

# Great Expectations Academy

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[www.geageckos.org](http://www.geageckos.org)

## Home of the Geckos



### Administration

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# Student/Parent Handbook 2016-2017

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**SCHOOL MISSION STATEMENT**

Great Expectations Academy is a learning community of students and adults who value collegiality, trust and confidence, caring humor and open communication. The Academy is dedicated to preparing students to become competent, literate, productive citizens. This mission will be accomplished through individualized accelerated learning, with high expectations for all.

### **ADMISSION POLICY**

Great Expectations Academy is an Arizona Charter School, chartered by the State of Arizona and open to all students in Arizona who qualify to attend public schools. Siblings of currently enrolled students and children of employees have first priority for placement each school year. Parents will be notified of enrollment period by letter and posting on the GEA website.

### **NON-DISCRIMINATION POLICY**

Great Expectations Academy is committed to a policy of non-discrimination in relation to race, religion, sex, age, national origin or handicap. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals doing business with the school.

### **SCHOOL CONTACT INFORMATION AND OFFICE PERSONNEL**

The school office hours are 7:30 am to 4:00 pm. Summer office hours are 10:00 am to 2:00 pm. The main office number is (520) 399-2121. The fax number is (520) 399-2123. A general email address is [www.info@geageckos.org](mailto:www.info@geageckos.org). The supporting staff is as follows: Patti Hanson, Systems Manager/Registrar; Tabitha Alegria, School Secretary; Monic Badaracco, School Health Aid; Erica Montoya, Administrative Assistant. Pictures and short biographies of administrators, teachers, office and supporting personnel can be found on the GEA website, [www.geageckos.org](http://www.geageckos.org).

### **MASCOT/SCHOOL COLORS**

The mascot of Great Expectations Academy is the Gecko. The school colors are lime green and indigo blue.

### **STUDENTS IN THE OFFICE**

Students are not allowed in the school office or to visit the school nurse without a pass from the teacher or permission from Administration.

### **USE OF SCHOOL PHONES**

To minimize the amount of disruptions to the classroom, students are not permitted to leave the class to use the office phones except in cases of emergency. Emergencies do not include forgotten homework, arranging play dates after school, etc. Students should know their schedule before being dropped off at school in the morning. All arrangements for transportation and after school activities should be finalized before school.

### **VISITORS AND VOLUNTEERS**

Adult visitors and volunteers are always welcome! We request that volunteers attend our "Volunteer Orientation" meeting at the beginning of the school year, or meet with our Administration prior to volunteering on a regular basis. Visitors and Volunteers must visit the school office to sign in and receive an ID badge before proceeding on campus. **Arizona law requires all Parents/Visitors & Volunteers to check in at the front office. Please call ahead prior to arriving at the school to visit a teacher.** No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the Administration. Neither will any person be allowed to conduct or attempt to conduct any activity on the school premises that has not had prior approval by the Administration. These precautions are all with the students' safety in mind. Anyone who is not a student or staff member of Great Expectations Academy, and is in violation of this policy, shall be reported to the office by staff members. The visitor may then be asked to comply with this procedure and/or may be asked to leave the property of the Academy. Failure to obey such instructions may subject a person to criminal proceedings applicable under law. To ensure open communication with our families, a parent/guardian may call the office, at any time, to schedule a conference or appointment with an administrator or staff member.

### **STUDENT/PARENT/TEACHER/ADMINISTRATIVE COMPACT**

## **STUDENT AGREEMENT**

*It is important that I work to the best of my ability. Therefore, I will strive to do the following:*

- Show respect and cooperate with all adults at the school.
- Come to class on time, prepared to work.
- Complete all assignments to the best of my ability.
- Respect the rights of others to learn without disruption.
- Show respect for people and property by not using profanity, stealing or vandalizing.
- Practice the rules in the Code of Student Conduct.
- Spend time at home on daily studying or reading.

## **PARENT/GUARDIAN AGREEMENT**

*I want my student to achieve. Therefore, I will encourage him/her by doing the following:*

- See that my student is punctual and attends school regularly and is on time.
- Communicate with my student's teacher on a regular basis.
- Support the school in developing positive behaviors.
- Stay aware of what my student is learning.
- Attend parent/guardian-teacher conferences and attend school functions.
- Provide a caring environment, including adequate food and rest, so my student is ready to learn.
- Provide a time and place for quiet study and reading at home.
- Help my student in any way possible to meet his/her responsibilities.
- Utilize FamilyLink, a student information service located on the GEA website, for real time student information and parent support.

## **TEACHER AGREEMENT**

*It is important that students achieve. Therefore, I will strive to do the following:*

- Work to promote a learning environment that promotes academic achievement.
- Strive to create a partnership between teachers, parents/guardians and the community that facilitates learning.
- Utilize student test data when planning academic instruction.
- Encourage literacy at home and at school.
- Plan academic instruction that includes innovative technology to meet the needs of the students.
- Utilize differentiated instruction that embraces individual differences and learning styles.
- Provide students with opportunities to explore, recognize, and develop their individual differences.
- Encourage students and parents/guardians by providing information about student progress.

## **ADMINISTRATIVE TEAM AGREEMENT**

*We will work to see that Great Expectations Academy promotes student achievement. Therefore, we will strive to do the following:*

- Provide a school climate that allows for positive communication and a partnership between students, parents/guardians, and teachers.
- Support the teachers and provide them with professional development and resources that fosters high quality instruction.
- Provide a safe and orderly environment conducive to learning.
- Encourage students, staff and parents/guardians to keep this compact.

## **ARRIVAL AND DISMISSAL HOURS OF STUDENTS**

The entrance gate of the school campus will open at **7:30 am**. Students **WILL NOT** be permitted to be on school grounds before **7:30 am**. There will be teachers and/or campus monitors to supervise the school grounds between 7:30 am and 8:00 am. Students must behave safely on the school campus and respect their peers and supervising adults.

