EAGLE

COLLEGE PREPARATORY SCHOOLS®

EXPECTING ACADEMIC GREATNESS WITH A LOVING EMPHASIS

South Mountain | Maryvale

2026-2027 EAGLE College Prep Family Handbook

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 K-8 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 of “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.

Board Approved 5/12/2026

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.

Table of Contents

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information 6
Technology Use Agreement 8
Use of Equipment and Hardware 8
Ethical Use of Technology 8
General 9
A Parent's Right to Know 10
Academics 10
Academic Development 10
Character Development 11
Homework Expectations 11
Academic Honesty 11
Grading 11
Progress Reports/Report Cards 11
Parent Teacher Conferences 11
Promotional Standards 11
Insufficient Progress Notification 12
Assessment 12
Admission Policy 12
Enrollment and Registration 12
Transfers and Withdrawals 13
Equal Educational Opportunity 13
Athletics and Extracurricular Activities 14
Concussions 14
Eligibility 14
Insurance 14
Attendance Expectations 14
Excused and Unexcused Absences 15
Vacation 15
Chronic Health Problems 15
Truancy and Truancy Protocol 15
Tardy Policy 16
Books, Supplies, and Equipment 16
Media Center 16
Behavioral Standards and Due Process 16
Categories of Misconduct 17
Consequences for Misconduct 22
Search and Seizure 24
Student Interviews 24
Weapons and Violence Policy 24
Gang Activity/Involvement 24
Bullying/Harassment/Intimidation 25

Hazing ... 26
Code of Conduct ... 28
Expectations ... 28
Uniform Expectations ... 28
Uniform Violations ... 29
Custody ... 29
Identification of English Language Learners and English Learner Services ... 29
Move on When Reading – Required Parent Notification K-3 Students ... 29
Facilities ... 30
Building Regulations ... 30
Use of Restrooms ... 30
Damage to School Property ... 30
Fees/Fines ... 30
Bicycles, Skateboards, Roller Skates, Roller Blades ... 30
Fire Drills ... 30
Lockdown/Campus Emergency ... 31
Drug and Tobacco Free Campus ... 31
Food Service ... 31
Food Service ... 31
Free and Reduced-Price Meals ... 32
Meal Account Communication ... 32
Payment Plan ... 32
Refund Policy ... 32
Food and Beverage Standards ... 32
School-Provided Meals ... 33
General Information ... 33
Service Animals ... 33
Personal Items ... 34
Wireless Communication Device ... 34
Violations of Policy and Discipline ... 35
Volunteer Policy ... 35
Conduct of Visitors/General Public on School Property ... 36
Student Early Check Out Policy ... 37
Teacher and Parent Communication ... 37
Supplies ... 38
Lost and Found ... 38
Field Trips ... 38
Fundraising Opportunity ... 38
Tax Credit Donations ... 38
Title 1 Parent Involvement ... 38
McKinney Vento for Children and Youth in Transition (Homeless) Policy ... 39
Definitions ... 39
Enrollment ... 39
Health ... 39
Health Screening Programs ... 40

Head Lice Policy 40
Procedures for Management of Head Lice in Schools 40
Emergency Contact 41
Emergency Form 42
Immunizations 42
Medication 42
Restricted Physical Education Activities 42
Diabetes Management Policy 43
Wellness Policy 43
Reporting Child Abuse 43
Restraint and Seclusion 44
Temporary Removal 44
Confinement 44
Use of Restraint and Seclusion 44
Corporal Punishment 45
Special Education Services 45
Exceptional Student Services: Students with Disabilities (IDEA) - Child Find (5-203): 45
Procedural Safeguards 46
Students with Disabilities Protected by Section 504 46
Title IX/Sexual Harassment/Discrimination 46
Appendix A: Student Concerns, Complaints and Grievances Form 48
Bully Complaint Form 1

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

Confidentiality of education records is the 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 several 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 to assure that the child is identified, evaluated, and provided with Free Appropriate Public Education in accordance with state and federal education laws.

