

Principal's Message

Dear Students,

The Staff of EduPreneurship Student Center (ESC) would like to welcome you to our school. We are proud to offer programs and opportunities to help you experience success during your time at ESC.

The student handbook is filled with important information regarding school policies and procedures. It is important for you and your parents to read and discuss the handbook. If you have questions after reading the handbook, please call the office at (602) 973-8998.

We encourage parental involvement and support during the school year and welcome parents to become members of the Site Advisory Council (SAC). We will have two mandatory parent orientations to explain and answer questions that you would have about our handbook or our school year. We are here to help each student experience personal success and achievement. **Parents**, please encourage your child to do his/her best at school. Thank you for devoting time to ensure that your child's educational experience is positive. I am looking forward to the 2011-2012 school year.

Best Regards,

Ms. Deborah Salas, Head of School
EduPreneurship Student Center

INTRODUCTION

Thank you for choosing **EduPreneurship Student Center (ESC)**. You are participating in a family choice for public education. **ESC is an independent charter school organized as a non-profit corporation sponsored by the State Board for Charter Schools, an independent state agency.** 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. *Our staff at a glance...*

Deborah Salas, Head of School, SPED Director

Tiffany Herrera, Administrative Assistant

Staci Slade, 1st-2nd Grade Teacher

Cheryl Hentz, Language Arts & 3-4-5th Grade Teacher

Jennifer Massey, Math & 6-7-8th Grade Teacher

Mary Bernal, KG Enrichment

Gabriel Salas, PA Paraprofessional

On Behalf of the Staff of ESC, We Welcome You!

MISSION STATEMENT

EduPreneurship Student Center is dedicated to providing children with an education that will enable them to be successful citizens in today's complex society by holding students accountable in an environment that is relevant, active and product oriented.

QUESTIONS

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

GOVERNING BOARD

EduPreneurship Student Center is governed by an elected Governing Board. This Board meets a few times a year in an Open to Public setting. Dates and times will be posted on our website as well as the building. The current board is made up of the following individuals:

Deborah Salas, President

Denise Wainwright, Secretary

Marty Condos, Member

Gary Salas, Member

Kathy Shelton, Member

ADMISSION REQUIREMENTS

STATE FUNDED PROGRAM

EduPreneurship Student Center 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 December 31st in order to enroll within the current school year.

VOLUNTARY, FOR-FEE, AND OPTIONAL PROGRAMS

There are additional criteria for admission and continuation for these programs: As determined by participating staff, the child must have an acceptable level of behavior and the maturity to adequately perform the activity; the fees must be current; and attendance issues may affect participation or continuation in a program. **ESC** has the right to limit participation in any optional program and to decline services for reason of non-payment or pattern of late pay.

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.

SCHOOL HOURS

Grade	Day	Begin	End
K - 5th	Monday - Thursday	8:30AM	3:30PM
6th - 8th	Monday - Thursday	8:15AM	3:35PM
K - 5th	Friday	8:30AM	12:00PM
6th - 8th	Friday	8:15AM	12:00PM

There is No Supervision before 8:00AM

The School Office hours are from 8:00AM until 4:00PM Monday through Thursday and 8:00AM to 12:00PM on Fridays due to staff meetings. Please be as prompt as you can when dropping off or picking up your student. There is no one on campus in the morning prior to 8:00AM unless your student is **enrolled** in the "Before School Program" they are NOT allowed on campus prior to 8:00AM.

If you will be late picking up your child please call and notify the school. If your child has not been picked up fifteen minutes after school is dismissed, he/she will wait for you in the school office. There is an "After School Program" available however students are not allowed to participate unless there is a completed "Before/After School Enrollment Form" for the program.

ESC is a drug, alcohol, and tobacco free zone! Refrain from bringing any of these products onto our campus at any time including after-school hours or during evening events, such as Presentation Night. Please refrain from smoking in our parking lots or near our building as they are still part of ESC property and therefore, by law, smoking is prohibited. ☹

‡ STUDENT DRESS CODE ‡

The ESC Governing Board has approved (2010) a minimal mandatory dress code requirement to 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 doesn't detract 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.

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 at school in case of an accident. 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, it can be stored in their classroom which is locked when there is no teacher in there.