School hours for middle school students start at promptly 7:45 am. Middle school students arriving after 7:50 or later will need to go straight to the office and have a parent or guardian sign them in at the office for a tardy pass.

School hours for elementary students start at 8:00 am. The front gate will lock at exactly 8:05 am. At that point, the parent or guardian will need to sign the student in at the office for a tardy pass.

The end of the school day is 2:30 pm. Students will need to be picked up no later than 2:45 pm. The students participating in after school activities will need to be picked up no later than 3:45 pm unless otherwise indicated by the teacher in charge of the activity.

## **DROP-OFF AND PICK-UP PROCEDURES**

For the safety of our students, parents and all school personnel, the drop-off and pick-up guidelines must be followed.

### **Morning Drop-Off**

Parents or guardians may drop off their student at school using the driveway drop-off. The entrance for the driveway is on La Canada, slightly north of the school. The driveway will curve around to the front gate entrance of the school. The school office and front gate are the only permitted entrances for the students. The following are guidelines for the driveway drop-off:

- Parents should not get out of the car. If your child needs help getting out of the car (such as with backpacks, seatbelts or car seats), please pull out of the driveway line and park your vehicle in the parking lot.
- Do not leave your vehicle unattended in the driveway at any time.
- Your student is to exit the vehicle immediately after you pull up to the entrance. If for any reason your student is not ready to be dropped off, pull out of the driveway line and either go to the end of the drop off line of vehicles or park in the parking lot. This helps to keep the flow of vehicles moving and is courteous to the rest of the parents.
- Students are to exit the vehicle on the sidewalk side only. If there is anything keeping them from doing so (car seat, boxes, broken door, etc.), you will need to pull out of the line and park your vehicle in the parking lot.
- Follow the direction of the crosswalk monitor. There are students and parents walking on the crosswalk across the driveway also.
- Verbal abuse towards the crosswalk monitor will not be tolerated.

Parents or guardians may park their vehicle in a parking lot space and walk their student to the crosswalk. There will be a crosswalk monitor to direct the vehicles to stop so students and parents can cross the driveway safely. *Younger students and siblings should be accompanied at all times.* **Do not stop your vehicle in the middle of the parking lot to drop-off your student.** This not only jeopardizes the safety of parents and students but creates traffic flow problems. Our concern and priority is the safety of everyone on campus, in our parking lots and driveway.

### **Dismissal Pick-Up**

Safety as well as efficiency can be accomplished by abiding the following guidelines for student dismissal. Please remember there are approximately 300 parents or guardians picking up their student at one time. We ask that everyone help with protecting our students.

Parents or guardians may pick up their student at school using our driveway pick-up or park their vehicle in the parking lot. School personnel will be at the crosswalk to call for your student when you arrive at school either way.

- Parents parking their vehicle in the parking lot will come to the crosswalk and wait for their student to be called.
- Parents are not to go to their child's classroom to pick them up. Teachers are part of the release procedure and need to give their attention to promptly sending students whose names are called out of the classroom.
- Parents, who choose to pick-up their student in the driveway, remain in your vehicle. If your child needs assistance to enter the vehicle (such as with backpacks, seatbelts or car seats), you must park in the parking lot.

If you need to visit the office to sign a student in as tardy or for any other reason, please park in the parking lot.

### **Early Dismissal**

Early dismissal time is at 11:30 am. Student must be picked up in the same manner on those days. There will not be a lunch period on early dismissal days.

### **Other – Dismissal**

Any student walking or riding his/her bike home will need to have a parent permission form on file **prior** to the actual day they walk or ride. Students who walk or bike ride home will be called as a group to meet at the ramada. School personnel will guide walkers and bike riders to the LaCanada crosswalk. At the LaCanada crosswalk, the walkers and riders will be led across the street by the crossing guard. Bike riders must walk his/her bike across LaCanada. Bike riders must wear a helmet. All walkers and bikers must cross **ONLY** at the LaCanada crosswalk. Walkers and bike riders must respect the crossing guard and fellow students.

### **PROCEDURE FOR ABANDONED STUDENTS**

All students remaining at school after 3:00 pm who are not enrolled in an afterschool program and afterschool activity will be sent to the office. If there is a half day, all students remaining at school after 12:00 pm who are not enrolled in an afterschool program will be sent to the office. At this point, the office will begin attempts at contacting the parents. If the parents are unable to be reached or unable to pick up their student, all contact numbers and emergency numbers will be called. If all numbers have been exhausted, the police or CPS **will** be contacted.

### **STUDENT RELEASE**

Students must remain on campus until the end of the last scheduled class and follow Dismissal Procedures. Any student found to be leaving campus will be subject to disciplinary consequences. No student will be removed from school grounds **or from any function during school hours**, except by the student's parents or legal guardians, or by a person who has legal authority to do so by the student's parent or legal guardian. Before releasing a student during the school day, the administration shall be responsible for the verification of the identity of the parent, legal guardian or authorized representative of the parent or legal guardian (e.g., a family member or family friend) seeking release of a student.

If any law enforcement personnel or other government agent (e.g., C.P.S.) requests the release of a student during school hours, school personnel shall require the production of the warrant, subpoena or legal document authorizing the student's removal from school, and shall take reasonable steps to verify the identity of the law enforcement officer or government agent. School personnel may notify the parent(s) or guardian if permitted by the law enforcement officer or government agent of the intended relinquishment of the student or may, after inquiry by parent(s) or guardian and if permitted, explain to the parent(s) or guardian the nature of the relinquishment of custody by the school and the location of the student, if known.

### **STUDENT PICK-UP AND SIGN-OUT**

Any time a student is to be picked up from school prior to dismissal time, he or she must be signed out in the office **prior** to being released from class. In the case of field trips and special events, please see the teacher if the child will not be returning to school and you will be provided a form for the purpose of signing out the child. **Please note that attendance will be affected by an early departure.**

### **ATTENDANCE**

Regular attendance at school has been directly linked to academic success and creates positive attitudes toward responsibility that will carry over into adult life. Regular attendance by children of school age is also required by state law.