Each agency participating under Part B of IDEA must ensure 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. 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 to change 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 designate 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.
        i. 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.
        ii. 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.

iii. 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, and other computer hardware devices.

EAGLE College Prep supports access by students to information resources offered by the internet and other technological 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,
- 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 emails.

- 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 pictures, 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 whiteboards, 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.

Item	Replacement/Repair Cost
CB Replacement	$250.00
CB Charger	$25.00
CB Case Replacement	$45.00
Hot Spot Replacement	$100.00
Screen Replacement	$90.00
Keyboard Replacement	$90.00
Individual Key Replacement	$5.00 per; up to $90.00
Vandalism	$5.00 - $250.00

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 places 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

Parents have the right to request information regarding the professional qualifications of your child's teacher. A binder is available on the front that will provide the Experience and Education Information (resumes) for all Instructional Staff (Anyone Providing instruction, including teachers, instructional aides, contractors, etc.)

This subsection does not require any charter school to release personally identifiable information in relation to any teacher or employee, including the teacher's and/or employee's address, salary, social security number, or telephone number.
If you would like to review this information, you are free to request the information from the school administration and will provide the information to you in a timely manner.

(Laws 2023, Chapter 170) enacted during the 56th Legislature, First Regular Session, amended ARS § 15-249.16 which requires the Arizona Department of Education (Department) to develop and post a statutory handbook of parental rights outlining the rights of parents of children in school districts and charter schools. The statutory references to parental and student rights in public charter schools are delineated below:

You may visit our website to obtain a copy of the Parental Rights Handbook distributed by Arizona Department of Education or click HERE for immediate access.

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 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	FAME = Descriptors	Character Virtues/Study Skills & Work Habits
90-100 = A	E = Exceeds the standard	C = Consistently
80-89 = B	M = Meets the standard	S = Sometimes
70-79 = C	A = Approaches the standard	R = Rarely
69 or below = F	F = Falls far below the standard	

Parent Teacher Conferences

EAGLE College Prep values the partnership parents/guardians have entered 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 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 at 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 students to effectively differentiate instruction to meet all student needs; and to 2) effectively assess the academic achievement of each child.

Admission Policy

Admission is open to students from all backgrounds including 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 scholars 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 deny admittance to any student 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:

- 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:

EAGLE Maryvale	EAGLE South Mountain
Stephanie Phillips, Principal	Erendira Carrasco, Principal
3950 North 53rd. Avenue Phoenix, AZ 85031	2450 W. South Mountain Ave.
Phone: (602) 638-0820	Phoenix, AZ 85041
Stephanie.Phillips@eagleprep.org	Erendira.Carrasco@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 witnesses 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 whether 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, per Arizona Revised Statute (A.R.S) 15-341. A signed information form by a parent or guardian and the completion of the Brainbook course is required prior to participating in a school sponsored athletic activity, where there is a risk of a concussion. 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 playing. 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. Unrestricted return to sport and competition is allowed only after unrestricted return to learning activities.

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 Department of Education defines an excused absence as an absence due to illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions.

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 excused and/or unexcused 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 of 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 officials 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 commitment from teachers, families, and students. This policy reflects our obligation to develop 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 miss 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 8:15 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.

In accordance with Arizona Revised Statute §§ 15-901, student attendance is based on instructional time. Students who are tardy or checked out early may be marked absent for a half day or full day depending on the amount of instructional time missed.

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 to 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 parents know the titles of the books so that they may return them to 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.

General Behavioral Expectation - 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. Discipline may be imposed for violating General Behavioral Expectation, even if the misconduct is not otherwise specifically categorized below.

