STUDENT HANDBOOK ACKNOWLEDGEMENT

RECONOCIMIENTO PARA EL MANUAL DEL ESTUDIANTE

EAGLE College Prep	
STUDENT INFORMATION/INFORMACIÓN DE ESTUDIANTE	
Name of Student/Nombre de Estudiante	Grade/Grado

HANDBOOK INFORMATION/ INFORMACIÓN AL MANUAL

I acknowledge that:
Reconozco que:

- I know where to find and have access to the 2022-2023 EAGLE College Prep Family Handbook online. I agree to read and understand it.
  Yo se donde encontrar y tener acceso al Manual de la Familia de EAGLE College Prep del año escolar 2022-2023 en línea. Estoy de acuerdo en leer y entenderlo.
  - Go to www.eagleprep.org, select your school from the drop-down on the left, select 'Family Info', select 'Handbooks'.
    Ir a www.eagleprep.org, seleccione su escuela en el menu desplegable de la izquierda, seleccione 'Family Info' y despues seleccione 'Handbooks'.

OR

- I have been informed of the school policies and have received a copy of the 2022-2023 EAGLE College Prep Family Handbook.
  He sido informado de las políticas de las escuela y he recibido una copia del Manual de la Familia EAGLE College Prep del año escolar 2022-2023.

I will ask my child's teacher or administration about any policies I do not understand. I will review the mission and philosophy of EAGLE College Prep with the understanding that these values are rooted in the identity and philosophy of our school.
Le pediré a mi maestro o a la administración sobre cualquier política que no entiendo. Voy a revisar la mission y filosofía de EAGLE College Prep en el entendido de que estos valores están arraigados en las identidad y la filosofía de nuestra escuela.

Parent Printed Name/Nombre de Padre	Parent Signature/Firma de Padre	Date/Fecha

EAGLE College Preparatory Schools

Family Handbook
Phoenix South Campus
2022-2023

This family handbook belongs to:

Family Name: _____

Teacher: _____

This handbook has been provided to you free of charge. Replacement copies are available.

EAGLE College Prep Phoenix South
2435 E. Pecan Rd.
Phoenix, AZ 85040
Phone: 602-268-1212

Dear EAGLE College Prep Families:

Welcome to EAGLE College Prep! We are honored that you have selected us to partner with you in providing your child(ren) with an excellent education with the focus on College, Character, and Community.

Our Mission

EAGLE College Prep is a college prep elementary school whose mission is to work together with students, teachers, parents, and the community toward the pursuit of academic greatness and positive character development in a safe and supportive learning environment.

Our mission statement emphasizes the two-fold purpose of our school: To strive for **academic greatness** in an environment that fosters **positive character development**. These two purposes go hand-in-hand and without one, the other is far more difficult to achieve and less meaningful even if it is achieved.

Our Philosophy

EAGLE College Prep believes that college preparation begins at an early age, not just the few years before college. The elementary years are formative years, years that set the groundwork for success in college. At EAGLE College Prep, students will be exposed to college early on through field trips, guest speakers, and by making lifelong learning part of the school culture and environment.

EAGLE College Prep believes that to achieve educational greatness, students need to spend more time focused on core courses to prepare them for success in college. We will spend extra time daily on reading, language arts, and mathematics using not only traditional, time-tested curricula, but also utilizing new programs that integrate the benefits of technology to meet the learning needs of all students. Students will develop a tenacious spirit to work long, hard, and efficiently at school.

EAGLE College Prep believes in building a foundation for student success by focusing on character development. The combination of high expectations, paying attention to detail, proactively celebrating success, developing a sense of team, and building self-efficacy will lead students to be prepared not only to excel academically, but also prepared for other challenges that are waiting for them throughout their lives.

EAGLE College Prep believes in the mission statement of Open Sky Education “driven by the love of others, creates learning communities which inspire, equip, and support serving leaders to transform the world.”

We hold high academic expectations for our students with the intention that all of our students will not only go to college when they graduate high school, but will have a choice in where they attend. We partner our academic expectations with equally rigorous behavior expectations because a person’s character is a measure of their worth.

As you read through the handbook, it will become evident that College, Character, and Community are integrated in all that we do. The handbook was written as a guide to answer questions and inform you of the way we do things at EAGLE College Prep.

Stephanie Phillips, Ed.S
Principal

EAGLE College Prep

Student Pledge

I pledge to prepare for college and my future
by pursuing academic greatness and positive character.

I will love and respect myself and others.

I will take responsibility for my actions and my learning.

I am an EAGLE scholar!
Watch me SOAR!

Bill of Rights

The "Bill of Rights" for all staff and students at EAGLE College Prep are as follows:

- Teachers have the right to teach without interference.
- Students have the right to learn without interference.
- Support staff have the right to perform their duties for the school without interference.
- All have the right to be treated with dignity and respect.
- All have the right and responsibility to be respectful, responsible, and safe.

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2022-2023 School Year Calendar

EAGLE College Prep: Phoenix South | 2022-2023 CALENDAR

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18-29 Teacher Professional Development

29 Flight Night

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-2 Teacher Professional Development
3 First Day of School

8-19 NWEA Map

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 No School: Labor Day
26 Sandra Day O'Conner Day (School in Session)
19-28 Galileo
30 No School: End of 1st Quarter (Staff Data Day)

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-7 No School: Fall Break
19 – 21 Parent Teacher Conferences (Early Release)

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 No School: Veterans Day
23-25 No School: Thanksgiving Break
28-Dec.12 NWEA MAP and Galileo

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 No School: End of 2nd Quarter (Staff Data Day)
19-30 No School: Winter Break

2 No School: New Year's Day
3 School Resumes
11-13 Parent Teacher Conferences
16 No School: MLK, Jr./Civil Rights Day

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 No School: Presidents' Day
27- Mar 8 Galileo

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

10 No School: End of 3rd Quarter (Staff Data Day)
13-17 No School: Spring Break

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7 No School: April Break

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1-17 NWEA and Galileo
25 Last Day of School/ Promotion Day (Early Release)

Have a Wonderful Summer!

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

School Day:
Mon., Tues., Thurs., Fri. 8:30am – 3:15pm
Wed. & any early release 8:30am – 1:45pm

Number of School Days by Quarter:
1st Quarter – 41
2nd Quarter – 45
3rd Quarter – 46
4th Quarter – 48

Total School Days: 180

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws: the Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

Education records are maintained on every child enrolled in a public school. The types of information gathered and maintained may include, but is not limited to: the students and parent's names, address, and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, correspondence from parents, and Child Find and other screening results including hearing and vision screening results.

Children with disabilities may have additional education records which could include, among other things: evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parent consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and medical agreements.

The information is gathered from a number of sources, including the student's parents and the staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents/guardians, and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure that the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, stories, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Student Privacy Policy Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of parents regarding education records are transferred to the student at age 18.

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 calendar days from the day the school receives a request for access.
    a. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights.
    a. Parents or eligible students may ask a school to amend a record that they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
    b. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    a. The School designates the following information contained in a student's education records as "Directory Information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent: the student's name, address, telephone listing, date and place of birth, electronic email address, photograph, grade level, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height if a member of an athletic team, honors and awards received, and the most recently attended educational agency or institution.
    b. Parents have two weeks to advise the School in writing (a letter to the principal's office) of any or all of the items they refuse to permit the School to designated as Directory Information about that student. After this two-week period, if the School has not received written refusal to allow the release of the Directory Information, the School will assume that it has their permission to release the above-mentioned information.
    c. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member(including health and medical staff and law

enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

d. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
e. Upon request, a school may disclose education records, without consent, to officials of another school in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-8520

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at (602) 542-5393.

Technology Use Agreement

EAGLE College Prep believes that electronic information research skills are fundamental to the preparation of students for higher education, employment, and life. Telecommunications access to electronic information enables students to explore thousands of libraries, databases, and bulletin boards. It allows students to exchange information and ideas with people throughout the world. Students have the privilege to use computer workstations, EAGLE College Prep network, and the internet for educational purposes in technology skills, information gathering skills, and communication skills.

Technology resources covered by this policy include commercial, governmental, and private telecommunications-accessible networks (such as the internet), local networks, databases, and any computer-accessible source of communication or information, whether from or to file servers, hard drives, tapes, compact disks, floppy disks, or other electronic storage or retrieval means. This also includes all hardware devices such as Chromebooks, laptops, desktops, or other computer hardware devices.

EAGLE College Prep supports access by students to information resources offered by the internet and other technology resources. At the same time, the school recognizes the potential for abuse

by students, exploitation of students, and damage to both the school's computer equipment and records. EAGLE College Prep also recognizes the school's responsibility to provide education in certain basic skills, and that technology resources should be employed in a grade-appropriate manner that may preclude or limit access by some students.

Please note that violation of this policy may result in the loss of any technology privileges at EAGLE College Prep. Serious violations may lead to suspension or expulsion depending on the severity of the situation.

Use of Equipment and Hardware

- I will use the school computer hardware device responsibly, ensuring it is properly stored and handled with care.
- I will not deliberately damage or alter any school hardware or software in any way.
- I will not modify the setup of any school computer without permission.
- I will not illegally install copyrighted software on any school computer.

Ethical Use of Technology

- I will not use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually explicit, demeaning, illegal, or objectionable in some other way. I will not send, view or post material that contains pornography, violence, homophobia, hate, bullying, racism, sexism, alcohol, nicotine, or other drugs.
- I will not use the school's network or computers to send hate mail, to harass others, to make discriminatory remarks, or to behave in any anti-social manner. I will not use the school's network or computers to develop programs that harass other users, infiltrate a computer system, or damage software or data on a computer system. I will not send unwanted or harassing email.
- I will not gamble on school computers.
- I will not share my password with anyone or permit anyone else to access school computers with my account.
- I will not attempt to access files or data belonging to others, attempt to gain other user's passwords, or misrepresent other users on the network.
- I will not attempt to gain unauthorized access to any school system, school organization, or outside institution.
- I will not attempt to access any internet site, program, or service that is blocked by the firewall or content filter by any means.
- I will not violate copyrights in my class work. I will list all resources used in my project(s) with a works cited or bibliography section. If work or information is protected by copyright, I will not use it unless I ask and receive permission from the owner.

General

- I understand that the school's computer resources are to support the educational process and to facilitate the running of the school. Therefore, I will not use the school's computers or networks for commercial purposes or for excessive personal use.

- I will not publish the full name, address, or any personal information of any person (including myself) on the internet.
- EAGLE College Prep may use picture, video, or schoolwork on its website.
- I understand that EAGLE College Prep may filter internet content in any way it deems appropriate, and that it may monitor my use of technology resources including files on disks and internet use.
- I understand that I should not be using social media websites such as Facebook, YouTube, Twitter, etc., nor will I shop, purchase or peruse websites for my personal enjoyment (e.g. buying clothes, listening to music, etc.)
- I understand that netbooks, Neo's, laptops, interactive white boards, and lab computers are very expensive equipment and should be handled with care. I will have to pay to replace the item if broken.
- EAGLE College Prep cannot be held liable for incorrect or improper information from the internet. The school cannot be responsible if data or information is lost due to a service interruption.
- All EAGLE College Prep issued technology remains the property of EAGLE College Prep. The school retains the right to access and review all electronic communications, transmissions, etc. contained in or used in conjunction with the EAGLE College Prep issued technology. Students should have no expectation that any information contained on such systems is confidential or private.
- EAGLE College Prep issued technology will be decommissioned and unenrolled following device turn in dates, which will disallow user access to the device and render it useless.
- Users may be responsible for compensating EAGLE College Prep for device losses (up to $250.00), costs (including investigation costs), or damages incurred for violations of school rules and policies, including the guidelines laid out in this document. EAGLE College Prep assumes no responsibility for any unauthorized charges or costs incurred by users while using school computers, devices, or the school network.

Failure to comply with the Technology Use Agreement from EAGLE College Prep may result in loss of computer privileges as well as other penalties. Students observing or knowing any violation of these guidelines or of a security problem on the school's network/internet must notify a teacher or the principal.