Our school is funded based on each student's daily attendance and absentee rate. In order for our school to receive the funds necessary to operate, it is critical to keep absences to a minimum.

Students are allowed only 8 (eight) excused absences in a given semester. Absences shall only be excused for necessary and important reasons. Any absence not verified by parental or administrative authorization will be classified as unexcused.

*AZ state law defines an absence as excessive when the number of days is more than 10% of the 180 days required in the school year. Any student that is absent a combined total of **18 days** (consecutive or nonconsecutive, excused or unexcused) is deemed truant and excessive.*

**A student having 3 tardies also equals one absence.** Absentee letters will be mailed to parents/guardians when their student reaches 5 days, 10 days, and 15 days of absences. *Any student with an Unexcused/Truant absence rate of 10% or greater may be considered for retention under the provisions of A.R.S. 15-843.*

**In the event of a necessary absence, parents/guardians are asked to notify the school office by telephone no later than 9:00 am on the day of the absence (if not before).** If the school is not notified by 9:00 am, the parent or guardians will be contacted through a telephone broadcast service. (Information regarding the telephone broadcast service, School Reach can be found on pages 12-13.)

**REMEMBER, THE FIRST HOUR IS THE “GOLDEN HOUR” FOR THE CHANCE TO LOCATE A CHILD WHO GOES MISSING. This is also a safety issue! It is extremely important that we know where your child is if that child does not appear in class within the first hour.** For absences greater than one day in length, parents should notify the school for each day of the absence. In addition, a written absence excuse from the parent or medical provider is required upon the student’s return to school. No makeup work will be given until the written excuse has been received.

Absences will be classified according to the following guidelines:

### **EXCUSED ABSENCES**

Absences will be excused if they are due to illness, medical or dental appointments, bereavement, family emergencies, or observance of major religious holidays of the family’s faith. **Other absences will only be excused if pre-arranged by prior written request and are subject to approval by the Director.** Pre-arranged absences will only be approved up to the limit of absent days allowed per semester.

**Please note: If you must make medical or dental appointments for your child during a school day, please make every effort not to schedule them mid-day. An absence of one hour in the middle of the day can cost the school half a day’s funding.**

### **UNEXCUSED ABSENCES**

An absence with the prior approval by the parent but for a reason other than those defined as Excused Absences.

### **TRUANCY**

Unexcused absences may be deemed as truant. Truancy is a violation of state and local attendance laws and is considered a serious offense. Continuous truancy may result in legal action against the parents or guardians. The Arizona Compulsory Attendance Law makes it the legal responsibility of parents to have their children in school on a regular basis.

### **MAKE-UP WORK**

Students are expected to make up all work missed for any classification of absence. Students will be given the number of school days equal to the number of days absent to make up work, not to exceed a total of five school days. For example, a student who is absent two days will have until the beginning of the class period on the third school day after returning to have all make-up work completed and turned in to the teacher. Any work not turned in at that time will receive a grade of zero. Any tests that were announced prior to the absence will be taken on the day the student returns to school. Unannounced or unscheduled tests will be made up following the same procedure as for other make-up work. Students who miss school days will be invited to attend our after school tutorial program.

### **TARDY TO CLASS**

Students will be considered tardy to class if they are not in their scheduled classroom at the start of class. All tardy students are required to be signed in at the office before proceeding to class. When your student is tardy, it disrupts the class and others. The first few minutes of class are very important as it sets the tone for your student’s day. This responsibility will enable your child to have a positive and successful day.

Students’ who have been tardy 2 times in 1 week, will be required to attend after school campus community service for 1 hour from 3:00 pm to 4:00 pm. Further tardy occurrences will result in additional disciplinary action. A letter will be mailed to the parent/guardian regarding the scheduled day of the after school community service.



## **PERFECT ATTENDANCE**

Students will receive a Perfect Attendance Award for each quarter in which they meet the following guidelines:

- No absences for the quarter
- No tardies or early departures greater than 15 minutes
- No more than 5 tardies and/or early departures of less than 15 minutes in any quarter

In addition to the quarterly award, any student having perfect attendance for all for quarters will receive a Yearly Perfect Attendance Award. Students with Perfect Attendance will be eligible for prize drawings quarterly and yearly courtesy of the Gecko Parents Association.

## **PROGRESS REPORTS**

Progress reports will be issued for elementary school students (Grades K-5<sup>th</sup>) at the mid-point and the end of the each grading period and may also be issued at other times during the grading period should the teacher deem it necessary. Progress reports will be issued to middle school students (Grades 6<sup>th</sup>-8<sup>th</sup>). Also, a grade will be written in the students' school planner by each teacher for the subjects of Math, Science, Language Arts and History on a weekly basis. Questions regarding the progress reports should be directed to the teacher issuing the grade. If at any time you have questions regarding your student's progress throughout the school year or would like to request a conference, contact the teacher either by their school email address or leave message with the school secretary.

## **RETENTION POLICY**

Great Expectations Academy teachers are required to inform administrative staff of students who they feel should be considered for retention by the third quarter of the academic year. Teachers are responsible for demonstrating evidence for low academic performance by the student and evidence of interventions to remediate the students' skills. Parents of low performing students need to be contacted early in the process to inform them of the immediacy of their child's academic standing.

It is Great Expectations Academy policy when a student is considered for retention that a team be convened to discuss the relative academic, social, and emotional strengths and weaknesses of the student in an attempt to determine the most appropriate educational placement for the upcoming school year. The retention team includes the parents, the current teacher(s), and a member of the G.E.A. administration. The team may also include special education specialists, relevant school personnel (i.e. counselor, health professional, and/or next grade level teacher), the student, and individuals accompanying the family at the parents' request.