Mandatory:

- An ESC School T-shirt along with appropriate bottoms and shoes is what is required for the student to wear. T-shirts are sold all year along for \$5.00 a shirt and must be paid the time of transaction.

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
- Pants must be worn on the waist. **No** baggy pants
- All pants must ride above the hip-bones and cover the belly button
- Saggy, dirty, or ripped clothing
- Provocative or clingy clothing
- Visible make-up (worn in moderation)
- Excessive jewelry (i.e., large hoop earring)
- Body piercing (except at the ear lobe)
- Unnatural hair color (green, purple, etc.)

Suggested Items:

- 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.

ENFORCEMENT

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

- 1) On the first offense the teacher will write up a "Dress Code Violation" (Sample provided in handbook). One copy will be sent home to the parent to sign and return and one copy goes into the student file.
- 2) The second offense the teacher will write up a "Dress Code Violation". One copy will be sent home to the parent and one copy goes into the student file. Parents will be called and asked to bring a change of clothes to the student. If the violation is due to being out of ESC T-shirt a loaner shirt can be requested in which the

EduPreneurship Student Center 2011- 2012 Parent/Student Handbook: A Guide for Parents and Students

student can wear for the day and return at the end of the day. If the student does not return the shirt at the end of the day the parent will be billed for the shirt.

- 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.
- 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 once in uniform and a meeting with the Head of School has been completed by student and parent/guardian.

EduPreneurship Student Center Dress Code Violation	
Date: _____	
Student: _____	
Description of Violation:	
<input type="checkbox"/> Student Not Wearing ESC T-shirt	
<input type="checkbox"/> Student Wearing Inappropriate Bottoms	
<input type="checkbox"/> Student Wearing Inappropriate Shoes	
<input type="checkbox"/> Other: _____	
Teacher Signature: _____	Parent/Guardian Signature: _____
Note: Parent/Guardian MUST sign and return with the student the next day in order for the student to return to class, thank you for your cooperation.	

STUDENT SERVICES

MCKINNEY-VENTO ACT

The McKinney-Vento Act is a federal legislation that was passed to address growing concerns about the plight of individuals experiencing homelessness. Educational issues and requirements related to homelessness are addressed in the law. Parents of ESC students are required every year to fill out a state questionnaire addressing Students in Transition (Homeless). If you have any questions regarding this form please contact the School Office 602-973-8998.

Definition of a Homeless Student:

- Living in emergency or transitional shelters, FEMA Trailers, abandoned in hospitals or awaiting foster care,
- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; "doubled up",
- Living in cars, parks, campgrounds, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings,
- Living in a hotel or motel due to economic hardship.

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 School 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 five (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 two (2) years of age for evaluation and services (if needed) and
2. School district of residence for children three (3) through five (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 the School Office at 602-973-8998.

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 cottage levels and SIGL, we need your help to see that they meet these minimum essential skills.***

COTTAGE 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.

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 such issues.

PHYSICAL ACTIVITY

Physical Activity is an integral part of the instructional program and will be graded. All children will be required to participate unless a doctor's certificate is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to two days.

NOTE: Tennis shoes are required for P.A.

SCHOOL BOOKS AND SUPPLIES

EduPreneurship Student Center will provide students' textbooks, subject matter materials and supplementary books free of charge. Students using ESC texts, software and supplementary books are responsible for the loss or damage thereof. If students require a second copy of such materials, they must reimburse the school at the price paid by the school. Monies thus collected may be used for the repair or purchase of new books or materials.

PARENT INVOLVEMENT AND COMMUNICATION

PARENT AND COMMUNITY

In accordance with our charter, ESC has established a Site Advisory Council (SAC) as a means to increase its involvement with parents and the 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 School will take self-nominations from parents, staff, and students and will select two from each category. The Head of School will solicit a business/community leader to serve on the council. A teacher and parent will be co-chairpersons and will be responsible for scheduling the council meetings. The Head of School will seek the advice and opinions of the SAC and from time to time ask the council to help with a specific task. Meetings will be held monthly, please see the School Calendar for dates and times.

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. Dates are added to the School Calendar, available on the website, and reminders will be sent home.
2. **School website;** www.es swarm.com is updated with services, activities, contact information and school policies.
3. **Agendas** are sent home daily with notes from teacher and require a signature from a parent/guardian.
4. **Memos** sent home weekly from your teacher and monthly school-wide newsletter.
5. **Calls** and letters from the teacher to the 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**
8. **Parent-Night activities** are scheduled several times though-out the year.
9. **Volunteering** is ALWAYS Available and Encouraged

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

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:

- We set goals that are attainable
- Provide positive learning experiences
- School and 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.