Compliance Parental Consent

EAGLE College Prep is committed to providing students with the most effective web-based tools and applications for learning. In order to do so, we abide by federal regulations that require parental consent as outlined below.

As required by the Child Internet Protection Act (CIPA), EAGLE College Prep has technology measures and policies in place which protect students from harmful materials. Email and websites are filtered so that content from inappropriate sites is blocked. For more information on CIPA, please visit: http://www.fcc.gov/guides/childrens-internet-protection-act.

Our school utilizes several computer software applications and web-based services operated by third parties. In order for our students to use these programs and services, certain basic information (generally student name, username, and email address) must be provided to the website operator. Under the federal Children's Online Privacy Protection Act (COPPA) law, these websites must notify parents and obtain parental consent before collecting information from children under 13 years of age. For more information on COPPA, please visit http://www.ftc.gov/privacy/coppafaqs.shtm.

The law permits schools, such as EAGLE College Prep, to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider. Under COPPA, verifiable parental consent is required for students under the age of thirteen (13) if accounts containing this information are created for them on third party websites or online services. Limited information for your child consisting of first name, last name, birth date, username and email address may be provided to the online resource for the purpose of securing confidential credentials and access for the student. This information will remain confidential and will not be shared except for providing online programs solely for the benefit of students and the school system. Under no circumstances will student information be used by third party websites for commercial purposes.

A Parent's Right to Know

Our teachers are highly qualified and committed to providing quality educational opportunities for students while promoting a professional learning community. Parents/Guardians are permitted to review staff qualifications. Please contact the office manager to arrange an opportunity to review a staff member's certification, educational background, and/or professional experience.

Beginning in 2020, state law, A.R.S. § 15-249.16 requires the Arizona Department of Education (Department) to establish and post a statutory handbook of parental rights. Please visit the school's website to obtain a copy of the Parental Rights Handbook distributed by the Department.

Academics

Academic Development

The academic program at EAGLE College Prep is centered on the core curricular areas: reading, language arts, and mathematics. The entire academic program is rooted in Arizona's Standards and extends beyond them to ensure that students are truly prepared for college.

Students participate in teacher-directed, collaborative, and individual activities every day. Reading materials include a variety of phonics-based reading and language arts programs as well as science and social studies texts. The primary curriculum for mathematics is Engage NY, which is teacher-directed and provides for rich learning opportunities through hands-on learning with manipulatives. Individual learning opportunities supporting remediation and acceleration will occur daily through the use of a digital curriculum, which provides computer-based, leveled activities for students in reading and mathematics. This technology allows teachers to select learning opportunities for each student based on his or her unique learning needs.

Character Development
In order to lay a foundation that leads to academic greatness as well as to prepare our students for life outside of school, we have an acute focus on character development. We demonstrate and teach Integrity, Diligence, Courage, Responsibility, Self-Sacrifice, Justice, and Respect through the lens of a person's Identity, Purpose, and Performance. Using the Character Formation Project enables us to provide a comprehensive program of instruction while modeling the desired character traits ourselves. We hold our faculty and staff to a high standard so that we can be positive role models to our students.

Homework Expectations
We believe homework is purposeful practice and extension of the learning. We are building college-bound students that need to build habits and routines that will make them successful throughout their academic and professional careers. Students are responsible for understanding homework expectations before leaving school. Students are also responsible for having the homework completed accurately, neatly, and on time.

The amount of daily homework will vary depending on the student's scholastic capabilities and grade level. Every student is expected to spend at least 15 minutes each day reading or being read to with additional homework in other subject areas.

Academic Honesty
Students are expected to complete their own work both in class and at home. Plagiarism of another student's work, the internet, or from other written sources is unacceptable and may result in the student earning no credit or loss of credit on that particular activity in addition to appropriate consequences as covered in this handbook.

Grading
We believe that grades are earned by demonstrating mastery of grade level, rigorous academic standards, all aligned to Arizona's Standards. Students will earn grades based on mastery of skills in language arts, writing, math, science, and social studies. Each student will earn a homework grade as well.

Progress Reports/Report Cards
In order to ensure that parents are well-informed of student progress, reports are sent home periodically. Report cards are sent home at the end of each grading period. Progress reports will be sent home midway through each grading period.

The grading scale is indicated by the following: a letter grade based upon the percentage range below, the FAME scale, and the character/study skills scale.

Percentile	=	Letter Grade
90-100	=	A
80-89	=	B
70-79	=	C
69 or below	=	F

FAME	=	Descriptors
E	=	Exceeds the standard
M	=	Meets the standard
A	=	Approaches the standard
F	=	Falls far below the standard

Character/Study Skills Descriptors
C = Consistently
S = Sometimes
R = Rarely

Parent Teacher Conferences
EAGLE College Prep values the partnership parents/guardians have entered into with their choice to enroll their child(ren) at our school. EAGLE College Prep expects no parent to wait until scheduled conferences to address concerns of their child's performance. Contact the teacher to schedule an appointment. Traditional parent teacher conferences may be offered quarterly. Some grade-level teams or schools may offer another way to develop a parent partnership by hosting Academic Parent-Teacher Teams (APTT).

Promotional Standards
We have high standards for promotion. Students must earn their promotion to the next grade level by demonstrating mastery of the grade level's rigorous standards. Promotion decisions will be based on teachers' recommendations, a student's grades, standardized test scores, attendance, homework completion record, and/or other measures.

Insufficient Progress Notification
Parents/Guardians of all students who may not meet the requirements for promotion to the next grade level will be issued a Notice of Intent to Retain no later than February 1st of the third quarter. After this notice is issued, parents/guardians, students, and the teachers will set a conference to discuss what steps need to occur to ensure promotion to the next grade level. Students who do not meet grade level requirements after interventions may be retained in the same grade level. In such cases, a Notice of Retention will be issued.

Assessment
Assessment measures are used with all students in order to determine areas of student academic strengths and academic areas that need improvement. Baseline assessments may also be used to determine what concepts a student understands and what areas need further understanding. Individual student scores from each assessment will be communicated to families.

Tests may include summative assessments published by the following programs:

- Educational Technology Programs
- Required School and Arizona State Assessments as well as other assessments in order to: 1) provide teachers and families with data about their student to effectively differentiate instruction to meet all student needs; and to 2) effectively assess the academic achievement of each child.

Admission Policy

Admission is not limited based upon ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or athletic ability. There is no tuition or fees charged for attending EAGLE College Prep.

EAGLE College Prep will admit all eligible pupils who submit a timely enrollment application. EAGLE College Prep shall give enrollment preference to pupils returning to the charter school in

the second or any subsequent year of its operation, to siblings of pupils already enrolled in the charter school, to children of employees and Governing Board members of the school, and to children who attended another charter school or are the siblings of that pupil if the charter school previously attended by the pupil has the identical charter holder, board and governing membership as the enrolling charter school, or is managed by the same educational management organization, charter management organization or educational service provider as determined by the charter authorizer.

If, by the application deadline, the number of applicants exceeds the capacity of a program, class, grade level, or building, all applicants for that program, class, grade level or building will be selected for the available slots through an equitable selection process except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery. After the application deadline, pupils for any remaining slots or for a waiting list will be accepted in chronological order. (A.R.S. § 15-184(A)-(D)).

EAGLE College Prep may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. (A.R.S. § 15-184(E)).

Enrollment and Registration

Enrollment forms need to be filled out for each child to be registered. The following information is required before a student may be enrolled:

- Withdrawal form from previous school
- Residency verification
- A certified copy of the pupil's birth certificate or other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate; or a letter from the authorized representative of an agency having custody of the student pursuant to A.R.S., Title 8, Chapter 2 certifying that the student has been placed in the custody of the agency as prescribed by law. (A.R.S. § 15-828(A)) [*Note: documentation may be provided up to 30 days after enrollment]*

Immunization records, or documentation of an exemption from immunization, are not required for a student's enrollment, but are required before the student may begin attending school (A.R.S. § 15-872). Further documentation may also be needed after your student has been enrolled in order to ensure appropriate placement; please see the school's office for more information.

Transfers and Withdrawals

If you plan to move or withdraw for any reason, please let the office manager know at least three days in advance. This time will allow the office manager to prepare transfer materials that will help the student transition smoothly into his/her new school. When a student withdraws from school, the parent/guardian needs to come to the office and sign a withdrawal form. Parents/Guardians may also request that the student's records be sent to the new school at this time.

Equal Educational Opportunity

Federal and state laws prohibit discrimination on the basis of race, color, national origin, gender, religion, or disability. EAGLE College Prep provides a non-discriminatory learning and work environment ensuring that all students and staff are free from unlawful discrimination. A lack of English language skills will not be a barrier to admission and participation in the education

programs of the school. This commitment extends to all school programs and school sponsored events. A full copy of the grievance procedure is available from the principal.

In the event a student experiences discrimination, the student should report the incident to the school principal within ten (10) school days. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret a non-English speaker's concerns will be taken.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Stephanie Phillips, Principal
2435 E. Pecan Rd.
Phoenix, AZ 85040
Phone: (602) 268-1212
Stephanie.phillips@eagleprep.org

Procedures for Filing Complaints
Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, office personnel, or the school principal. Complaints that cannot be reported immediately must be reported within thirty (30) calendar days. The school employee receiving the report or complaint, or who personally witness discrimination or harassment, shall immediately inform the school principal of the report or complaint and complete a Statement of Facts form.

Procedures for Investigation of the Report/Complaint
The school principal will investigate the incident personally or designate another school employee to conduct the investigation at the principal's discretion. The alleged victim or witness will be required to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses. The principal shall contact an outside agency (i.e., Department of Child Safety or law enforcement) as required by statute or when otherwise deemed appropriate by the principal.

Investigative Findings
In all cases, regardless of whether a violation of school policy is found, or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the individual who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed.

Athletics and Extracurricular Activities

Concussions

Parents of students who play sports must be aware of the nature and risk of concussion as students participate in sporting activities. If a student is suspected of receiving a severe blow to the head (possible concussion) in a practice session, game or sporting event, the student will be immediately removed from the athletic activity. A coach or parent from the student's team or an

official or licensed health care provider may remove a student from play. A student may return to play on the same day if a health care provider rules out a suspected concussion at the time the student is removed from play. The student may return to play only when he/she has been evaluated by and received written clearance to resume participation in the athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries. Without written medical clearance from an appropriate health care provider, students will not be allowed to return to play after being suspected of receiving a concussion while participating in a sports activity.

Eligibility

In accordance with the State of Arizona's regulations and the School's Governing Board Policy, only those students deemed academically and behaviorally eligible may participate in extra or co-curricular activities, including sports, in which competition is an integral part of the organization. Students must be passing all subjects (this includes academics and specials) and receiving "C" in work habits/citizenship to be eligible. Study sessions may be available before or after school for students needing assistance.

If a student is assigned In-School or Out-of-School Suspension (ISS/OSS), the student may not participate in extra-curricular activities scheduled on the day(s) of assignment to ISS/OSS. Tryouts for sports are the only exception for attending an extra-curricular activity on the day of serving ISS. Repeated academic and behavioral issues may result in removal from the team as per school administrator's discretion. Please see the Extracurricular Participation Policy for more details of eligibility.

Insurance

Please be aware that the School carries no insurance on students. Coverage for injuries sustained at school will need to be secured by parents, either through personal individual/group policies or through an accident policy.

Attendance Expectations

Arizona Revised Statutes (A.R.S.) require that the parent or legal guardian of the student shall "enroll the child in and ensure that the child attends a public, private or charter school for the full time of the school." EAGLE College Prep aligns with these requirements.

Regular attendance and punctual arrival at school are two behaviors that dramatically impact student achievement. Absences and tardiness disrupt schedules, require readjustment to the class routine, and interfere with learning. It is very difficult for students to make up work that has been done in class. There is direct instruction by the teacher, labs, and other activities that cannot be duplicated; therefore, we urge parents/guardians to support their child's education and us by not allowing their child to be out of school unless absolutely necessary.

Missing class affects academic achievement; repeated absences may be reflected in the student's grades. If a student is repeatedly absent, the principal, dean of students, teacher(s), student, and/or parent/guardian will meet to address the issue.