As the primary caregivers, G.E.A. views parents as the experts when it comes to their children. As such the parents have a responsibility to help determine the most appropriate course of action. The teacher and the pertinent staff and administrators represent expertise in the identification of educational and developmental hallmarks. Whenever possible the team will strive for a consensus, with each expert sharing applicable information for making an informed choice for or against retention. When consensus cannot be reached then it is incumbent upon each teacher member to state whether he or she agrees with or disagrees with the ultimate determination and the reason or reasons why they are doing so.

Parents may appeal a retention decision by informing the school board in writing. The parents then hold the burden of proof that the student has the ability to demonstrate a competent grasp of the applicable grade level standards. The school board is responsible for making the final determination to overturn the decision of the teacher or teachers' retention team.

## **CHANGE OF ADDRESS/TELEPHONE NUMBERS**

Please notify the office **IMMEDIATELY** of any change of address or telephone number. If there is an emergency, the school needs to be able to contact the parents/guardians of the student.

## **FAMILYLINK**

On the GEA website, [www.geageckos.org](http://www.geageckos.org), we have a student information service called FamilyLink where you can access real time information about your student's assignments, attendance, grades, and additional student information. Access to message boards, the school calendar, and other features will make this service an interactive tool for every parent/guardian. Each parent/guardian and student will be given their own unique login number and password which will allow them to login and view the most recent information available. The login and password will be mailed in a letter to the parents/guardians home.

## **ILLNESS AND INJURIES**

The School Nurse CANNOT DIAGNOSE a student but she can tell the parents what she observes and determine if the student is well enough to remain in school. Parents/Guardians will be contacted for students who are too ill to remain at school to request the student to be picked up. If your student is sent home from school with a fever or vomiting, they will not be allowed to return to school the following day.

If your child shows signs of illness, do not send them to school. **Students who are ill with any communicable disease MUST BE FREE OF FEVER AND SYMPTOMS FOR 24 HOURS before returning to school.**

## **GUIDELINES FOR STUDENT ILLNESS/INJURY AT SCHOOL**

The following are general guidelines that the school will use to determine if a student is too sick to stay in school.

- Fever 100.0 or higher
- Vomiting
- Diarrhea
- "Pink" eye (with tearing or drainage)
- Pain that does not subside after 15 minutes rest
- Sore throat (with swelling and/or white spots)
- Multiple cold symptoms (runny nose, watering eyes, sore throat, persistent cough)
- Colored discharge from nose
- Flu symptoms (aching with fever)
- Head lice or nits (eggs). Students that have head lice and nits will not be allowed in school until all the head lice and/or nits are completely gone. When returning to school, the student will need to be examined by the School Nurse **before** being released to class.
- Rash or other undiagnosed skin condition that may potentially be contagious
- Other symptoms as determined by the School Nurse that may interfere with the child's ability to remain in school
- Any physical injury that would distract the students learning environment
- If a student experiences an extraordinary injury (head injury, face injury, etc.) the parents will be contacted to be asked for guidance as to what to do next, or a request will be made that the student be picked up from school. A suggestion may be made that a student be taken to the doctor for further evaluation.

## **ADMINISTERING MEDICATION TO STUDENTS**

Prescription medications are allowed on campus ONLY if there is a doctor's prescription on file. **Students are NOT allowed to carry medication with them during the day.** ANY medication sent to school, whether prescription or non-prescription, must be in the original package and brought to the office by the parent. A "Request for Giving Medications" Form must be completed and on file before the medication will be given. **Any student for whom it is medically necessary to carry an inhaler must provide a statement to that effect from their physician.** Students who do not have such a physician's statement will be required to keep their inhalers in the Nurse's Office medicine cabinet.

Only designated employees can administer medication to students. Unless authorized, no employee should give any type of over the counter medication including cough drops to a student. The only location students are allowed to take medication is in the Nurse's Office. If a student is in need of some type of over the counter medication and the parent/guardian has signed permission for such, the School Nurse can administer at her own discretion.

## **IMMUNIZATION POLICY**

State law requires that all students have the required immunizations. A.R.S. 15-803 states that any student who has not provided an immunization history or received needed immunizations shall not be allowed to attend school. Parents will be notified if a child needs additional immunizations in order to attend school.

## **STUDENT DRESS CODE POLICY**

A student's dress or appearance shall not present health or safety problems or cause disruption to the learning environment. The administration reserves the right to interpret and enforce the dress code policy in the school. If a student is not dressed according to policy, the parents/guardians will be contacted and student will be sent home to change into appropriate clothing. Repeated violations may be deemed as insubordinate conduct and will result in disciplinary action. If a student is in violation of the policy regarding "hair", the student may not return to school until the student is in compliance with the dress code policy.

### **Dress**

- May not be sleeveless. Sundresses or spaghetti straps may be worn with a T-shirt underneath.
- Must be no shorter than the tips of the fingers when arms are down at sides.
- Shorts are required under dresses for students who use climbing equipment on the playground.

### **Pants**

- Must fit correctly at the waist and must not expose the midriff.
- Jeans may not be excessively frayed or torn.
- No "baggies", wide leg, or "tripp" pants or pants with chains.
- No pajama pants (except for classroom "pajama days" scheduled by the teacher).

### **Shirts**

- Must have sleeves (cap sleeves are fine).
- Must not expose the midriff (with arms up or down) or undergarments. Necklines must be no more than four finger widths below the collarbone. Must not have inappropriate logos or graphics.

### **Shorts and Skirts**

- Must fit correctly at the waist.
- Must be no shorter than the tips of the fingers when arms are down at sides.
- Shorts are required under skirts for students who use climbing equipment on the playground.
- Leggings worn with skirts or shorts must be opaque and skirts or shorts must still be of appropriate length.