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 a student's off-campus misconduct which causes substantial disruption at school. 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 ("FERPA") protects students' education records, which includes discipline history. Absent an applicable FERPA exception, 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 problems also violate state law. For these categories, school officials are required to report them to the Arizona Department of Education and to local law enforcement.*

Academic Cheating	
Lying	*Making an untrue statement with the intent to deceive, to create a false or misleading impression.*
Cheating	*Influencing or leading by deceit or trickery.*
Forgery	*Falsely and fraudulently making or altering a document, writing, or using the signature or initials of another person.*
Plagiarism	*Stealing or passing off the ideas or words of another as one's own.*
Aggression	
Verbal Provocation	*Using language or gestures that may incite another person or other people to fight.*
Minor Aggressive Acts	*Engaging in non-serious but inappropriate physical contact or horseplay, e.g., 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	*Disturbing the peace or quiet of the school environment, or engaging in 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	*Engaging in careless behavior that may pose a safety or health risk for others.*
*Endangerment**	*Endangering another person with a substantial risk of imminent death or physical injury.*
*Fighting**	*Mutually participating in an incident involving physical violence, where there is no 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 provoking the person.*

*Aggravated Assault***	*Committing an assault in which a person: (a) causes serious physical injury to another; (b) uses a deadly weapon or dangerous instrument;(c) knows or has 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; (d) knows or has 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*	*Possessing, using, sharing, or selling/distributing alcoholic beverages or substances represented as alcohol.*
*Tobacco/Vape*** *Sales, Distribution, Share*	*Selling or furnishing 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.*
*Tobacco/Vape** Possession, Use*	*Possessing or using tobacco products or vapor products.*
*Drug Paraphernalia***	*Possessing equipment, products, or materials of any kind which are intended for use or designed for use to introduce into the human body a prohibited drug.*
*Drugs** (including illicit drug, over-the-counter drugs, prescription drugs, substance represented as illicit drug, unknown drug)* *Possession, Sale or Distribution, Share, or Use*	*Using, distributing, selling, purchasing, possessing, or transporting any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. This 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.*
Arson	
*Arson***	*Damaging a structure by knowingly causing a fire or explosion.*
Attendance Policy Violation	
Tardy	*Failing 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	*Failing to attend school during the hours of school is in session without an approved excuse.* *"Habitually truant" means a truant child who is truant for at least five school days within a school year.* *"Truant" means an unexcused absence for at least one class period during the day.* *"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.*
Harassment, Threat or Intimidation	

Harassment Nonsexual*	*Anonymously or otherwise communicating or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.* *OR* *Continuing to follow another person in or about a public place for no legitimate purpose after being asked to desist.* *OR* *Surveilling or causing another person to surveil a person for no legitimate purpose.*
*Bullying**	*Committing 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**	*Indicating by word or conduct the intent to cause physical injury or serious damage to a person or their property.*
*Hazing**	*Committing an intentional, knowing or reckless act, whether individually or in concert with another 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: and *(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	*Refusing to follow directions, talking back, or engaging in socially rude interactions.*
Combustibles	*Possessing a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.*
Contraband	*Possessing items that may disrupt the learning environment.*
Disruption	*Causing an interruption on campus or at a school-sponsored* *event. Disruption may include, but is not limited to, sustained loud talking, yelling, or screaming; noise with materials; horseplay or rough housing; 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	*Playing games of chance for money or to bet a sum of money.*
Inappropriate Language	*Engaging in inappropriate verbal or written messages 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	*Engaging in gang-related activity at school or a school-sponsored event. Gang activity includes 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:* *May or may not have a recognized leader.* *Involve themselves in each other's problems; therefore perpetuate each other's problems.* *Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.* *Conduct himself/herself as though no other individual exists in the school, including other students.* *Any group of students that initiate, advocate, or promote activities that threaten the safety or well-being of people or property on school grounds or disrupt the school environment, or are.* *harmful to the education process.*
Dress Code Violation	*Failing to abide by dress code requirements, as set forth in the Uniform Expectations section of this student handbook.*
Failure to Report	*Failing to report critical information that could impact on the safety of the student, staff, and school.*
School Threats	
*Bomb/Chemical/Biological Threat***	*Interfering with or disrupting an education institution by issuing a threat (verbal, written, or electronic) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or harming students or staff.* *Bomb threats include any threat to cause harm using a bomb, dynamite, explosive, dangerous chemicals or biological agents, or arson-causing device.*
*Fire Alarm Misuse** or Other School Threat*	*Intentionally ringing fire alarm when there is no fire, or issuing a threat that is not otherwise categorized.*
Sexual Offenses	
Pornography	*Using or possessing pictures, devices, or electronic images that offends or disturbs the educational process or environment.*
Indecent Exposure or Public Sexual Indecency*	*Intentionally exposing the private parts of one's body in a manner that gives offense against accepted or prescribed behavior.*
*Harassment, Sexual with or without contact**	*Engaging in sexual harassment, which is defined as: Unwelcome conduct on the basis of sex that would be deemed 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
*Sexual Assault***	*Engaging in "sexual assault," as defined in 20 U.S.C. 1092(f)(6)(A)(v)*
Technology	
Computers or Network	*Engaging in any violation of the Technology Use Agreement.*
Other Technology and Tele-Communication Device	*Possessing or using 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.* *Controlling property of another with the intent to deprive the other person of such property.* *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.* *Controls property of another knowing or having reason to know that the property was stolen.*
Petty Theft	*Engaging in 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	*Entering or remaining on a school campus or school 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**	*Destroying or defacing personal property.*
*Vandalism of School Property**	*Destroying or defacing school property.*
Weapons and Dangerous Instruments	
*Firearms (including destructive devices) ***	*Possession at school or at a school-sponsored event a 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***	*Possessing or using items such as the following:* *Billy club* *Brass knuckles* *Knife with blade at least 2.5 inches* *Num-chuks* *"Other weapons" may include items not designed as weapons, but used as a weapon—e.g., school items such as chairs, pencils, rulers, etc.*
Dangerous Items	*Possession at school or at a school-sponsored event of a dangerous item, including any of the following:* *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.* *Air soft gun* *BB gun* *Knife with blade length less than 2.5 inches.* *Laser pointer* *Letter opener* *Mace/pepper spray*

