share any copyrighted digital file (such as movies, music, or text).

EDUCATIONAL MULTIMEDIA

Students may use portions of lawfully acquired copyrighted works (see Limitations below) in their academic Multimedia projects, with proper citations, and may keep these in their personal portfolios as examples of their academic work for later appropriate uses such as job and graduate school applications. Social Media

INTERNET USE

Every parent and student is asked to read and agree to abide by the ESC Internet Acceptable Use Policy. This policy is included on the back of the emergency card.

**Please read the policy, sign the agreement on the back of the emergency card.
Note – signatures are required from both student and parent/guardian.**

ARIZONA REVISED STATUTES

THE "GOOD NEIGHBOR" POLICY STUDENT CONDUCT WITHIN THE SCHOOL COMMUNITY
{A.R.S. 13-201}

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour. Failure to act as a good neighbor within the school community may result in disciplinary action (A.R.S. 13-201).

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TEACHER'S AUTHORITY TO REMOVE A STUDENT FROM CLASS (A.R.S. 15-841)

A.R.S. 15-841 gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from his/her class by documenting abusive, threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher's recommendation to remove the student from class, principal shall remove the student unless he/she can produce evidence that the basis for the recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal: (1) Arrange for placement of the student in another class or an alternative setting, (2) Contact the parents to inform them of their child's removal from class and an explanation of procedures, (3) Arrange for appropriate continuation of the student's instructional program by securing individual lesson plans, learning objectives, and activities from the referring teacher, and (4) Arrange for a meeting of the school placement review committee to be conducted within three days of removal.

SEX OFFENDER NOTIFICATION (A.R.S. 13-3825)

Legislation calling for community notification of sex offenders (A.R.S. 13-3825) took effect June 1, 1996. The legislation requires that law enforcement agencies, not schools, be responsible for notification of the neighborhood when a known sex offender resides in the area. The guidelines provide levels of notification based on the risk a particular sex offender poses to the community; there are three levels as determined by law enforcement officials. Level two and three sex offenders may present a danger to the community. When a level-two sex offender moves into a community, the law enforcement agency may notify the school district. In the case of level three sex offenders, the agencies shall inform the school district. Phoenix School District will cooperate with law enforcement agencies by ensuring that principals and school staff members are notified as necessary. The Superintendent's office will maintain a file of the notifications that may be reviewed by community members. Principals and school staffs will have access on site to a copy of the notification and any other pertinent information. Copies of the neighborhood notifications may be obtained from the local school. In an effort to maintain trust and better inform the greater school community, Peoria Unified School District may send letters home with students.

SCHOOL PROPERTY (A.R.S. 13-2911)

Any student who cuts, defaces, or otherwise injures any school property is subject to suspension or expulsion and, upon complaint of the Board; the parents of such students shall be liable for the damages.

SUSPECTED CHILD ABUSE NOTIFICATION (A.R.S. 13-3620)

School personnel will comply with laws regarding child abuse and reporting to the department of Child Protective Services.

ABUSE OF STAFF (A.R.S. 15-507)

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 duties is guilty of a Class 3 Misdemeanor. In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of threat, verbal, written, or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion or possible referral to the police department. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate decision with the individual, that concern should be brought to the attention of the administration.

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ALCOHOL AND_ DRUG VIOLATIONS ANO ARJZONA DRUG LAW (A.R.S. 13-3411)

Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the district's "good neighbor" policy with result in disciplinary action by school officials, notification of parents, and possible involvement of police. The following provisions of Arizona's Drug Law (A.R.S. 13-3411) are offered as a warning. Arizona judges have no discretion to impose less than mandatory prison sentences and fines. Here is what could happen if you are under the influence, in possession of, or sell drugs on or within 300 feet of school property:

- a. If 18 or older, you will be tried as an adult.
- b. If convicted as an adult, your crime will be classified as a felony carrying a minimum mandatory prison sentence of 3 years and 9 months and a minimum fine of\$2,000. (If convicted as a minor, you may be placed in the custody of the Department of Corrections until the age of 18.)
- c. If convicted of a drug offense, your driver's license will be suspended until age 18; if you do not have a driver's license, you may be denied a license until the age of 18.