### **Shoes**

- Must be worn at all times and must be appropriate for playground activities.
- No flip-flops or high heels; sandals must have a back-strap.
- Tennis shoes must be worn for P.E.
- No "heelies" or wheeled sneakers unless wheels have been removed **at home**.
- No slippers.

### **Accessories**

- Must meet safety requirements as determined by the Administration. No chains, spikes, or articles with gang association. Body piercing (other than earrings) is not considered appropriate student attire at Great Expectations Academy.
- Belts, if worn, must be appropriate in size and worn through belt loops.
- Cosmetics are allowed only for middle school students, who may wear **light** makeup appropriate for school.

### **General**

- During school spirit week(s) throughout the school year, the dress code rules apply unless directly specified.

## **LUNCHTIME POLICIES**

Students are given 30 minutes for lunch. Students are expected to play in the designated playground area for the first 15 minutes before going to the lunch room to eat for the remaining 15 minutes. Lunch monitors will be supervising the students during recess and lunch. Students will be required to provide their own lunch. (Elementary grades are also to bring a healthy snack daily for recess time.) Please send non-perishable food items (or include a cold pack) or foods that do not require heating as we cannot provide refrigeration or a microwave for the student's lunch. **Please send utensils if needed.** Sodas are not allowed at school. **For health and safety reasons, students may not trade or share lunch items.** During lunch periods where there are strong winds, rain, or excessive heat, at the administration's discretion, students will eat in their classrooms.

- Students can raise his/her hand if help is needed to open something.
- Students will remain seated with "bottoms on the bench" while they are eating.
- If a student needs to use the bathroom, two (2) students are allowed in the bathroom at one time.
- When students are finished eating, they must pick up and throw away any garbage. Recycling is encouraged.
- When students are finished eating, they must stay seated (with the exception of throwing away garbage); he/she may not walk around until the lunch period is over.
- A lunch monitor will give a whistle blow when students can go back to class.

### **ITEMS NOT ALLOWED ON SCHOOL CAMPUS**

**Students are not allowed to bring toys or other items that reflect violence.** This includes play guns, knives, handcuffs, etc. Student may not bring pocket knives to school.

Students are not to bring toys or collectable cards to school.

Students are not to bring sodas, lollipops with sticks, powdered candy, pixie sticks or gum for health and safety reasons. These items are also not allowed for class parties.

Electronic games and personal musical devices (mp3, CD players, etc.), personal digital assistants or any items (electronic or not) which may cause a disruption to the learning environment are not allowed at school. The school **IS NOT** responsible for the loss or damage of any electronic device that is brought to school.

### **CELL PHONE POLICY**

**Cell phones are not allowed at school for students in Kindergarten – 5<sup>th</sup> grades.** If your student needs to carry a cell phone for safety or other reasons, a permission form must be filled out and signed by the parent/guardian and the student will be required to check the phone in and out of the office each day. The school **IS NOT** responsible for the loss or damage of any cell phone that is brought to school and not checked in/out of the school office.

Middle school students are allowed to bring a cell phone to school but it **MUST** remain turned off and in the student's backpack during the day. Any misuse of this policy, or disruption of class, will result in disciplinary action in accordance with the Cell Phone Policy signed by students (elementary and middle school) and parents/guardians.

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> offense: | Confiscation until the end of the school day  |
| 2 <sup>nd</sup> offense: | Confiscation and parent notification to pick up phone from office                           |
| 3 <sup>rd</sup> offense: | Confiscation, parent notification to pick up phone, and revocation of cell phone permission |

### **SCHOOL REACH – A TELEPHONE BROADCAST SYSTEM**

In our efforts to improve communications between parents and the school, Great Expectations Academy uses a telephone broadcast system, SchoolReach. SchoolReach is a service that specializes in school-to-parent communication. This service enables school personnel to notify all households and parents/guardians by phone within minutes of an emergency or unplanned event that causes an early dismissal, school cancellation or late start. It is also used from time to time to communicate general announcements or reminders.

The service simultaneously calls all listed home and/or cell phone number in our parent contact list and will deliver a recorded message from the school office.

The service will deliver the message to both live answer and answering machines. No answers or busy signals will be automatically retried twice in 15 minute intervals after the initial call.

This requires NO registration by the parent on the SchoolReach website. All information and contact numbers are strictly secure and confidential and used only for the purpose described herein.

HERE IS SOME INFORMATION YOU SHOULD KNOW:

Caller ID: The Caller ID will display 520-399-2121, which is the main number for GEA.

Live Answers: There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would, "Hello", and wait for the message to begin. Multiple "Hello's" will delay the message. Inform all family members who may answer your phone of this process.

Answering Machine: The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hang-up is 5. Make sure your machine answers after 4 rings or you may miss the message.

SchoolReach, the service provider, use the best available technology in the industry to detect the difference between human answer and machine answer. Here's how detection works:

1. The system detects and measures the voice energy when the phone is answered.
2. The system measures this energy in combination with the background noise and line impairments.
3. If the system determines that it is a "live" answer it will immediately start playing the message.
4. If the system determines that it is a machine, it will wait for 3 full seconds of silence before playing the message with a maximum wait time of 20 seconds.
5. If the system cannot make a determination, it will default to answering machine thus requiring three seconds of silence for the message play. In this case, you may hear a prompt to "Press any key to hear the message immediately."

Some reason for false detection:

1. Loud background noise: television, radio, general noisy environment.
2. Cordless phone that has static or other foreign noise.
3. Not saying "Hello" or delay saying "Hello".

What can be done to remedy this?

1. Do not say "Hello" more than once. If the system detects your answer incorrectly, all noise will reset the three-second counter.
2. If, after you answer, the message does not immediately play, you can cover the mouthpiece of the phone to cut out all background noise. The message should then play after three seconds.