	Paintball gun *Pellet gun* *Razor blade/box cutter* *Simulated knife.* *Taser or stun gun* *Tear gas*
Simulated Firearm	*Possession at school or at a school-sponsored event of a 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 endeavors to utilize a progressive discipline approach, i.e., consequences for first offenses are generally less than for subsequent offenses. 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 students 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 students, 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. Students 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 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.

Short-Term Suspension - The following procedures will be followed prior to imposing any short-term suspension:

- *Step* 1: The student will receive notice, written or oral, of the violation and the evidence supporting the alleged misconduct.
    - After having received notice, the student will be given an opportunity to share his or her side of the story.
    - The principal, or other designated staff members, shall make reasonable efforts to verify facts and statements prior to making a judgment.
- *Step 2*: Following Step 1, the principal or other administrator may:
    - Exonerate the student.
    - Suspend the student for up to ten (10) days.
    - Suspend the student for ten (10) days pending a hearing to consider a recommendation that the student be given a long-term suspension or expulsion.
    - Choose other disciplinary alternatives.

A written record of any short-term disciplinary action taken will be kept on file.

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.

Long-Term Suspension or Expulsion - A long-term suspension is any suspension for more than ten (10) days. An expulsion is the permanent exclusion of a student from school and all school activities, unless the Governing Board reinstates the students' privileges to attend the school.

The following procedures will be followed for in connection with any proposed long-term suspension or expulsion (and in addition to Steps 1 & 2 outlined above for a short-term suspension):