Excused and Unexcused Absences
Pursuant to A.R.S. § 15-901(A)(1), excused absences are identified by the Department of Education. The Arizona Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. EAGLE College Prep also permits a student to be excused for religious purposes, not to exceed one school week.

For absences relating to illness, doctor appointment, bereavement, or family emergencies, the school must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student.

If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten (10) consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(1). Additionally, if a student accumulates **ten (10) or more absences** during the entire year, the parent/guardian may be required to meet with the administration to create an attendance plan.

After 5 unexcused absences in a quarter or 10 unexcused absences throughout the year:

- The family will be mailed a habitual truant letter, stating the truancy laws and a day and time to meet with a school official. This meeting will be scheduled approximately 5 business days from the date the letter is sent. Parents/Guardians must call if they would like the meeting time changed and can reschedule for no more than 5 business days after the initial meeting time.

- The school official will stress the seriousness of consistent attendance and give parents/guardians an opportunity to express why their child has been absent. The school official will discuss the legal nature of attendance and how open communication with the school about attendance issues or concerns is the law.

Promoting and fostering consistent student attendance requires a commitment from teachers, families, and students. This policy reflects our obligation to developing excellent daily work habits in our students. No single individual or group can successfully accomplish this task. Our EAGLE College Prep staff will do all we can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, our staff will:

- Keep accurate attendance records of excused and unexcused absences.
- Require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

Vacation
We ask that families do not schedule vacations during school time. We believe that actions speak louder than words and this action sends a powerful message to your child that school is not important. If you need to leave town for some reason, please try to make arrangements for a safe place for your child to stay so that he/she does not need to miss school. Please also notify the school office about the arrangements and any alternate transportation plans.

Chronic Health Problems
Students with chronic health problems, who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications or accident as certified by a health professional or registered nurse practitioner, may be excused from school. All exceptions must be certified by an appropriate health professional and will be reviewed on an individual basis. (A.R.S. § 15-346). Please ask the school office for the appropriate forms.

Truancy and Truancy Protocol
A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to State law. Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy and may result in a truancy citation being issued to the student, parent or both.

Tardy Policy
Lateness directly impacts those who are waiting for the student's arrival but mainly hurts the student's opportunity for learning and growth. Tardiness to school and to class whether, the result of oversleeping, car problems, babysitting, or socializing, is unacceptable.

A student is considered tardy if he/she arrives after 8:30 a.m. If for any reason a student is tardy to school, he/she must report to the school office before going to class in order to check in with the office manager. Students will only receive an excused tardy if the school office is notified of the tardy ahead of time and if the reason is legitimate, such as an unavoidable event.

Books, Supplies, and Equipment

Students will be furnished with many of the supplies they need. It is the student's responsibility to use these materials properly. Books are provided to the students on an assigned basis and the student is responsible for the care of these books. No student shall deface any property belonging to the School. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage and destruction of school property.

Media Center
- Circulation: Students may have up to two books checked out at one time. The books circulate for a period of two weeks, and they may be renewed if necessary.
- Overdue Books: Overdue books must be returned before you are allowed to check out additional books. Lost or damaged books must be paid for before you will be allowed to check out additional books. Payments should be made in the exact amount due for the lost/damaged book. If you recover the lost book after paying the fine, refunds will be issued up to three years from the fine payment date.
- Withdrawal Procedure: When a student is withdrawn from school, the office manager will check to see if there are any checked out books and will let the parent know the titles of the books so that they may return them to the school.

Behavioral Standards and Due Process

In order to assist students in the pursuit of a quality education, we have established behavior standards. These standards are designed to create a pleasant and safe environment and improve self-concept for all students in our school. Students are responsible for their own actions and if they choose to violate school standards, students also choose to accept the consequences.

Students are expected to demonstrate appropriate conduct in the classroom, on campus, and at off-campus school-sponsored events. Accordingly, students are prohibited from engaging in behavior that (1) obstructs, disrupts, or interferes with any educational, administrative, disciplinary or other activity sponsored or approved by the School; (2) endangers or threatens the safety of any person; or (3) inflicts or threatens to inflict damage on property of the School, school employees, students or others.

School rules apply, and students are subject to discipline, during: (1) any school activity/event, home or away, day or night; (2) coming to and going from school or school activity; (3) in classrooms, on campus or on any School property; or (4) in any other situation in which the School may lawfully exercise jurisdiction over a student, such as students who have committed or who are believed to have committed a crime. For any imposition of discipline, due process procedures will be closely followed.

Accomplice Liability (Aiding and Abetting) - A student who, with the intent to promote or facilitate the commission of a violation of school Policy or Regulation; solicits or commands another person to commit a violation, or aids, counsels, agrees to aid or attempts to aid another person in planning or committing a violation, or provides means or opportunity to another person to commit the violation or knowingly conceals information about the violation, may be disciplined to the same extent as a student who may be found to have violated the Policy or Regulation.

The Family Educational Rights and Privacy Act protects students' education records, which includes discipline history. Schools are restricted from disclosing any student's discipline information without their parent or guardians' written consent.

Categories of Misconduct

The following chart describes the behaviors that are prohibited at EAGLE College Prep and students who engage in the following behaviors will be subject to consequences.

**For these categories, school officials are required to report them to Arizona Department of Education.*

***These problem areas also violate state law. For these categories, school officials are required to report them to Arizona Department of Education and to local law enforcement.*

Academic Cheating	
Lying	*To make an untrue statement with the intent to deceive, to create a false or misleading impression.*
Cheating	*To influence or lead by deceit or trickery.*

Forgery	*Falsely and fraudulently making or altering a document, writing or using the signature or initials of another person.*
Plagiarism	*To steal and pass off the ideas or words of another as one's own.*
Aggression	
Verbal Provocation	*Use of language or gestures that may incite another person or other people to fight.*
Minor Aggressive Acts	*Non-serious but inappropriate physical contact, i.e., hitting, poking, pulling or pushing, running in the building, hallways, pulling a chair from underneath another person, or other behaviors that demonstrate low level hostile behaviors.*
Disorderly Conduct	*Intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person engages in fighting, violent or seriously disruptive behavior; makes unreasonable noise; uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency.*
Recklessness	*Unintentional, careless behavior that may pose a safety or health risk for others.*
*Endangerment**	*Recklessly endangering another person with a substantial risk of imminent death or physical injury.*
*Fighting**	*Mutual participation in an incident involving physical violence, where there is not major injury. Verbal confrontation alone does not constitute fighting.*
*Assault**	*Intentionally, knowingly or recklessly causing any physical injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure, insult or provoke the person.*

*Aggravated Assault***	*An assault in which a person causes serious physical injury to another; uses a deadly weapon or dangerous instrument, commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the office while engaged in the execution of any official duties; commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the ground of a school or grounds adjacent to the school or is in part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.*
Alcohol, Tobacco, and Other Drugs	
*Alcohol*** *Possession, Sale or Distribution, Share, or Use*	*Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol.*
*Tobacco/Vape*** *Sale, Distribution, Share*	*Knowingly sells, gives or furnishes a tobacco product, a vapor product or any instrument or paraphernalia that is solely designed for the smoking or ingestion of tobacco or shisha, including a hookah or waterpipe, to a minor is guilty of a petty offense. (A.R.S. § 13-3622)*
*Tobacco/Vape*** *Possession, Use*	*Possession or use of tobacco products or vapor products.*
*Drug Paraphernalia***	*All equipment, products, and materials of any kind which are used, intended for use, or designed for use to introduce into the human body a drug in violation of this chapter. (A.R.S. § 13-3415 F.1)*
*Drugs** (including illicit drug, over-the-counter drugs, prescription drugs, substance represented as illicit drug, unknown drug)* *Possession, Sale or Distribution, Share, or Use*	*The unlawful use, distribution, sale, purchase, possession, or transportation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote. (A.R.S. § 13-3415)*

Arson	
*Arson of an Occupied Structure***	*A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. (A.R.S. § 13-1704)* *Occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant. (A.R.S. § 13-1701)*
Arson of Structure or Property	*A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. § 13-1703)*
Attendance Policy Violation	
Tardy	*Failure to be at a designated location at a specified time or arriving at school or class after the scheduled start time.*
Leaving School Grounds Without Permission	*Leaving school grounds or being in an "out of bounds" area during the regular school hours without permission.*
Other Attendance Violation	*Being in an unauthorized area without permission from school personnel.*
Truancy	*It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session (A.R.S. § 15-803).* *1) "Habitually truant" means a truant child who is truant for at least five school days within a school year.* *2) "Truant" means an unexcused absence for at least one class period during the day.* *3) "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.*
Harassment, Threat or Intimidation	
Harassment *Nonsexual*	*A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person (A.R.S. § 13-2921):*

	1) Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. *2) Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.* *3) Repeatedly commits an act or acts that harass another person.* *4) Surveils or causes another person to surveil a person for no legitimate purpose.*
*Bullying**	*Bullying is sufficiently severe, persistent or pervasive acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).*
*Threat or Intimidation**	*A person indicates by word or conduct, the intent to cause physical injury or serious damage to a person or their property (A.R.S. § 13-1202).* *1) To cause physical injury to another person or serious damage to the property of another.* *2) To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal activity.*
*Hazing**	*Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other person, against another student, and in which both of the following apply:* *1) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.* *2) The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes physical injury, mental harm or person degradation.*
School Policy Violations	
Defiance, Disrespect Towards Authority and Non-Compliance	*Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.*

Combustibles	*Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.*
Contraband	*Items that may disrupt the learning environment.*
Disruption	*Student engages in behavior causing an interruption on campus or a a school sponsored event. Disruption may include, but is not limited to, sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; profiteering, or sustained out-of-seat behavior.* *Disruption also includes inappropriate drawings, representations, or social media posts. "Profiteering" is the unauthorized sale of any good or service on school property.*
Gambling	*To play games of chance for money or to bet a sum of money.*
Inappropriate Language	*Student delivers verbal or written messages that include swearing, name calling, or use of words in an inappropriate way.*
Public Display of Affection	*Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.*
Gang Activity/Involvement	*To include flashing of gang signs, inappropriate verbal comments or physical gestures, gang clothing colors or symbols worn on the body or symbols or gang words drawn on books or material.*
Negative Group Affiliation	*Specific attitudes and actions of a student affiliated with a negative group may include the following:* *1) May or may not have a recognized leader.* *2) Involve themselves in each other's problems; therefore perpetuate each other's problems.* *3) Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.* *4) Conduct himself/herself as though no other individuals exist in the school, including other students.* *5) Any group of students that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment, or are harmful to the education process.*

Dress Code Violation	*Please refer to the section on Uniform Expectations of this student handbook for an explanation of the dress code, including items not allowed.*
Failure to Report	*Student fails to report critical information that could impact the safety of the student, staff, and school.*
School Threats	
*Bomb Threat***	*Interference with or disruption of an education institution. Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (A.R.S. § 13-2911).* *Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.*
*Chemical or Biological Threat**, Fire Alarm Misuse** or Other School Threat*	*Interference with or disruption of an education institution. Any threat (verbal, written, or electronic) by a person to bomb or use other substance or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm student or staff (A.R.S. § 13-2911).* *Threatening to cause harm using dangerous chemicals or biological agents.* *Intentionally ringing fire alarm when there is no fire.* *The incident cannot be coded in one of the above categories but did involve a school threat.*
Sexual Offenses	
Pornography	*Use or possession of pictures, devices, or electronic images that offends or disturbs the educational process or environment.*
Indecent Exposure or Public Sexual Indecency*	*The intentional exposure of one's body's privates in a manner that gives offense against accepted or prescribed behavior.* *Indecent Exposure (A.R.S. § 13-1402)* *Sexual Indecency (A.R.S. § 13-1403)*

*Harassment, Sexual with or without contact**	*Sexual harassment is defined as: Conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).*
*Sexual Assault***	*"Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v)*
Technology	
Computers or Network	*Any violation of the Technology Use Agreement.*
Other Technology and Tele-Communication Device	*Possession or use of items stated in school policy as prohibited because they may disrupt the learning environment.*
Theft	
Theft	*Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions (A.R.S. 13-1802).* *1) Controls property of another with the intent to deprive the other person of such property.* *2) Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner.* *3) Controls property of another knowing or having reason to know that the property was stolen.*
Petty Theft	*Thefts generally considered to be of less than $100.00 in value.*