Morning & Day Calls: In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent only to home phone numbers. In the event a cancellation decision is made mid-day, the broadcast message will be sent to home and cellular numbers. General announcements would be sent only to home numbers.

Message Repeat: At the end of the message you will be prompted to "press one" to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then repeat the message in its entirety.

Attendance: We use SchoolReach for daily attendance calls. You will be notified daily if your student has been marked absent and you have not called the school by 9:00 am. To minimize these calls, please make sure to call in and inform the school each day that your student is absent.

If you have any questions regarding SchoolReach, please contact the school office.

## **FERPA NOTICE**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. Further information on FERPA is available in the school office for your review.

## **CHILD CUSTODY**

The definition of parent is found in the Family Educational Rights and Privacy Act (FERPA) implementing regulation under 34 CFR 99.3. *“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.* If students lives with one custodial parent as the result of a divorce or lives with anyone else, i.e. grandparents, aunt, uncle, sibling, friends or other relatives; it is the custodial parents or guardian’s responsibility to provide the school with evidence of the court injunction, in writing, to show legal guardianship. If an adoption has taken place, it is reflected with an amended birth certificate, and student lives with adoptive parents as listed on the amended birth certificate, that is sufficient.

## **PLAYGROUND GUIDELINES**

- Students will show respect to all adults, other students and all property. Students are expected to respect their environment and public property.
- Students will use appropriate language at all times and be considerate of others feelings. No mean or hurtful statements will be allowed (making fun of another persons’ name, appearance, abilities, etc.). No profanity or dirty language will be allowed.
- No games will be closed. Students are expected to let any student join into a game and share equipment. There may be times where the student will need to have a partner join with them to keep the teams even or perhaps a game that has been closed by a monitor or teacher because there is no space for more students to join.
- Students will keep their hands, feet, and objects to themselves. Fighting, hitting, pushing, tripping, tackling, shoving or play fighting is not allowed.
- Throwing sticks, rocks or other objects is prohibited.
- Students may not dig holes in the dirt/sand or rocks. Climbing on the big rocks is not allowed.
- No eating in the playground area. Snacks or lunch may be eaten under the ramada unless directed elsewhere by a lunch monitor or teacher.
- Students must remain in designated playground areas unless directed by a teacher or monitor. If a ball goes over the fence, notify a teacher or monitor on the playground.
- Student must stay out of bushes and trees.
- Students are not allowed to play in the bathrooms. Only two (2) students are allowed in the bathrooms at a time.
- Contact sports are not allowed.
- Dodgeball is not a playground game students are allowed to play.
- Take turns. No one can “hold” a place for a friend. There are no “cuts”.
- No walking or running through other students games.
- Listen for the whistle. Follow directions of teachers or monitors immediately and with good manners.
- Students should pick up his/her belongings after recess when walking back to class.
- Put playground toys (basketballs, kickballs, etc.) away on your way back to class.
- During recess times where there are strong winds or rain, at the Administration’s discretion, students will stay in their classrooms.
- Students involved in any fights or not following the rules will be sent to the Principal’s Office.

## **CLIMBING EQUIPMENT / MONKEY BARS**

- No ‘chicken fighting’.
- Don’t touch or push anyone else.
- No jumping off of any climbing equipment; please climb down correctly.  
No sitting on top of the monkey bars.
- If there is more than one student crossing on the bars, a line must be formed.
- No tag on or around the equipment.

## **FOUR SQUARE**

- A game for two to four players
- First person in line is the judge. The judge must make fair calls on all players.
- Server is player in box 'A'.
- Box 'A' serves to 'D' and the ball must be played upon on the first bounce.
- The receiving player hits the ball to any other player.
- All serves and hits must be underhand with palms facing up.
- Players rotate to the right once a player gets out.
- No interference, snake eyes, cherry bombs, aces or tricks.
- Fouls include:
  - Ball bounces on a line or out of the court.
  - Catching or holding the ball.
  - Failure to return the ball.
  - Hitting the ball with your fist.

## **KICKBALL**

- Kickball is played on a field with 4 bases arranged in a diamond shape. The players are positioned as 'infield' and 'outfield'. The ball is rolled toward home plate, and the player which is up (kicking), kicks the ball. If the ball is caught in the air, the kicker is out. A player is also out if touched with the ball and they are not touching a base. Once a team gets 3 outs, the teams switch sides.
- Two team captains are chosen and the captains select their teams.
- The kicking order must stay the same throughout the game.
- No throwing the ball to get a player out.

## **BASKETBALL**

- Basketball is a game between two teams. Each team has a basket. The object is to get the basketball into the basket. Doing so earns the team 2 points each time. The ball can only be moved by the player dribbling (bouncing the ball) as they move or by passing (tossing the ball) to another player.
- Basketball can be either full court game or a half-court game depending upon how many people want to play.
- Games other than traditional basketball, such as Horse or Around the World may be played when agreed upon by the players.
- Do not throw the balls up through the nets because it damages them. Do not hang from the rims or nets.
- No pushing, intentional pumping or rough play is permitted.
- Any fouls or disputed play should be resolved by a jump ball or vote of players.

## **BULLYING, EXTORTION, FIGHTING AND HORSEPLAY**

Great Expectations Academy strives to be an environment that will be absent of all threat. We create an atmosphere in and out of the classroom where thoughtful people work together and strive to make all students feel honored as important and worthwhile people to know. Bullying and intimidating will not be tolerated.

Bullying is not a mutual conflict, disagreement or altercation between peers. In instances of bullying, there is clearly defined victim and bully. Bullying includes, but is not limited to, physical intimidation, physical abuse, threats, name calling, social isolation, gossiping, and spreading rumors.

Threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed on those who attempt this. Students who are victims of such acts are asked and encouraged to report it to teachers or someone in the office so that definite action can be taken. This is the only way to ensure that such acts may be dealt with properly.