1st TRIMESTER

Our first conference will be held during the 6th week of school. 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.

2nd TRIMESTER

The second trimester 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.

3rd TRIMESTER

The last conference of the school year will be a student-led session. 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.

OBSERVATION OF CLASSROOMS

After the first two (2) weeks of school, parents are invited and encouraged to come and observe their children in the classroom. Please call the School Office or speak with your child'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).

SCHOOL NEWSLETTER / NOTICES HOME

ESC publishes a monthly newsletter that includes items of interest about the up-coming and recent activities and events, information from the Principal, menus and monthly calendars. Check with the School Office if you would like to contribute to the newsletter. Each teacher will provide a weekly classroom memo to be sent home explaining in more detail individual classroom events.

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 (AIMS and Stanford10). ESC is also responsible for providing timely notice if their child has been assigned to, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the definition of highly qualified as outlined in the "No Child Left Behind" Act.

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.

VISION AND HEARING SCREENING

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.

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.

MEDICATION

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 and from the school by the 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 for 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 the

time to be given.

- Please ask your pharmacist to provide you with three containers: one for home, one for school, and one for a single dose on field trips.
- It is recommended that no more than a 30-day supply is maintained at school.
- The School Office may consult with the physician regarding 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

ILLNESS / COMMUNICABLE DISEASES

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

* Not in association with Seasonal Allergies.

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 will be rechecked by an ESC staff member within 8 to 10 days.
- If live lice are found, the student will not 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.

EMERGENCY INFORMATION UPDATE

At the beginning of each school year, you will be asked to complete an Emergency Card for each child in your family. You are asked to provide the School Office with current information so that you can be reached in the event of an illness/injury. **It is your responsibility to update the School Office if any piece of contact information on the Emergency Card changes during the school year.** We have provided a "Change Form" that you can detach and submit in this book, the form is available on-line, in the School Office or you may also contact the School Office at 602-973-8998 to verbally make a change.

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 make all attempts to contact the parents immediately.

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, he/she must show identification to a staff member present or be recognized by the student.

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.

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 School and a designated 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 above. Although ESC will follow their confidentiality policy we will also comply with the federal law of sexual abuse.

📣 ATTENDANCE / TARDY / TRUANCY 📣

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 a parent/guardian by the end of the school day. If you must pick up your child before dismissal, try to notify the School Office in advance. **ALWAYS CHECK THE STUDENT OUT BEFORE LEAVING EARLY**, this is done in the School Office. **Students will not be called to the office between 3:15PM and 3:30PM to be picked up, no matter what the reason.** Make arrangements prior to 3:15PM if you need to pick-up your student early. 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.

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 their 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 have to use their

preparation time or after school hours to convert and prepare this work for your student and cannot make it available on the same day of the request. (Different rules apply to late or incomplete work for students who did not miss class. Work turned in after the due date or turned in incomplete will be docked points or in some cases, may not be accepted at all.)

TARDY

Your child needs to be on time everyday. ***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 15 minutes after the designated start time is considered TARDY. They must go straight to the School Office and get a late pass before entering into class. A tardy is considered Excused only for the following reasons:

Illness or Injury	Court Hearing
Medical Appointment	Death in Family
Dental Appointment	Funeral

Reasons such as over-sleeping, late night, babysitting, or car troubles are not excused tardies and are recorded as an unexcused tardy. The following consequences will be in place for unexcused tardies:

- 1st Tardy = Warning
- 2nd Tardy = Letter Home to Parents
- 3rd Tardy = Lunch Detention
- 4th Tardy = After-School Detention
- 5th Tardy = Saturday Detention with a Mandatory Parent Sign-In

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.

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

- The teacher will initiate a student query at team meeting.
- The school office will issue a letter to parents after five (5) unexcused absences.
- To follow up, a staff member will seek more information, provide help or recommend possible solutions.
- If appropriate, a plan of action with parent and student will be developed.
- After ten (10) unexcused absences, the student will be reported to the proper law enforcement agency.
- After ten (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 School for assessment of unique circumstances.