*Extortion**	*Knowingly obtaining or seeking to obtain property or services by means of a threat.*
Trespassing	
Trespassing	*To enter or remain on a school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave by the administrator or designee of the facility.*
Vandalism	
Graffiti or Tagging	*Writing on walls, drawings, or words that are scratched, painted, or sprayed on walls or other surfaces in public places.*
*Vandalism of Personal Property**	*Willful destruction or defacement of personal property.*
*Vandalism of School Property**	*Willful destruction or defacement of school property.*
Weapons and Dangerous Instruments	
*Firearms (including destructive devices)***	*Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Including the following:* ● *Destructive devices (ex: bomb or grenade)* ● *Handgun* ● *Shotgun or rifle* ● *Starter gun or pistol*
*Other Weapons***	*Possession or use of:* · *Billy club* · *Brass knuckles* · *Knife with blade at least 2.5 inches* · *Numchuks* · *School items (e.g., chairs, pencils, rulers, etc.)*

Dangerous Items	*Dangerous Weapon - A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Possession or use of:* ● *Air soft gun* ● *BB gun* ● *Knife with blade length less than 2.5 inches* ● *Laser pointer* ● *Letter opener* ● *Mace/pepper spray* ● *Other* ● *Paintball gun* ● *Pellet gun* ● *Razor blade/box cutter* ● *Simulated knife* ● *Taser or stun gun* ● *Tear gas*
Simulated Firearm	*Any simulated firearm made of plastic, wood, or any other material that is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.*

Consequences for Misconduct

EAGLE College Prep utilizes a progressive discipline approach, i.e., consequences for first offenses are less than that for any subsequent offense. In response to student violation of the Behavioral Standards and Expectations, the School may take actions that include, but are not limited to, the following:

- **Pre-referral interventions** – Depending on nature and intensity of the violation, students may be assigned a consequence from their teacher and/or staff, be assigned to community service in the School, or be removed from the activity and requested to complete a think time activity.
- **Referral to Administration -** A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.
- **Parent Involvement -** A parent/guardian will be notified of a student's referral for behavior via telephone, letter, email or personal contact. A conference may be conducted between the student, parent(s)/guardian(s), appropriate school personnel and any other individuals concerned.
- **In-School Suspension (ISS) -** Parents/Guardians are notified by telephone, letter, email, or personal contact that their child has earned an ISS. Student will return the signed referral form to their teacher the day following the issuance. Students must bring required assignments, school supplies and a silent reading book. Students may also be assigned supervised community service during this time.
- **Short-Term Suspension –** A short-term suspension is any suspension for ten (10) days or less. There is no appeal available for short-term suspensions. A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parents. A letter to the parent/guardian will be written within a reasonable

time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended, if applicable) and reasons for the suspension and to request a meeting to solicit their help.

The following procedures will be followed for all short-term suspensions:

Step 1: The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be asked for an explanation of the situation.
- The principal, or other designated staff member, shall make reasonable efforts to verify facts and statements prior to making a judgment.

Step 2: A written record of the action taken is kept on file. The principal or other administrator may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension, expulsion or both.

- **Long-Term Suspension -** A long-term suspension is any suspension for more than ten (10) days. A parent/guardian must be notified before the student is allowed to leave campus. If no parent/guardian contact can be made, the student may be isolated until dismissal time and then given a written message to the parents. In all cases of long-term suspension, it shall be for good cause and shall be reported within five (5) days to the Governing Board by the Principal or Administrator imposing the suspension.

  The following procedures will be followed for all long-term suspensions (and in addition to Steps 1 & 2 outlined above for a short-term suspension):

  Step 3: A formal suspension hearing will be arranged and conducted by a hearing officer or another Administrator in the EAGLE College Prep network of schools.

  Step 4: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the suspension hearing. A copy of this letter will remain on file, and the letter should contain the following information:

  - The charges and the rule(s) violated.
  - The extent of the punishment to be considered.
  - The date, time, and place of the formal hearing.
  - A designation of the School's witnesses.
  - That the student may present witnesses.
  - That the student may be represented by counsel, at his/her own expense.
  - The name of the hearing officer or Administrator assigned to act as a hearing officer.
  - Copies of this policy and A.R.S. § 15-840 and 15-843

  Step 5: A suspension hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule violated.
- The student may be represented by counsel, without bias, and at his/her own expense.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the School.
- The burden of proof lies with the School.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The School has the right to cross-examine witnesses and may be represented by an attorney.

Step 6:

- Upon the conclusion of a hearing by a hearing officer or another Administrator in the EAGLE College Prep network of schools, in which a decision of long-term suspension is made, the decision may be appealed to the Governing Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the principal a letter directed to the Governing Body within five (5) working days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or to the decision rendered.
- The appeal to the Governing Board will be considered part of the record of the suspension hearing. The decision of the individual serving in the capacity of the hearing officer will be deemed final, unless the Governing Board determines, by majority vote, that the student was not afforded his/her due process rights or that this policy was not followed in all substantive respects.

- **Expulsion -** Expulsion is the permanent exclusion of a student from school and all school activities, unless the Governing Board reinstates the student's privileges to attend the School. A recommendation for expulsion shall be made by the principal and forwarded to the Governing Board. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held. The authority to expel rests with the Governing Board and the Board's decision is final and there is no appeal of an expulsion decision.

  In each case in which a recommendation for expulsion has been presented to the Governing Board, the following steps shall be followed:

  Step 1: The student will receive notice, written or oral, of the reason for the recommendation and the evidence the school authorities have of the alleged misconduct.

  Step 2: The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.

  Step 3: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at

least five (5) working days prior to the expulsion hearing. A copy of this letter will remain on file, and the letter should contain:

- A statement of the charges and the rule violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the School's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel, at his/her own cost.
- That the Governing Board or an appointed agent will be acting as the hearing officer.
- Copies of this policy and A.R.S. § 15-840 and 15-843 unless previously provided in connection with the same infraction.

Step 4: The parent or guardian shall be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule violated.
- The student may be represented by counsel, without bias, and at his/her own cost.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the School.
- The burden of proof lies with the School.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The School has the right to cross-examine witnesses and may be represented by an attorney.
- The Governing Board or an appointed agent will conduct the hearing in executive session with the attendance of only the administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be in an open meeting.

Step 5: An expulsion hearing will be held and the decision of the Governing Board or the appointed agent is final. If the Governing Board decides to expel the student, the expulsion becomes effective the next business day.

The long-term suspension or expulsion of students with disabilities shall be in accordance with the Individuals with Disabilities Education Act (IDEA) and federal regulations issued pursuant to the IDEA, as well as the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

Search and Seizure

School officials may conduct searches when there is reasonable suspicion that the search will yield evidence of the student’s wrongdoing or when there is evidence that students and/or staff are in imminent danger of injury on school grounds. Items provided by the School for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no

reasonable expectancy of privacy in their lockers, desks, storage areas, etc., and these areas may be inspected at any time with or without reason, or with or without notice, by school personnel.

School officials conducting a search or seizure will follow these guidelines:

1. The search will be restricted to the information that justified the search in the first place.
2. General searches of school property (including personal items found in and on school property) may be conducted at any time when there is reasonable suspicion for school officials to believe that something that violates the law or school rules is on school property. This search of school property may be made without the student being present.
3. Illegal items (firearms, explosive devices, weapons, tobacco, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes shall be seized by school officials.
4. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
5. A student's person may be searched by school employees when there is reasonable suspicion to believe that the student has on his/her person illegal items or other items that may interfere with any school purpose.
6. School employees may search motor vehicles parked on school property when there is individualized and reasonable suspicion that the search of a student's effects will yield evidence of misconduct.

Student Interviews

School officials may question and/or interview students regarding matters related to the health, safety and welfare of students and staff without limitation. The parent will be contacted if a student interviewed is then subject to discipline for violation of the school's behavioral standards and expectations.

Weapons and Violence Policy

Weapons Prohibited

All students are prohibited from possession of any weapon at any time on school property or during any school activity and/or event on or off campus. A weapon may be an item a student may use to physically threaten, assault, attack or harm another person such as guns, knives, razors, explosive devices, and/or any other item a student may bring to school and use to defend him/herself or harm another person. Misuse of school items such as chairs, pencils, rulers, etc. to assault and/or harm another person will also be considered as use of a weapon.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with disabilities shall be applied on a case-by-case basis in accordance with school policies and state and federal special education laws.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school principal. The principal shall immediately take appropriate safety and disciplinary actions in accordance with school policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. § 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

Violence Prohibited

All students are prohibited from displaying violent acts that result in injury to another person and/or destroy or damage school property. Further students cannot, through verbal or written expression, threaten to destroy or damage school property and/or cause injury or death or students, staff or visitors. In the event of such an action, law enforcement authorities will be contacted. *Any student who commits an act of violence will be immediately suspended and may be recommended for expulsion.*

Consequences for acts of violence depend upon the student's intent to cause personal injury, the behavior resulting in personal injury, the behavior resulting in destruction or damage of school property, student's verbal or written threat to destroy school property, and student's verbal or written threat to injure and/or kill students, staff and/or visitors.

Gang Activity/Involvement

All students are prohibited from involvement in gang activities at any time on school ground or during any school activity and/or event on or off campus. Gang activity includes but is not limited to inappropriate verbal comments, physical gestures, behavior, and possession of gang paraphernalia or clothing used to promote or advertise gangs. *Any student that displays gang activity/involvement will be immediately suspended and may be recommended for expulsion.*

Gang activity or involvement may include flashing of gang signs, inappropriate verbal comments or physical gestures, gang clothing colors or symbols worn on the body or symbols or gang words drawn on books or materials.

Bullying/Harassment/Intimidation

EAGLE College Prep's Governing Board is committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying. Students, parents, and school employees have a right and a responsibility to report incidents of bullying.

Confidential Reporting

Students and parents/guardians have the right to confidentially report in writing to school administrators, teachers, or other staff members' instances of bullying, harassment, and intimidation (A.R.S. § 15-341(A)(37)). These reports will be shared with appropriate school officials so that appropriate steps can be taken to ensure that all students have a learning environment that is safe emotionally, mentally, and physically. Reports must be made within thirty (30) calendar days of the last incident.

Definitions

Bullying: Bullying of an individual or group can occur through written, verbal, physical, emotional or psychological methods. Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress;
- behavior, aggression or threat occurs repeatedly over time;
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength; or
- may constitute a violation of law.

Harassment: Harassment is behavior by an individual or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling (e.g., bullying); graphic and written statements, which may include use of cell phones, social-media or the Internet (e.g., cyberbullying); or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

Cyberbullying: Cyberbullying may include, but is not limited to, any act of bullying or harassment committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other School-owned property, and by means of an individual's personal electronic media and equipment.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

<u>Reporting Incidents of Bullying or Harassment</u>
Students and others should report any incidents of bullying to a teacher, school administrator or any other school employee (i.e., educational assistant, receptionist, etc.). It is mandatory that school employees report any incidents of bullying in writing to school administration. Students who cannot immediately file a report must do so within thirty (30) calendar days of the last incident.

The school employee receiving the report/complaint who believes a student has been subjected to bullying or personally witnesses bullying shall:

- Check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or law enforcement).
- Have the student complete a *Student Concerns, Complaints, and Grievances Form* (In Appendix A). An adult may assist the student in completing the *Student Concerns, Complaints, and Grievances Form* if necessary.
- At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places, and times as to permit an investigation.

- At a minimum, the school employee shall put the report/complaint in writing containing the identifying information on the complainant and such specificity of names, places, and times as to permit an investigation.
- When a school employee receives the information, the employee will give the information to the school administrator no later than the next school day following the day of the report/complaint.

All violations of the policy shall be treated in accordance with the appropriate procedures and penalties provided for under the Behavior Standards and Expectations section of this student handbook and A.R.S. § 15-341(37). Any student who has committed the act of bullying/harassment/intimidation, intentionally files a false report or has retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying, will be subject to consequences.