- *Step 3*: A formal hearing will be arranged and conducted by an impartial hearing officer, who may be another Administrator in the EAGLE College Prep network of schools that was not involved in the underlying investigation and does not have independent knowledge of the incident at issue. The hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any short-term suspension.
- *Step 4*: A formal letter to the responsible parent or guardian will be emailed, 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 hearing. A copy of this letter will remain in the file, and the letter should contain the following information:
    - The charges and the rule(s) violated.
    - The extent of the punishment is to be considered.
    - The date, time, and place of the formal hearing.
    - Notice that, at least two (2) working days prior to the hearing, the school administration and the student must exchange: (a) a list of any witnesses each side intends to present, (b) a copy of any documents/written exhibits each side intends to present.
    - Notice that the student has the right to:
        - Cross-examine any witness presented by the school administration.
        - Present witnesses, whose presence the student is responsible for securing.
        - Be represented by counsel, at his/her own expense, if desired. If the student intends to be represented by counsel, the student must notify the school administration at least two (2) working days prior to the hearing.
    - Notice that the hearing will be held in private (not public attendees) unless the student requests an open hearing at least two (2) working days prior to the hearing.
    - The name and contact information of the hearing officer.
- *Step 5:* A long-term suspension hearing will be held, during which the student will be informed of the following:
    - The burden of proof lies with the school.
    - The hearing will be recorded, or an official record of the hearing will be kept in some other appropriate manner. In addition, parents are allowed to tape-record the hearing at their own expense.
- *Step 6:*
    - Upon the conclusion of a hearing in which a decision of long-term suspension or expulsion is made, the decision may be appealed to the Governing Board.
    - To arrange such an appeal, the parent(s)/student must deliver to the principal a letter directed to the Governing Body and requesting an appeal within five (5) working days after receiving written notice of the long-term suspension or expulsion. The letter must describe in detail any objections to the hearing or to the decision rendered.
    - The appeal will be considered in writing and will not involve a new hearing or consideration of new evidence. The Governing Board will generally give deference to the hearing officer's determinations regarding issues of credibility or disputed facts.
    - The hearing officer's decision will be upheld and deemed final, unless the Governing Board determines on appeal, by majority vote, that the student was not afforded his/her due process rights, as outlined in this policy or that the consequence imposed is not appropriate. The decision of the Governing Board on appeal is final.

Students with Disabilities. The above procedures will be modified, as necessary, to ensure that discipline 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.

Students in Grades K-4. Consistent with the requirements of A.R.S. § 15-843(k), discipline of students in grades K-4 will comply with EAGLE College Prep's policy on Suspension or Expulsion of K-4 Students.

Search and Seizure

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 expectation of privacy in their lockers, desks, storage areas, or other school provided storage areas, and these areas may be searched/inspected at any time with or without reason, and with or without notice, by school personnel.

With respect to items in which students have a reasonable expectation of privacy, 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.

Student Interviews

School officials may question and/or interview students regarding alleged violations of behavioral expectations or 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. Weapons are defined in accordance with the Categories of Misconduct, which is incorporated into this handbook by reference.

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, on its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

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 engaging in violent acts that result in injury to another person and/or destroy. or damage school property. Further students are prohibited, through verbal or written expression, from threatening 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.*

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.*

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, harassment, or intimidation. Students, parents, and school employees have a right and a responsibility to report incidents of bullying, harassment, or intimidation.

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. 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:

- *Committing 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).*

Harassment:

- *Nonsexual: Anonymously or otherwise communicating or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. OR, continuing to follow another person in or about a public place for no legitimate purpose after being asked to desist. OR Surveilling or causing another person to surveil a person for no legitimate purpose.*
- *Sexual: which is defined as: Unwelcome conduct on the basis of sex that would be deemed 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.*

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:

Indicating by word or conduct the intent to cause physical injury or serious damage to a person or their property.

Reporting Incidents of Bullying or Harassment

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 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. 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 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"

Committing an intentional, knowing or reckless act, 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: and (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.

"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. 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 on 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.

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 on 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.
- Hairstyles, jewelry, and makeup should not attract unusual attention to a student's overall appearance or interfere with learning.
- Body piercing should be limited to the ears and should not draw unusual attention to the student.
- Tattoos, temporary or permanent, are not to be visible.

Accessories:

- Hair accessories are preferred in school colors.
- Hats may be worn for outdoor physical education and recess and be appropriate for the educational environment.