## **SELF-DEFENSE**

Students should keep their hands to themselves at all times. Fighting will not be tolerated at Great Expectations Academy. This includes hitting, punching, kicking, scratching, biting, etc. In a case where a student is being bothered, these are the steps for the student to follow. In an assertive voice, tell the offender “NO! LEAVE ME ALONE!” The next step would be to walk away from the person who is bothering them. If it is absolutely necessary for protection, the student can push away from the offender with their open hands. The student will then need to go to an adult immediately to tell them about the problem.

## **PHYSICAL EDUCATION**

Physical education classes are planned to teach students about physical fitness and athletic activities. In order to be successful, students must participate. If they are excused from participation in P.E., they are expected to sit outside with their class. **Please make sure your child wears tennis shoes and appropriate clothing on P.E. days. The P.E. Coach requests that each student bring a water bottle to P.E. class.**

## **LIBRARY**

The Great Expectations Academy library is used to support the curriculum in the classrooms, to collaborate with staff to provide opportunities for students to become effective users of information, and, most importantly, to promote a lifelong love of reading. We encourage students to check out books from the school library on a regular basis and invite parents to check out books also.

It is a privilege to check out books from the library. Students are expected to handle books with care at school and home. Please try to keep books clean and dry and away from food, drinks, pets and younger children. We ask that you do not try to attempt to repair a book that is ripped or damaged. The library has special supplies for that. Thank you for your help in keeping our books well read and well taken care of!

**CHECKOUT:** Following is a list of how many book(s) each grade can check out during their library time.

Kindergarten – 1<sup>st</sup> Grades can check out 1(one) book for 1 (one) week

2<sup>nd</sup> – 8<sup>th</sup> Grades can check out 2 (two) books for 2 (two) weeks

**LOST/DAMAGED BOOKS:** If a student has a lost or damaged book, the student/parent/guardian will be responsible for replacing the book. The student/parent/guardian can either pay for the library book or replace it with a book in good condition of equal or greater value. If a student has damaged or lost a book from a classroom set, they will have to pay for the book. No book trade-in will be accepted, since the school will have to replace the book to keep the set intact.

**BOOK BAGS:** A plastic book bag will be given to each Kindergarten student with his/her name and teacher on it. The bag will go home from the library with the checked out book and should be returned with the book in it for check in. This is an effort to help the students keep track of the book as well as a protection for the book.

The GEA library accepts donations of books throughout the school year. If you have any questions regarding donations, please contact the school office.



## **COMPUTER USE POLICY**

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and/or misuse of computers including loading private software, checking personal email, viewing obscene or vulgar materials, profane statements or other inappropriate material, entertainment, games, listening to music, chat rooms, any social networking sites (e.g. Facebook, Twitter, My Space, etc.) or anything not school related is prohibited. **It is not the responsibility of the school if a student chooses to violate the Computer Use Policy and disciplinary actions will be taken.**

### **Ethical Use of Computer Technology**

**User** – A user is defined as any staff person or student at Great Expectations Academy.

**Computing Systems** – Any computer or computer peripheral owned by Great Expectations Academy or used on the premises of Great Expectations Academy.

**Network** – Any networked systems on the premises of Great Expectations Academy or networks accessed via Great Expectations Academy computer.

### **User Responsibilities**

**Privacy** – Users are not permitted to intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.

**Passwords** – Users are not permitted to seek passwords or use passwords belonging to another person unless authorized by that person. Users must take precautions to secure access of their personal password from others. **Security** – Users are not permitted to attempt to infiltrate or knowingly infiltrate a computer system or network or alter the software components of a computing system or network or import files which will jeopardize the security of the computing system or the network. Users are not permitted to load software on computers without permission of a teacher or administrator.

**Integrity** – Users are not permitted to use a computing system or network to threaten and/or harass others or develop software programs that harass other. Users are not permitted to use a computing system or network to gain access to pornography, obscenity or otherwise inappropriate data files or communicate pornography, obscenity or otherwise inappropriate data files. Users are to practice “safe” computing in keeping computers free of virus or other files dangerous to the integrity of the computer or network system. Users are not permitted to use a computing system or network in a destructive or malicious manner.

**Non-Instructional Use** – Users are not permitted to use a computing system or network for commercial or for-profit purposes, personal or private business, product advertisement, or political lobbying.

**Recreational Games** – Users are not permitted to use a computing system or network for recreational games unless expressly approved.

### **Computer Violation Consequences**

- Parents/guardians will be contacted
- Administrative disciplinary action can be taken
- You may have to pay for a computer technician to undo tampering
- Student may be banned from using a school computer for a prescribed time or the remainder of the year

## **EMERGENCY INFORMATION**

To ensure the safety of students and staff, emergency drills will be conducted on a monthly basis. Students must proceed quickly and quietly to the designated exits and remain with their teacher until instructed to return to the building. Emergency evacuation plans may be found in each room on campus.

In the event there is bad weather and school is in session and early dismissal is necessary, parents will be contacted through our School Reach, a telephone broadcast service.

## **EDUCATION FOR ARIZONA'S HOMELESS CHILDREN AND YOUTH** **THE MCKINNEY-VENTO ACT**

The McKinney-Vento Act identifies homeless students as "Children who lack a fixed, regular and adequate nighttime residence" due to loss of housing, economic hardship, or a similar reason. This includes preschool age children, school age children, and youth living on their own (unaccompanied youth -not in the physical custody of a parent or guardian).