Procedures for Investigation of the Report/Complaint

A school administrator shall investigate the incident or the activity within ten (10) instructional school days. Extension of the timeline may only be by necessity as determined by the Regional Executive Director. A school administrator shall check to see if an outside agency needs to be contacted (i.e., Department of Child Safety or local law enforcement authorities). A school administrator shall complete a Student Discipline Referral form if the student is found to have violated the bullying policy.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others. A complaint may be withdrawn at any time. If the person chooses to re-file the complaint, it must be re-filed within thirty (30) calendar days of the original incident.

Hazing

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion, or withdrawal from the school.

Definitions

"Hazing" means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedures

Students and others may report hazing to any staff member. Staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency. A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a staff member. The staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by a school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Executive Director.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Executive Director.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

Code of Conduct

Expectations

All EAGLE students will:

- Be respectful. Students demonstrate respect to themselves, fellow students, staff, and property.
- Be responsible. Students demonstrate responsibility for their learning and actions. This also includes following all school rules.
- Be safe. Students ensure others are safe physically, psychologically, and socially.

Uniform Expectations

We want to create a culture of excellence which is evidenced by the appearance of our building, staff, and students. When our students present themselves with a high standard of dress, they maintain that they are working toward future success. Therefore, the following uniform expectations have been set in place:

General Appearance Guidelines:

- Uniforms must fit appropriately, free of holes, rips, tears or stains
- Uniform shirts must be tucked in
- Tasteful, natural colored make-up is allowed only in 7th – 8th grades
- Fingernails may be painted tastefully with solid, non-fluorescent colors (no artificial nails)
- Hair color must be natural

Accessories:

- Jewelry is limited to one watch, one bracelet and earrings that do not extend below the earlobe by more than ¼ inch
- No visible piercings, real or fake tattoos
- Hair bows must be navy, light blue, white, and/or purple
- Hats may be worn for outdoor physical education and recess; they must be solid white, navy, light blue, or purple

Required Top:

- Polo shirt with EAGLE logo (only available for purchase through EAGLE identified vendors)
- A long-sleeved solid colored white, navy, or black t-shirt or turtleneck may be worn under the EAGLE polo shirt
- White, navy, or black solid-colored sweaters with no hoods may be worn over the EAGLE polo shirt
- Friday College/University Day – students have the option to either wear their usual uniform top or a shirt that promotes a specific university or college and be one of the following:
    - Short or long-sleeved t-shirt (no player jerseys)
    - Polo shirt
    - Sweatshirt (with no hoods)
    - Sweater
    - Button-up shirt

Required Bottom:

- Solid-colored khaki or navy colored uniform bottoms available at any retailer
    - Pants (e.g., flat front, pleated twill, no cargo pockets)
    - Shorts* (e.g., Bermuda, no cargo pockets)
    - Scooters/Skorts*
    - Jumpers*

    *Shorts, scooters/skorts, and jumpers must be no more than two inches above the knee. If tights or leggings are worn, the shorts, scooters/skorts, and jumpers must be at least fingertip length when the student's arms are at his/her side.

Socks:

- Solid white, black, brown, or navy colored socks must be worn
- Solid white, black, brown, or navy colored tights or leggings may be worn in place of socks

Belt: (1st grade and higher)

- A belt must be worn if the uniform bottom has belt loops or had belt loops at any time
- Belt must be plain, solid color in either black or brown
- No large belt buckles, rhinestones, studs, decorations, etc

Shoes:

- Closed-toe athletic or dress shoes may only be worn
    - Shoes may not contain characters (e.g., Dora, Ninja Turtles), lights, rhinestones, glitter, neon/bright colors, wheels, heels (including platforms), etc
    - Boots and sandals are not allowed
- Shoes should be solid white, black, brown, or navy in color, but may contain a logo, trademark, or stitching of an alternate approved shoe color.
- Shoelaces must match the color of the shoes

Realizing that it is not possible to create standards that address all scenarios of appropriate dress for students, the school administration reserves the right to forbid any form of fashion deemed inappropriate and/or disruptive to the educational process. It is recommended that any questionable shoe or uniform component be approved prior to purchase. The administration's decision is final.

Uniform Violations

Staff will take action when students are not meeting uniform expectations. One or more of the following consequences may be issued: teacher/staff assigned consequence, community service, think time worksheet (removal from activity to complete), referral to administration, parent/guardian meeting, telephone call to parent/guardian (to bring the correct uniform attire), in-school suspension, and/or out-of-school suspension.

Custody

In most cases, natural parents shall be given reasonable access to their children at school and to their children's educational records. Exceptions to this will be made in cases where there are court orders restricting the rights of a parent to access a child and/or the child's educational records. It shall be the responsibility of the natural parent who has a court order restricting the rights of the other (non-custodial) parent to a child or the child's educational records to notify school officials of the conditions of the court order and to provide school officials with a current copy of the court order.

In cases in which a person other than the natural parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested, in the absence of court action granting the natural parents specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

English Language Learners

Arizona law requires that children with a home language other than English be assessed using the Arizona English Language Learner Assessment (AZELLA) for proficiency in oral language, reading comprehension, and written communication. Following parent/guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition. EAGLE College Prep offers an English Language Learning Program to serve students who need assistance in learning English. Full inclusion of English Language Learners is practiced.

Facilities

Building Regulations
Students may not be in any of the school buildings or on the playground unless supervised by a staff member. Students should arrive at school no earlier than 15 minutes prior to the start of school and depart no later than 15 minutes after dismissal unless they are staying for a supervised after school program. Any student who remains on campus after that time may be charged a $20.00 late pick-up fee per child per occurrence. In the event that students are left beyond 30 minutes and no contact can be made, authorities may be contacted. Contact the school office for on-site and off-site after care options.

Use of Restrooms
Students are expected to obtain a pass from the teacher to use the restrooms. A student who is feeling ill should report to the school office and not remain in the restroom. Adult restrooms are provided in each building for parent and visitor use. No member of the general public or volunteer should enter a student restroom for any reason.

Damage to School Property
We are a publicly funded entity and all materials are paid for through tax payer funds, grants, and donations. This includes textbooks, furniture, walls, and everything else in the school building. Students that do not take care of books, textbooks, supplies, materials, or the school building will have their parents/guardians billed to pay for lost or broken items.

Fees/Fines
Any fees (Chromebooks, late pick-up, textbooks, furniture, etc.) must be paid in thirty (30) days or may be sent to an outside agency for collections. This may increase the balance to be paid based on their added costs for the collection process. We also understand hardship and the current economy. We want to help, and we are happy to extend reasonable payment options. Please contact the school office to discuss these options.

Bicycles, Skateboards, Roller Skates, Roller Blades
Students are allowed to ride bicycles to school. We strongly suggest that the bike have a lock to prevent theft. Students may not use skateboards, roller skates, roller blades or roller shoes as a

means of transportation to or from school. Skateboards, roller skates, roller blades, roller shoes, and shoes with wheels are not allowed to be driven or ridden anywhere on campus at any time.

Fire Drills
Fire and other emergency drills are held on a periodic basis to teach students the safest, quickest route from the school buildings. All staff, visitors and volunteers must comply with the following procedures during fire drills and/or any real emergency on campus that requires the school to be evacuated:

- Everyone must respond immediately to the fire alarm.
- All electrical equipment must be turned off before exiting a room.
- All doors must be closed but not locked.
- Exit quietly in a single file line.
- Use either the primary or secondary exit.
- Proceed to assigned area where attendance will be taken and absences reported to a school administrator.
- Students should turn away from the building and remain quiet to listen for further directions.
- No one may return to the building until an “all clear” signal is given.

Lockdown/Campus Emergency
In the event of an emergency requiring the need to secure the campus, such as in the case of a lock-down, the School will adhere to guidelines in accordance with the State of Arizona and local law enforcement and fire departments. In the event that an emergency necessitates students to be picked-up from campus, the following procedures will apply:

- Students and staff members remain in the designated area until the principal and/or authorized personnel determine it is safe to release the students.
- Drivers are to park in the School parking lot and shall not block entrances and/or exits to the School.
- As parents/guardians arrive to pick-up students, they shall report to the school office. Parents/Guardians are not to report to classrooms. Parents/Guardians are required to sign-out their students and wait in the designated area until students are escorted by authorized personnel to the school office. Students will only be released to parents/guardians or people on the student’s emergency card. Students who are not picked-up will remain in the classroom with the teacher while the school attempts to contact their parent/guardian.

Drug and Tobacco Free Campus
EAGLE College Prep is a Drug and Tobacco Free zone. Arizona law specifically disallows any type of tobacco on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. No parent/guardian, student, staff member or other person may smoke or have tobacco products anywhere on the campus at any time.

All students are prohibited from possession, use and distribution of any and all drugs (prescribed, non-prescribed, over-the-counter), alcohol, and tobacco (any type) on school grounds or during any school-sponsored event or activity on or off campus. If it is suspected that a law has been violated, law enforcement authorities will be contacted. *Any student who possesses, uses or distributes any drugs, alcohol or tobacco will be immediately suspended and may be recommended for expulsion.*

Food Service

Food Service

Breakfast and lunch is provided for our students to purchase. Students may bring their own breakfast or lunch if they (he/she) prefers. EAGLE College Prep participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Detailed information about applying for free/reduced meals is available at the school office.

Free and Reduced-Price Meals

To ensure that all eligible families are certified for free and reduced-price school meals, EAGLE College Prep shall provide all households with meal program applications in the primary language of the parent or guardian prior to and during the school year. Assistance with completing the application will be available to all households upon request.

Meal Account Communication

In order to ensure student privacy, student account balances or meal benefit eligibility shall be limited to appropriate officials trained on USDA's confidentiality requirements who have a need to access such information. All communication regarding unpaid meal expenses shall occur in regular intervals to parents or guardians by letter, over the phone, or via e-mail. Households will be provided a reminder on how to apply for free or reduced-price meals, as well as instructions on how to add funds to the student's meal account.

Prior to contacting households, EAGLE College Prep shall ensure that students with unpaid meal expenses are not participating in the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families (TANF) program, or other federal programs that would confer categorical eligibility for free meals. EAGLE College Prep will also verify that students are not homeless, migrant, or in foster care, which may qualify for direct certification without an application.

Payment Plan

EAGLE College Prep acknowledges the critical contribution that adequate nutrition can make to academic performance and classroom conduct. Therefore, no student shall be denied a meal because of a lack of financial resources. When a student's account balance builds a deficit equivalent to five (5) meals served without payment, the school will provide a written reminder to the parent/guardian to pay any meal balances. This amounts to $2.00 for a reduced-price student lunch and $15.00 for a full-paid student/$1.50 for a reduced-price student breakfast and $8.75 for a full-paid student breakfast. Students who forget to bring lunch money or do not have sufficient funds to cover the price of the lunch will be able to accrue up to five (5) charges; thereafter, students will be provided a meal at no cost that consists of a cheese sandwich, fruits, vegetables, and white milk. This meal still meets all USDA meal requirements. Students will never be denied nourishment due to lack of lunch money. Actions that publicly and negatively target students with unpaid meal expenses such as creating separate serving lines, or confiscating distributed food, are strictly prohibited. Furthermore, students shall not be required to work in exchange for food.

EAGLE College Prep will work to establish a payment plan for households that do not qualify for free or reduced-price meals and cannot afford to pay meal expenses. Unpaid meal expenses have significant financial impact on school operations. Therefore, parents/guardians are strongly encouraged to make arrangements with the school as soon as possible. If a household's income decreases during the school year, an application for free or reduced-price meals may be resubmitted to determine eligibility.

Refund Policy
Paid households with students who graduate or withdraw from school and have $5.00 or more remaining in their meal account will be notified by letter and provided the option to transfer the funds to other students in the household or receive a full refund. If no response is received within thirty (30) days following departure, the student's meal account will close and the funds will no longer be available. Any unclaimed balances will be transferred to the school's general fund.