Required Top:

- Polo shirt with EAGLE logo in only navy and light blue (only available for purchase through EAGLE-identified vendors).
- A long-sleeved, solid-colored shirt or turtleneck may be worn under the EAGLE polo shirt and must be white or navy.
- Indoors: Sweaters and sweatshirts in school colors. No hoods are to be worn in class.
- Outdoors: Sweatshirts, windbreakers, or jackets. These are not to be worn in the classroom.
    - Winter wear should be appropriate for the educational environment.
- 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
    - Sweater
    - Button-up shirt.

Required Bottom:

- Solid-colored khaki or navy-colored uniform bottoms are 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 four inches above the knee.

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: (Suggested for 1st grade and higher)

- A belt must be worn if the uniform bottom has belt loops.

- The belt must be plain, solid color in either black, brown, or navy.

Shoes:

- Closed-toe athletic or dress shoes may only be worn. Solid white-, black-, brown-, or navy-colored is preferred.
    - Shoes may not contain characters (e.g., Dora, Ninja Turtles), lights, rhinestones, glitter, neon/bright colors, wheels, heels (including platforms), etc.

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 act when students are not meeting uniform expectations. School staff will call parents or guardians to inform them of the infraction and develop a plan for correction. Should the behavior become repetitive, 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.

Identification of English Language Learners and English Learner Services

The primary or home language for all new pupils who enroll in a school district or charter school shall be identified in a manner prescribed by the superintendent of public instruction.

The English language proficiency of all pupils with a primary or home language other than English shall be assessed through the administration of English language proficiency assessment, **AZELLA,** in a manner prescribed by the superintendent of public instruction. If it is determined that a pupil is not English language proficient, the pupil shall be classified as an English language learner and shall be enrolled in an English language education program pursuant to section 15-752 or 15-753. Full text of the law regarding the responsibilities and the development of the SEI models is in Title 15, Chapter 7, and Article 3.1. English Language Education for Children in Public Schools, 15-751 through 15- 757, Arizona Revised Statutes. 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.

Move on When Reading – Required Parent Notification K-3 Students

Pursuant to A.R.S § 5-701, a student may not be promoted to the fourth grade if the student scores Minimally Proficient on the AASA Reading Assessment, Reading Fluency Measures. There are four good cause exemptions to retention for 3rd. grade students who fail to meet the MOWR cut score. These apply if a student:

- Is an English learner or a limited English proficient student and has had fewer than two years of English language instruction; or

- Is in the process of a special education referral or evaluation and/or student has been diagnosed as having a significant reading impairment, including dyslexia; or
- Has an identified disability and has an IEP and the IEP team (including parent/legal guardian) agrees that promotion is appropriate; or
- Has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the 3rd. grade reading standards as evidenced through a collection of reading assessments approved by the State Board (ADE 2020)

EAGLE College Preparatory Schools is committed to support your K-3 child's literacy development, we will provide written communication during the year about their current reading needs, interventions available to remediate the reading deficiencies, additional strategies to support them at home, and promotion/retention legislation. Please reach out to your child's School Administrator for more information, visit: www.azed.gov/mowr

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 7:50am and depart no later than 15 minutes after dismissal unless they are staying for a supervised after school program. Any student who repeatedly remains on campus for an extended period of time will be addressed in collaboration with administration and family, with appropriate follow-up actions to be determined. In the event that students are left beyond 30 minutes after dismissal has concluded 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 taxpayer 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 hardships 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 has 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 the 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 are provided for our students to purchase. Students may bring their own breakfast or lunch if they (he/she) prefer. 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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002- 508-11-28-17Fax2Mail.pdf from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. *mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Right 1400 Independence Avenue, SW*

Washington, D.C. 20250-9410.
2. *fax: (202) 690-7442; or*
3. *email: program.intake@usda.gov*

This institution is an equal opportunity provider.