🍴 MEAL PROGRAM 🍴

We participate in the *National School Lunch Program* and *National School Breakfast Program*. Applications are available in the School Office and the website and can be filled out during any point in the school year should your family's needs change. Breakfast is available for a purchase price of \$1.50 and if qualified the reduced rate is .30¢. Lunch is available for a purchase price of \$2.50 and if qualified the reduced lunch rate is .40¢. Monthly menus will be sent out once a month attached to the newsletter or you can view/print on the website.

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 eating.

Lunch Room Rules:

- **No Gum, Energy Drinks, or Soda is allowed at school!**
- 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.

🎁 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 meetings for work or plays and concerts. *Parent/Family attendance is highly encouraged for these events!*

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. The character traits of emphasis for schools are caring, citizenship, fairness, integrity, perseverance, respect, responsibility, and trust worthiness. Specific qualities of these traits might be included in the following descriptions:

- ✘ **Caring** — Showing understanding of others by treating them with kindness, compassion, generosity, and a forgiving spirit. Caring is also listening for understanding and communicating with each other about such feelings as concern and gratitude.
- ✘ **Citizenship** — Being law abiding and involved in service to school, community, and country. Honoring school rules, cooperating, respecting authority, and protecting the environment are all qualities of a good citizen.
- ✘ **Fairness** — Practicing justice, equity and equality, cooperating with one another. A person who is fair plays by the rules, takes turns and shares, is open-minded, listens to the opinions of others and doesn't take advantage of others.
- ✘ **Integrity** — Having the courage and inner strength to do the right thing. A person of high integrity builds a good reputation for standing up for his/her beliefs and acts justly and honorably toward all.
- ✘ **Perseverance** — Pursuing worthy objectives with determination and patience while exhibiting fortitude when confronted with obstacles. One who perseveres is prepared, works hard, never gives up, is positive and enthusiastic, and doesn't get discouraged by negative people.

- ✘ **Respect** — Showing high regard for authority, other people, self, and country. A respectful person uses good manners, is tolerant of differences, is considerate of the feelings of others and uses respectful language, not hurtful words.
- ✘ **Responsibility** — Being accountable in word, choices and actions. A responsible person has a sense of duty to fulfill tasks to the best of his/her ability with reliability, dependability, and commitment. Acting responsibly is using self-control by knowing what the right thing to do is and doing it.
- ✘ **Trustworthiness** — Being dependable, telling the truth, and admitting wrongdoing. A trustworthy person is honest, loyal and keeps promises.

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** greetings, acknowledgments, smiles, or gestures.
- ✘ **Social skills** showing appreciation and respect such as please, thank you, excuse me, and good morning.
- ✘ **Respectful and appropriate behavior to all.** Knowing and practicing courtesy words appropriate to addressing elders and those in authority.
- ✘ **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.

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.

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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

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

Arson

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

Assault

2. 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. Possible 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. (long-term suspension)

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. 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 program (anger management) required for re-admission.

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 for the balance of the trimester

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. 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 trimester, possible police referral
2. Long term suspension
3. Expulsion and police referral

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 determine the appropriate disciplinary action.

STUDENT DUE PROCESS RIGHTS

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

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.

In-School Suspension (ISS)

An In-School Suspension will be served on campus 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 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. **Students may not attend any school-sponsored activities while serving OSS.**

Long-Term Suspension is for a period of more than nine days. 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 have to 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.

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 the 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.

INAPPROPRIATE PLAY

ESC does not allow horseplay, play fighting, tripping, or pushing with another person intended to cause harm. This 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.

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.**

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 to the playground.
- Bicycles must be walked on school grounds and in crosswalks.
- ESC is not responsible for bikes stolen from campus.

WALKING

- Students who walk to and from school **must** use the crosswalk at Northern and 27th Avenue if they are coming from the West side of 27th Avenue or the North side of Northern.
- 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.

PERSONAL ITEMS

We ask that you keep valuables and toys at home this includes: Game Boys, PSPs, MP3 players, IPODS, palm pilots, CD Players or any other electronic device. Clearly mark all of your child's belongings. 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". Unclaimed items will be donated to a charitable organization at the end of December and again, at the end of the school year. If your child requires bringing any of the above electronic items they need to be turned into the office prior to the beginning of school. **If an item has to be removed from your student because they did not turn it in, the parent must come in to retrieve it.**

Skateboards, Roller Shoes, Scooters, Rollerblades, 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 students backpack.
- Students may not leave a room or designated area without permission from an ESC staff member and a pass.