Food and Beverage Standards
All beverages and foods offered to students during the school day shall comply with the following parameters:

Food
- No more than 30% of the calories coming from total fat (with the exception of nuts and seeds).
- No more than 10% of calories coming from saturated fat.
- No more than 10% of total calories from saturated and trans fatty acids (combined).
- Must contain at least 1 gram of fiber (excludes dairy products).
- No food item package or container can exceed 200 calories.
- No more than 35% of total weight of the food item may be derived from sugar (excluding fruit).

Beverage
- No carbonated soda beverages allowed.
- With the exception of bottled water, the available beverage container size shall be no larger than 20 ounces.
- With the exception of milk and 100 % juice beverages, the beverages may not contain more than 15 grams of sugar per 8 ounce serving.

All foods before, during, or after normal school hours:
- All food items being sold must come from a commercial business (i.e. supermarket, restaurant) with an approved Maricopa County Health permit. Food products sold cannot come from a residential kitchen.
- The Food Service Department reserves the right to check the fundraising operation for compliance of Maricopa County Health code, ADE Child Nutrition Program nutritional guidelines and EAGLE College Prep policies and nutrition guidelines.
- Students may not use microwaves to heat food and school employees may not heat any food or food product for students.

The following guidelines will assist in the process:
- All foods offered must originate from a Maricopa County Health Department approved kitchen or institution. Examples would be products prepared at a supermarket bakery, retail location or a commercial restaurant. *For example, cupcakes prepared at home are not an approved item for a classroom party.*
- All food offered is delivered at the proper temperature and unwrapped food is served with a non-latex gloved hand or utensil. An example would be a pizza party from an approved vendor which is served by a gloved-hand or with a serving utensil.
- All food offered is being consumed within a reasonable time and is maintained at proper temperature.
- No contact is to be made by a non-gloved hand with any food items that are not pre-wrapped.

- Compliance of the above guidelines will be the responsibility of the classroom teacher or educator.
- No homemade foods are permitted in accordance with health code compliance.

School-Provided Meals
EAGLE College Prep shall comply with regulations for serving meals that meet the USDA nutrition standards. Meals:

- Will be appealing and attractive to children;
- Will offer a variety of fruits and vegetables;
- Will serve low-fat and non-fat dairy products;
- Will include whole grain foods.

A la carte sales must meet the same requirements as vending products.

General Information

Service Animals
Service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained.

EAGLE College Prep does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of the School's facilities where members of the public, participants in services, programs or activities, or invitees are allowed to go. A service animal may be excluded from the School if one or more of the following apply:

- The animal poses a direct threat to the health or safety of others.
- The animal fundamentally alters the nature of the School, services or activities provided.
- The animal poses an undue burden.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or use of the harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be under the handler's control.

The school shall not be responsible for the training, feeding, or grooming of the service animal. The school must approve any person who is authorized by the owner to assist in care and supervision of the service animal while on school property.

A request for an individual with a disability to be accompanied by a service animal must be submitted to the principal at least three (3) days prior to bringing the service animal to school or to a school function. Forms are available by contacting the school office.

Service dog requests must provide proof of the following vaccinations: DHLPPC (distemper, hepatitis, leptospirosis, parainfluenza, parvovirus, and coronavirus) Bordetella, rabies. Miniature horse requests must provide proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), rabies, tetanus, encephalomyelitis, rhinopneumonitis, influenza, and strangles.

All service animals must be: spayed or neutered; treated for and kept free of fleas and ticks; and kept groomed to avoid shedding and dander. Owners of the service animal are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

Personal Items

Personal items are not to be brought from home, excluding items for show-and-tell, class projects, clothing, backpacks, and classroom supplies. Students are to receive prior approval from the teacher before bringing items from home, and items are to be kept in the school office or with the teacher. Students bringing items to school without permission may face disciplinary action and parents are notified. If students inadvertently bring items to school and immediately turn them in to the school office, students may not face disciplinary action.

Items remaining on campus at the end of the school year are donated to a local charity or discarded. Students may not sell or trade personal items (i.e., trading cards, pens) on campus and may not exchange gifts at school, unless it is for a class activity approved by the teacher. Loss of items is to be reported to the classroom teacher and school office. EAGLE College Prep is not responsible for the loss or damage to personal items brought to school. Examples of items not allowed on campus are:

- Electronic equipment and games, such as an iPod or music player, headphones or earbuds, gaming devices or cartridges
- Non-motorized vehicles, such as rollerblades, skateboards, shoes with wheels, scooters (except as permitted and stowed for transportation to/from school)
- Toys, such as stuffed animals, hot wheel cars or playing/trading cards
- Candy, chips, Cheetos, gum, or soda
- Excessive amounts of cash

Cell Phones

At EAGLE College Prep, we realize that cell phones are a part of society; however, they can be disruptive to the educational environment. To have an electronic communication device at school, students must have parental approval and a signed cell phone use agreement on file with the office. Student possession and use of cellular phones, smart watches, iPods, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of EAGLE College Prep employees is a privilege which will be permitted only under the circumstances described herein. The use of cell phones includes making phone calls, receiving phone calls, ringing or other sounds, playing music or video, text messaging, use of cell phone cameras, or any other electronic function. Cell phones should remain off at all times to avoid student consequences. At no time will any student operate a cell phone or other

electronic device with audio and/or video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right or harassment of another person.

Students may not use cellular phones, smart watches, pagers, and other electronic signaling devices on campus unless under the direction and supervision of a staff member before or after school hours. These devices must be turned off and stored in a backpack during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Unauthorized use of such devices may result in disciplinary action.

Volunteer Policy
The goal of the school's volunteer program is to assist our school in providing the best possible education for each student. The services of volunteers are utilized to accomplish the following objectives:

- Support teachers and personnel with non-instructional tasks
- Provide teachers with more time to work with students
- Provide additional individual attention to those children who need individual assistance
- Promote a school-home-community partnership for quality education
- Enrich the curriculum and children's learning opportunities

All volunteers must read, sign, and agree to abide by the rules set out in the school's Volunteer Handbook. Volunteers are required to receive in-service training about volunteering at the school site or off-campus activities. Please see the website or contact the school office to obtain the Volunteer Handbook and register for the training.

Conduct of Visitors/General Public on School Property
The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- All visitors, parents, guardians, etc. who visit the school for any reason (i.e. volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter the school through the main/front doors, report to the school office, sign in, present and surrender identification, and wear a visitor badge at all times. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors. All visitors must always be escorted by a staff member.
- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without <u>prior</u> approval by the principal or the principal's authorized representative, nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the principal or principal's authorized representative.
- Any member of the general public considered by the principal, or a person authorized by the principal, to be in violation of these rules shall be instructed to leave school property. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. § 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the school.
- No person shall possess or engage in the use of medical marijuana on school property or at school-sponsored events.

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of the school by either:
    - Threatening to cause physical injury to any employee or student of the school or any person on the property of the school.
    - Threatening to cause damage to the school, the property of the school, or the property of any student or employee of the school.
- Intentionally or knowingly entering or remaining on the property of the school for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the principal, school operations manager, or another person designated to maintain order at the school.

The above identified acts need not be directed at a specific individual, the school, or specific property of the school to constitute a violation of this policy. Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt the operation of the school by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the School Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the school or at school-sponsored functions.
- Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on school property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public-school educational environment.
- Failure to comply with the lawful directions of school officials or of law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a school rule and/or Policy. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy of the School Board.
- Carrying or possessing a weapon on School grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

Student Early Check Out Policy
We hold the safety of our students in the highest regard. Due to this, adults wishing to check out a student must provide an identification card to the office manager before a student will be dismissed to the adult. Additionally, students will only be released to adults listed on the student's emergency contact form. Students will not be allowed to be checked out during the fifteen (15) minutes prior to the dismissal procedure.

Teacher and Parent Communication
Due to the critically important jobs our teachers have in educating our students, parents will not be able to speak to teachers during the school day unless an appointment is made at least 24 hours in advance. All parents/guardians who call the school office to speak to a teacher during school hours will be directed to the teacher's voicemail. Please be sure to leave your name, student's name, phone number, and reason for your call on the voicemail and the appropriate teacher will respond within 48 hours. If you do not receive a return phone call, please notify the office manager.

In order to build consistent and effective communication between home and the school, regular communication may include (but is not limited to):

- Regular school newsletters
- Regular classroom newsletters/updated classroom websites
- Electronic communication: emails, text messages, Class Dojo, etc.
- Parent teacher conferences
- Quarterly report cards
- Mid-quarter progress reports
- Extra-curricular activities
- Annual school calendar with reminder notices sent home throughout the year
- Teacher welcome letters
- EAGLE Scholar Showcase

In an effort to help parents/guardians develop skills to use at home that support their children's academic efforts and social development, EAGLE College Prep will provide parents/guardians with techniques and strategies that they may utilize to improve their children's academic success to assist their children in learning at home. Activities may include:

- Homework night
- Open House
- Literacy workshops for parents
- Love and Logic workshops for parents
- Character education workshops for parents
- Parent University

EAGLE College Prep will provide communication and opportunities for parents/guardians at school events in their native language to the extent possible. Parents/Guardians with disabilities will be accommodated as needed.

Supplies
Supply lists for each grade have been created by classroom teachers and are posted on the web site and distributed in the enrollment packet. Supplies are for personal and/or community use, at the discretion of the teacher.

Lost and Found
There is a designated lost and found area at the school. Loss of any item should be reported to the office manager immediately. If any article of value is found, it should be brought to the school office immediately. Unclaimed articles in the lost and found are donated to charity at the end of each month.

Field Trips
Field trips are an extension of concepts taught in the classroom. Parents/Guardians are often asked to serve as chaperones for various field trips and their assistance is truly appreciated. The purpose of a parent/guardian volunteer is to actively supervise students assigned to them. To be eligible to volunteer as a chaperone, adults must complete the volunteer requirements described in the Volunteer Handbook prior to the field trip. This includes a short training provided by the school. Volunteers are expected not to purchase items for students in gift shops. Volunteers are asked not to bring any other children with them so that they are better able to focus their attention on the students participating in the field trip. Students and chaperones will be transported to and from all field trips on a bus. Only students exhibiting responsible behavior may go on field trips.

Fundraising Opportunity
EAGLE College Prep may provide opportunities for individual students and clubs to raise funds to sponsor trips and events. All funds or items generated by the student through EAGLE College Prep fundraising events or private fundraising organizations for the benefit of any school program immediately becomes the property of EAGLE College Prep.

Tax Credit Donations
Arizona taxpayers have the unique opportunity to direct their tax dollars and help fund EAGLE College Prep programs through the use of the free state tax credit – better than a deduction! Individuals can assign $200.00 ($400.00 if filing jointly) of the state tax dollars they have paid or will pay during this tax year. Simply donate that amount to the front desk using the ECA Tax Form posted on the family information page of the website. At tax time, donors receive that money back as part of their state tax return or reduction of what they owe. For instance, if your income requires $800.00 to be paid in state taxes, and your employer withholds $800.00 - you owe nothing. If you also choose to donate $400.00 to the school, you will get a $400.00 refund. Please consider this as you plan for the school year! Speak with your tax professional to see how the credit would change your tax situation.

Title 1 Parent Involvement
Each school served under this part shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children be invited and encouraged to attend, to inform parents of their school's participation, to explain requirements, and the right of the parents to be involved;
2. Offer flexible number of meetings, such as meetings in the morning or evening; and may provide, with funds, transportation, child care, or home visits;
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the parent involvement policy and the joint development of a school-wide plan;
4. Provide parents timely information about programs; a description and explanation of the curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; if requested by parents,

opportunities for regular meetings to formulate suggestions and to participate, if appropriate, in decisions relating to their children;

5. If the school-wide program plan is not satisfactory, parents may submit comments on the plan.

Homeless Education Policy

This policy is intended to be in direct compliance with the Arizona Revised Statutes, Arizona Administrative Code and McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (the Act) and should be read as consistent with those documents.

Definitions
The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory students who qualify as homeless because the children are living in circumstances described above.
- The term "unaccompanied youth" includes a youth who is not in the physical custody of a parent or legal guardian.