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 at 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. Students who forget to bring their lunch or have accumulated a negative balance in their account will be able to accrue up to five (5) charges; thereafter, students will continue to be provided the same meal that is served for that day.. 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 a 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 withdrew 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 come from total fat (with the exception of nuts and seeds).
- No more than 10% of calories come 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 package or container can exceed 200 calories.
- No more than 35% of the 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 the 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 products 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 the 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

A 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. An animal service 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 into 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 are 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

Wireless Communication Device

A "wireless communication device" is any device that can connect to the internet or a cellular network and transmit or receive data. This includes, but is not limited to:

1. Mobile telephones that offer advanced computing and internet accessibility (also known as a smartphone);
2. Cellular telephones;

3. Digital media players;
4. Portable game consoles;
5. Tablets, notebooks, or laptop computers (other than those issued by the School);
6. Digital cameras;
7. Digital video or audio recorders; and
8. Smart watches.

Students are prohibited from using or accessing wireless communication devices during the entirety of the school day. This means students must either refrain from bringing wireless communication devices to school altogether, or maintained in the school office or other administrative designated location and powered off for the entirety of the school day, unless one or more of the following exceptions apply:

1. **Educational exception**: A teacher or staff member has authorized limited use of the wireless communication device for an educational purpose. Students may use the wireless communication device only as explicitly permitted by the teacher or staff member. The use of any wireless communication device beyond the limits set out by the teacher or staff member will be considered a violation of this policy and subject the student to discipline.
2. **Medical or IEP exception**: A student needs access to the wireless communication device for their medical condition or as specified in their IEP. If needed for a medical condition, the student's parent/guardian must submit documentation from a healthcare provider specifying the medical condition and how frequently the student needs access to the wireless communication device during the school day. Any student found to be using their wireless communication device for any other purpose will be subject to discipline.
3. **Emergency exception**: While the School has adopted procedures to communicate with parents, law enforcement and other necessary parties in case of an emergency or perceived threat of danger, the School recognizes that student access to wireless communication devices may be necessary and beneficial in these situations. Accordingly, students are permitted to access and potentially use their wireless communication devices in any of the following emergency situations: (1) an active shooter; (2) an active fire; (3) a schoolwide lockdown, (4) a schoolwide evacuation; (5) a medical emergency concerning any member of the school community; (6) any natural disaster; or (7) any other emergency situation as declared by School staff.

Students and parents may contact one another during the school day through the School's front office. Messages should be urgent, critical, or vital to student safety, not related to routine matters. The School retains the right to limit or prohibit a parent/guardian from using the School's messaging capabilities if a parent or guardian abuses the privilege, as determined in the School's sole discretion.

Violations of Policy and Discipline

Teachers, staff members and administration retain the discretion to provide verbal warnings when they witness improper or prohibited use by students, but warnings are not required. Teachers, staff members and administration may revoke access to the network or confiscate the wireless communication device immediately after the first improper use, no matter how minor. In addition, students who violate any portion of this policy may be subject to additional discipline, including a temporary or permanent ban on bringing wireless communication devices to school or any other disciplinary action up to and including expulsion.

Confiscated wireless communication devices will be stored for the remainder of the school day and must be collected by a parent/guardian at the end of the school day. The School is not liable for confiscated wireless communication devices that are lost, stolen, or damaged.

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 prior 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.
- People 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 at 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 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 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 being 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 students 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 a flexible number of meetings, such as meetings in the morning or evening; and may provide, with funds, transportation, childcare, 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.

McKinney Vento for Children and Youth in Transition (Homeless) 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 night-time residence and includes:

- Any child or youth without a fixed, regular, and adequate nighttime residence is considered “homeless” under the law. This includes students who are:
- Living with a friend, or relative or someone else because they lost their home or can’t afford a home.
- Staying in a motel, hotel, trailer park, or campground because they have nowhere else to go.
- Living in shelter, including emergency or transitional shelters, and runaway and homeless youth shelters.
- Staying in substandard housing.
- Living in places not ordinarily used for sleeping, including cars, parks, public places, abandoned buildings, or bus or train stations.
- Awaiting foster care placement; or
- Abandoned in a hospital.
- 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.

In the event that your child may qualify as described above, please contact the school office so we may inform you of the services for which you may qualify.