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- 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.

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.

LOST & FOUND

It is the responsibility of the student to keep sweaters, jackets, and eyeglasses with them. ESC accepts no responsibility, financial or otherwise, for lost personal items. We recommend that parents and/or students place their names on all personal belongings such as coats, lunch boxes, backpacks, etc. Lost items will be kept in the "Lost and Found". Smaller items such as keys, eyeglasses, jewelry, etc. will be stored in the school office. Students may check the Lost & Found for missing items, and parents **are encouraged** to check for missing items when they are on campus. Unclaimed items will be donated to a charitable organization at the end of December and again, at the end of the school year.

VISITORS & VOLUNTEERS ON CAMPUS

All visitors/volunteers on campus are to sign in and out in the School 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 their visitor's badge. 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. All visitors/volunteers must be scheduled in advance with the appropriate staff. No younger siblings are permitted *during school hours* while visiting or volunteering, other care arrangements will need to be made for them.

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.

📷 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.

FERPA

The Family Educational Rights and Privacy Act (FERPA) was enacted to protect the privacy interests of student records. 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)].

OPEN MEETINGS

The ESC Governing Board holds open meetings in compliance with ARS 38-431. Any changes or special meetings will be posted in accordance with legal regulations. Pursuant to ARS 38-431.02, EduPreneurship Inc., hereby states that all notices of the meetings of EduPreneurship Inc., Governing Board will be posted at EduPreneurship Student Center at 2632 W Augusta Ave, Phoenix, AZ 85051 and on our website. The location is open to the public Monday through Thursday from 8:00 AM to 4:00 PM and Friday 8:00 AM to 12:00 PM. Such notices will indicate the date, time, and place of the meeting and will include an agenda or information concerning the manner in which the public may obtain an agenda for the meeting. All meeting notices and agenda are also posted on the outside doors.

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!

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.

VANDALISM

Write on paper not on buildings, furniture, clothing, or body parts. Writing on tables, walls, etc. is considered destruction of property and is a serious offense. 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.

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 an issue, he/she will seek the appropriate staff members to get the best resolution to the matter. If you feel the need to speak with the Head of School, appointments are recommended and easily made in the School Office by calling 602-973-8998. The Head of School 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 School, but does act as an advisory team to them. The team cannot change a decision but can offer considered direction to the Head of School.

AFFILIATIONS

The school has a tenant/landlord only relationship with Mission Drive Baptist Church (Phoenix). ESC is operated by EduPreneurship, Inc. and sponsored by the State Board for Charter Schools.

ESC TECHNOLOGY

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 school Emergency Card. **Please read the policy, sign* and return.** The ESC technology network offers Internet access for students, staff, parents, and community.

* Signatures are required from both student and parent/guardian.

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. Therefore, 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.

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.

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. **LIMITATIONS:**

- **Motion Media:** Up to 10% of a copyrighted motion media work may be used as part of a multimedia program produced by an educator for educational purposes.
- **Text Material:** Up to 10% of a copyrighted work consisting of text material may be used for educational purposes.
- **Poems:** Use entire poem if 250 words or less or 250 words of a longer poem. Use no more than one poem per poet or five poems from an anthology.
- **Music:** Up to 10% (or 30 seconds) of a copyrighted composition may be used as part of a multimedia program.
- **Illustrations and Photographs:** A photograph or illustration may be used in its entirety but no more than 5 images of an artist or photographer may be incorporated into any one-multimedia program. When using photographs and illustrations from a collection, not more than 10% (or 15 images) may be used in the multimedia program.

***Caution:** Students are advised to exercise caution in using digital material downloaded from the Internet. Access to works on the Internet does not automatically mean that the information can be reproduced and reused. Furthermore, some copyrighted works may have been posted to the Internet without authorization of the copyright holder.*

✱ 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).

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, the 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 discussion with the individual, that concern should be brought to the attention of the administration.

ALCOHOL AND DRUG VIOLATIONS AND ARIZONA 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 will 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: 1) If 18 or older, you will be tried as an adult. 2) 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.) 3) 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.