Liaison for Homeless Students
The student services manager and/or office manager will serve as the liaison for homeless students and will carry out pertinent duties. Such duties include:

- Identifying homeless children and youths as identified by school personnel and through coordination activities with other entities and agencies.
- Ensuring that homeless children and youths are enrolled in school and have a full and equal opportunity to succeed.
- Ensuring that homeless families, children, and youths receive educational services for which they are eligible including referrals to health care services, dental services, and mental health services; referral to AZEIP; and referral to Head Start and preschool programs.
- Ensuring that the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Disseminating public notice of the educational rights of homeless children and youths.
- Mediating enrollment disputes.
- Informing the parent or guardian of a homeless child or youth of all transportation services to the school and assisting with providing these services.
- Reporting to the State Coordinator for Homeless Education necessary information to assess the educational needs of homeless children and youths at EAGLE College Prep

Enrollment
Before enrollment, it shall be determined that the student first meets the definition of a homeless student under the Act. The Act guarantees a child qualified as homeless the right to attend one of two schools: the school of origin or the school of residency. As a charter school, EAGLE College Prep has the obligation to enroll homeless students as a "school of origin." The school of origin is defined as the school that the child last attended before experiencing homelessness or the school where the student was last enrolled. The school of residency is defined as the neighborhood school identified by the attendance area in which the student is currently residing. Therefore, only homeless students for whom the last school of attendance or enrollment was EAGLE College Prep will be immediately enrolled. All other homeless students will be referred to their school of residency or their last school of origin for enrollment.

When EAGLE College Prep is the school of origin, the school will keep students in homeless situations to the extent feasible, unless it is against the parent/guardian wishes. Students will be allowed to stay in the school the entire time that they are homeless and until the end of the academic year in which they move into permanent housing.

Health

Health screenings are provided annually in order to identify students with health problems such as vision or hearing deficits that may now, or in the future, affect their education. Parents/Guardians are requested to notify the school office if a student has a health problem. School personnel make every effort to comply with physicians' recommendations.

School officials deal with illnesses and accidents that occur at school. We cannot keep an ill child in school. Our main interest is the health and safety of all students in our school. In order to protect students that are more susceptible to secondary illnesses and protect other students from possible communicable diseases, please keep your student home when he/she is ill.

Any student with a temperature of 100 degrees Fahrenheit or more may not attend school. If sent home from school with a fever, students may not return to school until they are without fever for twenty-four (24) hours. Parents/Guardians are requested to keep students home if the following symptoms are present: nausea and vomiting, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, any skin rash unless it has been diagnosed by a physician as non-infectious, severe headache, or other pain. State law requires that students be excluded from school if they are suspected of having a communicable disease.

Health Screening Programs

- *Hearing:* We follow the guidelines recommended by the Arizona Department of Health Hearing Conservation program. Hearing tests are given to students at specified grade levels.
- *Vision:* We follow the guidelines of the Arizona Department of Health Services Vision program. Vision tests are given to pupils at specified grade levels.
- *Pink Eye:* Pink eye (conjunctivitis) is an eye infection with symptoms of red, swollen, runny and/or sticky eyelids, especially in the morning. Bacteria or a virus can cause pink eye that is easily spread from person to person by contact with discharge from the infected person's eyes. When it is necessary to send a child home because of pink eye symptoms, we encourage the parent to call their doctor and report the symptoms. If medication is prescribed, the child can return to school after using the medication for 24 hours.

Head Lice Policy

EAGLE College Prep Head Lice Policy is designed to ensure the well-being and safety of all students, staff, and visitors to our campus in the event of a lice outbreak. The Head Lice Policy has the following goals:

- Decrease school absenteeism
- Support families in their efforts to control and eliminate head lice
- Maintain student privacy

Procedures for Management of Head Lice in Schools

In detection of head lice, it is important to keep the following elements in mind:

- Implementation of head lice detection and control procedures is based on current scientific research and best practice.
- School staff will follow head lice detection and management procedures.
- Information about head lice infestation is to be shared on a "need to know" basis as deemed appropriate by the building administrator.
- Confidentiality of student information will be maintained in compliance with FERPA
- The importance of school staff documenting head lice surveillance efforts

1. When a student is found to have *live* lice:
   - The parent is notified and information related to detection and elimination of head lice can be provided at that time or sent home with the student in a sealed envelope. Best practice is to also attempt contact personally.
   - The student is not sent home from school, however if the parent offers to pick up the student, that is acceptable.
   - The parent is instructed that the student must be treated before returning to school.
   - In some cases (based on administration's professional judgment), it may be appropriate to have the student's head checked upon return to school.
     - If lice and/or nits are found, the parent is notified to keep nit-picking and combing (at least daily per day for the next two weeks).
     - Follow up head checks may be done by school staff to confirm lice management efforts.
   - Record these head checks in the school's Confidential Lice Log.
   - If live lice/nits are found the process of notification to parents/guardians begins again.

2. When a student is found to have *nits* present (*no live lice* detected):
   - The parent is notified and encouraged to treat the student and nit-pick (at least daily for the next two weeks). Best practice is to also attempt contact personally.
   - The student is not sent home from school.
   - Information related to detection and elimination of head lice is sent home in a plain envelope with the student.
   - If future checks reveal an increased number of nits present or it is obvious to the screener that the student's hair has not been treated, the parent will be contacted for follow-up and support.

3. When to check beyond the identified student with live lice or nits:
   If live lice or nits are detected in a student it is best practice to:
   - Determine if the student has siblings. If yes, then check the siblings for the presence of lice.
   - If a student is found to have head lice, they are to be documented on the confidential lice log and parent notification is to occur as previously stated.

Full Classroom screenings for head lice are NOT done: “Current evidence does not support the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among children “(per CDC, May 2007).

4. Classroom environment:
The classroom is only one of many environments where head lice can be transmitted. According to the CDC, most transmissions occur in the home environment (friends, sleepovers, camp, etc.)
Classroom tips:

- Notify the custodian to vacuum the affected classroom and all upholstered furniture.
- Stuffed animals and pillows can be bagged for two weeks.
- Past practices of separating coats, jackets, combs, brushes or other personal items have been found not to be as important as in the past:
    - “…inanimate objects (such as combs, brushes, hats, helmets, headphones and hair accessories) are insignificant in harboring or transmitting head lice or their eggs. Hence, there is little, if any, reason to focus efforts … to bag clothing, toys or other items with the intent of reducing the transmission of head lice
- No environmental pesticide treatments (pesticide bombs) are to be used.
- Girls with long hair may want to wear their hair in “contained” hair styles (ponytails, buns, braids, etc.).
- Encourage students to avoid sharing hats, combs, coats, pillows, or other personal items.

The building administrator can use professional judgment to determine when unusual measures are necessary to respond to extraordinary cases.

5. Notification procedures:
The customary notification for the presence of head lice is to be done on an individual/case by case basis to the parent/guardian of an infested student. Classroom notifications are not done with typical head lice cases. In very unusual cases, it may be appropriate in the professional opinion of the school principal to consider a general parent/guardian notification for a high number of identified cases of head lice.

6. Exclusion procedure support:
“No healthy child should be excluded from school or allowed to miss school time because of head lice or nits…” Note: the presence of severe infestations of untreated head lice can be disruptive to the educational setting. In the rare case that a student has either: 1) chronic head lice infestation or 2) severe head lice infestation that is disruptive to the learning environment, the building administer will be consulted.

7. Documentation:
All students identified with head lice will have their names and the dates the lice/nits were found, recorded in a confidential lice log maintained in the office. The confidential lice log is to be shredded at the end of the year; this is considered a "working" document and is not FERPA compliant as a method of documentation. If a student is checked in the office for head lice that head check is to be documented as a Health Room visit in school medical log as well.

Emergency Contact
Parents/Guardians must make arrangements to have either a parent, neighbor, or other responsible person available at all times to pick up a child who is ill. It is very important that parents/guardians inform the school immediately of any phone number or address changes. School officials may contact the Department of Child Safety if a child is not picked up within two hours of the parent/guardian being contacted.

Emergency Form
Parents/Guardians are required to complete an emergency medical referral form for each of their children every year to inform the school of how to contact you or another responsible adult if your child becomes ill or is injured at school. Parents/Guardians are expected to notify school officials regarding students' health problems including allergies to foods, medicine, insect stings, etc. It is important to notify the office of your address, home phone number, business phone number, or emergency phone number changes during the school year.

Immunizations
School officials maintain health records on each student. An immunization record for school attendance must be completed, current, and on-file before a student can attend. Arizona law (A.R.S. § 15-872) requires that the parent/guardian, prior to school attendance, furnish a complete, up-to-date immunization record. Every parent/guardian must furnish the month and year of the child's immunizations and sign an immunization history form. The immunization requirements for a child entering EAGLE College Prep are:

- Rubeola (measles)
- Rubella (German measles)
- Poliomyelitis (polio)
- Tetanus
- Pertussis
- Mumps
- Diphtheria
- Hepatitis B (3 doses for all students)
- Varicella or history of chicken pox
- Meningococcal (age 11 years or older)

Arizona law does provide exemptions from immunization requirements for the following:

- Medical reasons
- Personal beliefs

Although the law allows exemptions, the Maricopa County Health Department may require the school to exclude a student from school in the case of an outbreak of any of the diseases covered by the immunization requirements. The student will be notified when he or she may return to school.

Medication
School officials administer prescription medication in the school setting in accordance with specific regulations that come from state law. All medications must be brought to the school office by an adult and picked up from the school office by an adult. Only medications, which are needed to treat an existing ailment, are stored in a secured (locked) medicine cabinet in the school office. All medications not picked up by the end of the school year or by the date of expiration will be disposed of by school officials.

Medication to be given two (2) and/or three (3) times daily are to be given at home, unless specifically ordered by the doctor to be given at school.

For prescription medication, there must be a written order from the physician stating the name of the medication, the dosage and the time it is to be administered and that it must be administered during school hours. There must be written permission from the parent/guardian for the medication to be administered at school. The medication must be in the original prescription container labeled by the pharmacist. Pharmacies will provide a duplicate container for school use upon request. No medications in envelopes, foil, or baggies will be accepted.

Pursuant to A.R.S. § 15-341(A)(35)(36), students who have been diagnosed with anaphylaxis and/or breathing disorders may carry and self-administer emergency medications while at school and at school-sponsored activities. The student's name must be on the medication container and annual written documentation, which authorizes the possession and self-administration of the medication from the student's parent is required.

Restricted Physical Education Activities
If for any reason you feel your child should have restricted physical education activities, please provide the office manager with a doctor's statement giving the reason and the length of the restriction. This information will be forwarded to the classroom teacher.

Diabetes Management Policy
In accordance with A.R.S. § 15-344.01, the management of students with diabetes in the classroom, on School grounds and at school-sponsored activities shall be in compliance with this policy.

Students attending EAGLE College Prep ("The School") with diabetes shall have a Diabetes Medical Management Plan (DMMP) on file with the School and the DMMP shall be updated and submitted annually.

The DMMP shall:
- Be provided by the parent or guardian;
- Be signed by the appropriately licensed health professional or nurse practitioner;
- Authorize the student to carry appropriate medications and monitoring equipment;
- Acknowledge that the student is capable of self-administering medications and equipment;
- Specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the School; and
- List the medications, monitoring equipment, and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for the student.

<u>Student Self-Administration of Medication</u>
Students are to take extraordinary precautions to ensure that any medication or equipment is secure and shall never make the medication and/or equipment available to another student. The student shall immediately report to School Administration any theft or loss of the medication and/or equipment brought to the School. Violation of these procedures may subject the student to disciplinary action.
- Students are required to practice proper safety precautions for the handling and disposal of the equipment and medications authorized under the DMMP.
- Medication must come in the prescription container as provided by the physician and/or pharmacy.

- If a student fails to practice proper safety precautions, the School may withdraw student's authorization to self-monitor blood glucose and/or diabetes medication and develop a plan for administration by a designed staff member.

School Administration of Medication
If a student is not capable of self-monitoring blood glucose and/or self-administering medications, any medication administration services specified in the student's DMMP shall be provided by the School.

Two or more staff members shall be identified as designated staff members for the purposes of the administration of diabetic medications including storing, supervising ingestion, and recording.