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 an 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 a 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

The 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:

- The 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:
    a. 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.
    b. The student is not sent home from school, however if the parent offers to pick up the student, that is acceptable.
    c. The parent is instructed that the student must be treated before returning to school.
    d. In some cases (based on administration's professional judgment), it may be appropriate to have the student's head checked upon return to school.
        i. 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).
        ii. Follow up head checks may be done by school staff to confirm lice management efforts.
    e. Record these head checks in the school's Confidential Lice Log.
    f. 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):
    a. 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.

b. The student is not sent home from school.
c. Information related to detection and elimination of head lice is sent home in a plain envelope with the student.
d. 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:
   a. Determine if the student has siblings. If yes, then check the siblings for the presence of lice.
   b. 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:
   a. Notify the custodian to vacuum the affected classroom and all upholstered furniture.
   b. Stuffed animals and pillows can be bagged for two weeks.
   c. Past practices of separating coats, jackets, combs, brushes, or other personal items have been found not to be as important as in the past:
      i. "…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
      ii. No environmental pesticide treatments (pesticide bombs) are to be used.
      iii. Girls with long hair may want to wear their hair in "contained" hair styles (ponytails, buns, braids, etc.).
      iv. 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 administrator 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 the school medical log as well.
8.

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, foils, 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.

Student Self-Administration of Medication

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 the 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 specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
b) The temporarily 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.

Special Education Services

Exceptional Student Services: Students with Disabilities (IDEA) - Child Find (5-203):

EAGLE College Prep ensures that all children with disabilities who are enrolled and are in need of special education and related services are identified, located, and evaluated.

1. EAGLE College Prep will identify, locate, and evaluate all children with disabilities within its population served who are in need of special education and related services.
2. Child find must also include children who are suspected of being a child with a disability and in need of special education, including:
    a. Children who are advancing from grade to grade.
    b. Highly mobile children, including migrant children.
3. EAGLE College Prep will maintain a record of children who are receiving special education and related services.

4. EAGLE College Prep shall establish, implement, and disseminate written procedures for the identification and referral of all children with disabilities, birth through 21 years.
5. EAGLE College Prep will require all staff to review the written procedures related to child identification and referral on an annual basis and maintain documentation of the staff review.
6. Identification (screening for possible disabilities) shall be completed within forty-five (45) calendar days after:
    a. Entry of each kindergarten student and any student enrolling without appropriate records of screening, evaluation, and progress at EAGLE College Prep or
    b. Parent/Legal guardian notification of developmental or educational concerns.
7. Screening procedures shall include vision and hearing status and consideration of the following areas:
    a. Cognitive or academic.
    b. Communication.
    c. Motor.
    d. Social or behavioral; and e. Adaptive development.
8. For a student transferring into EAGLE College Prep, the school shall review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education or an indication of inadequate progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services.
9. EAGLE College Prep shall maintain documentation of the identification procedures utilized, the dates of entry into the school, notification by parent/legal guardian of a concern, and the dates of screening. The dates shall be maintained in the student's permanent records.
10. If the screening indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent/legal guardian or a student may request an evaluation of the student.
11. If, after consultation with the parent/legal guardian, EAGLE College Prep determines that a full and individual evaluation is not warranted, the school shall provide prior written notice and procedural safeguards notice to the parent/legal guardian in a timely manner.

Retention

1. When considering promotion or retention for a student receiving special education services, the teacher and the IEP team will consider each of the following factors:
    a. Extent of achievement of goals and objectives as stated in the student's IEP.
    b. Extent of competency of regular curriculum objectives in mathematics, reading and language.
2. Grade level placement is part of a student's educational program, promotion/retention is part of the change in placement determined by the IEP team.

If children are having difficulty in school, parents should check with teachers to discuss interventions that may help their children succeed. If the interventions are unsuccessful or if a disability is suspected, parents may request a referral for special education evaluation. For more information regarding our special education programs, contact the school administrator.

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.

Students with Disabilities Protected by Section 504

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.

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, please reach out to your school for 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).

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 rec

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 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 10 instructional school days. If you suspect IMMEDIATE danger exists, please contact law enforcement