School employees shall not be subject to any penalty or disciplinary action for refusing to serve as a designated staff member. Designated staff members shall receive training by an appropriately licensed health professional as to the implementation of a student's DMMP.

The School, its employees and members of its governing body, are immune from civil liability with respect to actions taken to adopt this Policy and all decisions made and actions taken that are based on good faith compliance with this Policy.

Wellness Policy
Our utmost concern is the safety of our students. We comply with the rules and regulations set forth by the Maricopa County Health Code, United States Department of Agriculture federal guidelines and EAGLE College Prep board policies. Our guidelines will standardize the way in which food comes onto campus and is distributed to students.

Reporting Child Abuse

Child abuse is something that will not be ignored at EAGLE College Prep. According to Arizona State law (A.R.S. § 13-3620), school employees are mandated to report suspected child abuse and/or neglect to the Department of Child Safety (DCS) in the Department of Economic Services or the law enforcement authorities. This generally includes suspected non-accidental physical injuries, sexual abuse, or neglect.

Restraint and Seclusion

This Policy addresses the behavior management techniques to be used with students attending EAGLE College Prep. Behavior management techniques such as restrain, seclusion, temporary removal from the classroom and confinement shall be utilized in accordance with the following standards:

Temporary Removal
Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student and send them to the Principal, or to another administrator, as long as the removal is done in accordance with:

- The rules established for the referral of students, as outlined in the School's behavior management and expectations Policy; or
- The conditions of A.R.S. § 15-841, when applicable.

Confinement

Under A.R.S. § 15-843, the Principal shall ensure that disciplinary practices involving the confinement of students left alone in an enclosed space shall include the following:

- Prior written parental notification that confinement may be used for disciplinary purposes is included in the student's enrollment packet or admission form.
- Written parental consent has been obtained before confinement is allowed for any student in the School.
- An exemption to prior written parental consent exists if a school principal or teacher determines that the student poses imminent physical harm to self or others. In this instance, the school principal or teacher shall make reasonable attempts to notify the student's parent or guardian in writing by the end of the same day that confinement was used.

Use of Restraint and Seclusion

The use of restraint or seclusion is not to be limited, by policy or practice, to students with disabilities. Restraint and Seclusion are defined in A.R.S. § 15-105 as follows:

"Restraint" means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices. The following are not considered to be a restraint:

a) Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
b) The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
c) The brief holding of a student by one adult for the purpose of calming or comforting the student.
d) Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

"Seclusion" means the involuntary confinement of a student alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program that involves the student's separation from a larger group for purposes of calming.

Restraint or seclusion techniques may be used on any student if both of the following apply:

1. The student's behavior presents an imminent danger of bodily harm to the student or others; and
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a student:

- The use of restraint or seclusion is to be used only in an emergency to protect persons from imminent, serious physical harm to self or others.
- The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- School personnel shall maintain continuous visual observation and monitoring of the student while the restraint or seclusion technique is in use. If seclusion is utilized, school staff must reassess the child every thirty (30) minutes and if the need for seclusion extends beyond one hour, an administrator's approval is required for continued seclusion.
- Any area used for seclusion must be free of objects that could cause harm, must provide for adequate visual and audio supervision of the student, must provide adequate lighting and ventilation, and must not be locked.
- The restraint or seclusion technique shall end when the student's behavior no longer presents an imminent danger to the student or others.
- The restraint technique employed may not impede the student's ability to breathe.
- The restraint technique may not be out of proportion to the student's age or physical condition.
- A student who has required crisis management on the part of the school staff more than three (3) times in a semester must have a functional behavioral assessment (FBA) and, if appropriate, a behavior intervention plan (BIP) developed within a reasonable time following the third (3rd) restraint or seclusion incident.

EAGLE College Prep requires the following procedures to be adhered to when a restraint or seclusion technique has been used on a student:

1) School personnel shall provide the student's parent or guardian with written or verbal notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four hours after the incident.
2) Within a reasonable time following the incident, school personnel shall provide the student's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
3) Schools shall review strategies used to address a student's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the student during a school year. The review shall include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the student requires a functional behavioral assessment.
4) If the need to contact and request support from law enforcement instead of using a restraint or seclusion technique on a student is determined necessary, the school shall comply with the reporting, documentation and review procedures established under the paragraphs above.

Corporal Punishment
For the purposes of this Policy, corporal punishment is defined as the deliberate infliction of pain intended to discipline or reform a person's bad attitude and/or behavior. EAGLE College Prep prohibits the use of corporal punishment.

Section 504 Services

In compliance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in EAGLE College Prep.

The law also requires that facilities be readily accessible for use by individuals with disabilities. EAGLE College Prep complies with the requirement of this law. Questions concerning the law may be addressed to the Dean of Students listed in this handbook. The Dean of Students serves as the Section 504 Coordinator for the School.

Grievance Procedure
Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a student differently on the basis of disability; denying a student with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

EAGLE College Prep prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

- Grievances must be submitted to the Section 504/ADA Coordinator within sixty (60) calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. If the Complainant is unable to put the complaint in writing, the School shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. (Note: Please see the attached Complaint form, which may be used to file a complaint in conformance with these procedures).
- The Section 504/ADA Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/ADA Coordinator will maintain the files and records of the School relating to such grievances.
- The Section 504/ADA Coordinator will issue a written decision on the grievance no later than thirty (30) school days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.

- The person filing the grievance may appeal the decision of the Section 504/ADA Coordinator by writing to the School's Executive Director within fifteen (15) calendar days of receiving the Section 504/ADA Coordinator's decision. The Executive Director shall issue a written decision in response to the appeal no later than thirty (30) school days after its filing.
- The School shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).
- The availability and use of this grievance procedure do not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

The School will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Section 504/ADA Coordinator will be responsible for making such arrangements.

Special Education Services

EAGLE College Prep makes available special education and related services to all eligible students. Our teachers are trained to teach to diverse learning styles and ability levels. EAGLE College Prep believes in close collaboration between staff, general education teachers, special education teachers, and parents. For more information about our special education programs, please contact the principal.

Child Find
In compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, the School is required to provide a Free Appropriate Public Education (FAPE) for all students who enroll in the School.

The PEA shall inform the general public and parents of students enrolled in or seeking to enroll in the School of special education services for students aged 3 through 21 years and how to access those services, including information regarding early intervention services for child aged birth through 2 years.

All new students will be screened within forty-five (45) days of their initial enrollment. The classroom teacher will complete the screening after reviewing the student's abilities in the areas of vision and hearing; cognitive or academic; communication; motor; social or behavioral; and adaptive development. If any concerns are noted, the student will be referred for additional help.

Procedural Safeguards
Parents of a student with a disability (or suspected of having a disability) are entitled to a Procedural Safeguards Notice, which explains the rights of the parent and student to ensure they are protected through the special education process. A copy of the procedural safeguards notice is offered to parents once annually and in specific instances; however, copies are always available by contacting the school office.

Referral
Students are referred to the Child Study Team (CST) when interventions developed by the teacher and/or parents have proven unsuccessful. The CST typically consists of the student's

parents, principal, and teachers. The CST generates additional intervention ideas to try in the classroom. As the teacher tries the interventions, the student's progress is charted. If the interventions are unsuccessful and sufficient progress is not made, the team will determine if a 504 Accommodation Plan or a special education evaluation is needed. Before any testing is scheduled, written parental consent will be obtained.

Evaluation
A special education evaluation will be considered after the CST has made a referral and suspects that the student may have a disability. Before the evaluation can be conducted, informed parental consent is required. EAGLE College Prep contracts with private specialists to provide needed services for students requiring related services. Services include but are not limited to school psychologist, speech therapy, and occupational therapy. Results from the evaluation will then be shared with the Multidisciplinary Evaluation Team (MET), which consists of the student's parents, principal, classroom teacher, school psychologist, special education teacher, and any other needed personnel (i.e., speech therapist, occupational therapist, etc.). The results of the evaluation determine a student's eligibility for special education services, but do not automatically qualify a student for these services. The IDEA sets out the rules and regulations regarding eligibility and the determination of whether a student qualifies for special education services. By law, EAGLE College Prep must follow these rules and regulations.

Individualized Education Plan (IEP)
If it is determined by the MET that the student qualifies for special education services under the definition and guidelines of the IDEA, an Individualized Education Plan (IEP) will be written for the student, setting out specific goals, accommodations, services, and placement. The IEP must be reviewed at least annually or at the request of an IEP team member.

Title IX/Sexual Harassment/Discrimination

Title IX of the Federal Education Amendments Act ("Title IX") protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The School does not discriminate on the basis of sex and adheres to all conditions established by Title IX by recognizing the right of every student who attends the School to do so without the fear of sexual harassment. The School's Grievance Procedure and Title IX Policy may be found on the School's website. Inquiries about the application of Title IX or formal complaints should be directed to the School's Title IX Coordinator:

Adriana Carbajal
Title IX Coordinator
School Operations Manager
2435 W. Pecan Road
Phoenix, AZ 85040
Office: 602.268.1212
adriana.carbajal@eagleprep.org

Karina Moreno
Title IX Coordinator
School Operations Manager
3950 N 53rd Avenue
Phoenix, AZ 85031
Office: 602.638.0820
karina.moreno@eagleprep.org

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C.

1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Complaints of sex discrimination that are not sexual harassment will be handled pursuant to the School’s regular procedures for resolving student or employee grievances promptly and equitably. Formal complaints of sexual harassment will be handled using the grievance procedure set forth in the School’s Policy. The School shall follow grievance procedures that provide for the prompt and equitable resolution of formal complaints from students and employees alleging sexual harassment.

Appendix A: Student Concerns, Complaints and Grievances Form

Name: _____ Date: _____
Address: _____
Telephone:_____ Alt.Phone: _____
E-mail Address: _____

I wish to complain against:
Name of person, school (department), program, or activity: _____
_____
_____
_____.

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places. *Additional pages may be attached if more space is needed.*

_____
_____
_____
_____.

Date the alleged action of complaint occurred: _____.

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s):

_____
_____
_____.

The Projected Solution
Indicate what you think can and should be done to solve the problem. Be as specific as possible:

_____
_____
_____
_____.

I certify that this information is true and correct to the best of my knowledge.

_____ _____
Signature of Complainant Date Signed

_____ _____
Signature of Administrator or staff member Date received

Appendix B: Bully Complaint Form

Bully Complaint Form

This report MUST be completed to file a complaint relating to an incident of alleged bullying (for the purposes of this form, bullying encompasses bullying, harassment, and discrimination) and submitted to the Administrator/designee of the victim's school, area, or district location.

*If more than one person accused, complete a separate form for each.

VICTIM FULL NAME:	School/ Office Location:	Gender: M / F	Grade:	Age:
ACCUSED FULL NAME:	School/ Office Location:	Gender: M / F	Grade:	Age:

Has similar behavior of the accused been observed in the past directed at the same person?

Administrator/Designee of Victims School/Office Location:		Date:
Date of the most recent bullying behavior:	Time of the most recent bullying behavior:	Location of most recent bullying behavior:

Write a description of the bullying behavior (include in detail: who, what, where, when, how) attach additional pages if necessary:

_____
_____
_____
_____
_____
_____
_____
_____
_____

List all of the witnesses/ name, age, and grade levels.

1. _____ Grade Level: _____ Age: _____
2. _____ Grade Level: _____ Age: _____
3. _____ Grade Level: _____ Age: _____
4. Attach additional witness lists if necessary

List evidence of bullying behavior (threat or message – written or electronic): Attach if possible

_____
_____
_____
_____
_____

To the best of my knowledge, all of the information on this form is true and accurate. I am aware that a false reporting is a criminal offense.

Signature of person filing this complaint: _____ Date: _____

Print Name: _____

- ☐ Check and print name here if someone other than the complainant assisted in completing this form: _____
- ☐ Check here if you wish to remain anonymous, and omit identifying information about yourself.
  Please note: the school, administration, District and/or school Board may not take formal disciplinary action based solely on an anonymous complaint.

Name of person receiving form:	Title of person receiving form:	Date form was received:	Time form was received:

Thank you. This report will be investigated within 2 school/work days. If you suspect IMMEDIATE danger exists, please contact law enforcement.