Children and youth on their own may qualify for assistance under the McKinney-Vento Act, if they or their family lives in any of the following situations:

- Temporarily sharing the housing of other persons due to loss of housing, economic hardship, or similar reason.
- Living in motels, hotels, or camping grounds due to lack of adequate accommodations.
- Living in emergency or transitional shelters, such as group homes, runaway shelters and domestic violence shelters.
- Awaiting foster care placement.
- Living in cars, parks, public places, abandoned buildings, or similar settings.
- Abandoned in hospitals.
- Living in housing that is substandard or inadequate.
- Students in homeless situations must have the opportunity to meet the same high academic achievement standards as all students. This is why it is so critical that homeless children and youth receive all the educational services for which they are eligible.
- Be given access to the same public education provided to other children, including preschool education.
- Continue in their school of origin or school of residence, *if feasible*.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Receive transportation, *if feasible*, to the school of origin.
- Automatic enrollment in the National Free and Reduced Lunch Program.
- *Based on need*: Receive services including Head Start Programs, Title I, English Language Learner, and Special Education.

## **THE MCKINNEY-VENTO HOMELESS EDUCATION ACT**

The McKinney-Vento Homeless Education Act is a federal law aimed at providing homeless children and youth with an equal opportunity to succeed in school. It was originally authorized in 1987 by the Reagan administration, and reauthorized by the No Child Left Behind Act of 2001. The intent of the law is to break the cycle of poverty and to address the problems that homeless students face in enrolling, attending, and succeeding in schools. The McKinney-Vento law applies to all public and charter schools.

The major provisions of the McKinney-Vento Act are:

- Each school district must designate a liaison for homeless students.
- Homeless students can stay at their school of origin (the school they attended when they were permanently housed/last enrolled) or their school of residence the entire time they are homeless and until the end of any academic year in which they move into permanent housing.
- Schools must immediately enroll homeless children and youth regardless of missing documentation.
- Schools must provide homeless students transportation to and from their school of origin, if feasible.
- Homeless children and youth are not stigmatized or segregated on the basis of their status.

Much is being done to help homeless children and youth maintain a stable educational environment and have a successful school experience.

## **MEDIA RELEASE**

There are times during the school year that students may be involved in activities in which there will be media coverage. Media includes, but is not limited to, school newsletters, videos, local and state newspapers, school and community publications, radio and television, teacher training, and the school website. A permission form for media release must be signed by the parents/guardians which is included in the Student Enrollment Package.

## **VIDEO SURVEILLANCE**

In order to promote the safety of Great Expectations Academy employees, students, volunteers and visitors, as well as the security of its facilities, Great Expectation Academy may conduct video surveillance of any portion of its premises at any time. Surveillance cameras may be installed in situations where the security of either property or people would be enhanced, including, but not limited to, inside and outside of buildings and on school buses. Surveillance cameras will not be used in locations where there is a reasonable expectation of privacy, as defined by law.

Video and/or audio recordings may be used as evidence in any disciplinary action, administrative or criminal proceeding, and may become a part of a student's education record or an employee's personnel file. All recordings of illegal activities of employees,

students or others will be forwarded to the appropriate law enforcement authority. Great Expectations Academy will comply with all requirements of the Family Educational Rights and Privacy Act (FERPA) prior to releasing any recordings to parents or guardians of students involved in disciplinary matters. Surveillance camera video recordings will be kept for a limited period of time, to be determined by record retention policy.

Any and all secret tape or video recordings by employees or students at school, or at school sponsored events is strictly prohibited.

### **SEARCH AND SEIZURE**

School Administrators have the authority to search a student or a student's personal property when reasonable suspicion exists that prohibited, illegal, stolen or dangerous articles are contained on a student or in a student's personal property. School Administrators may seize any illegal or unauthorized articles discovered in the search. Unauthorized articles may be defined as any items unauthorized by the school. If illegal substances or objects are found in a search, law enforcement officers shall be notified.

### **LOST AND FOUND**

Items which are found on school campus will be kept in the office Lost and Found. Any items not claimed by the end of each month will be donated to the White Elephant Shop, a local second hand store. The Administration discourages the wearing of expensive jewelry and bringing any expensive item or toys to school. This includes large sums of money. The cost for any lost or stolen items will be the responsibility of the student/parent/guardian.

### **PARENTAL INVOLVEMENT**

Parental involvement is encouraged and expected at Great Expectations Academy. We believe that in order for your student to meet the challenges that he/she will face in our society, the development of self-discipline and individual responsibility is essential.

We welcome friendly parent volunteers in the classroom, lunch monitoring, room parent, fundraising events, campus clean-up, fundraisers or any additional help as needed throughout the school year.

At the beginning of the school year, a "VOLUNTEER TRAINING CLASS" will be held for all those who would like to volunteer in any capacity. You will be notified through the school when this will take place.

#### **Guidelines for Parents/Guardians/Volunteers**

- All volunteers must sign in at the school office and receive a "Volunteer" badge each time they are on campus.
- Visitors must also sign in at the school office and receive a "Visitor" badge before entering the campus. This includes class parties, award ceremonies or for any reason a parent needs to be on campus during school hours. This is a security and safety issue for all.

### **COMMENT/SUGGESTION BOX**

A comment/suggestion box will now be located on school campus right outside the school office. It is our hope it will be used to gather opinions/comments/suggestions to make our school a better place. We want to hear from our students and parents; what you say matters to the administration, teachers, and supporting staff. Anything put in the box will be completely confidential.

## **FIELD TRIPS**

Field trips will be scheduled by teachers at various times during the school year. Students must obtain written permission from their parents before they may participate in the field trips. Parents will be required to sign a liability waiver on all field trips and/or activities off school campus. All policies and regulations of the school are in effect while students are being transported and while attending the field trip activity off campus. Students who are being transported on the school bus must return to school on the school bus.

## **FIELD TRIP DRIVERS AND CHAPERONES**

As a chaperone of a field trip, a parent's primary responsibility is the supervision of the students in the class. Chaperones will be required to sign a liability waiver on all field trips and/or activities off school campus. All policies and regulations of the school apply to chaperones. Bringing siblings, especially younger children, may prohibit parents/chaperones from giving their full attention to the Great Expectations Academy students. Therefore, **siblings are not allowed to attend field trips.**

## **FUNDRAISING**

Fundraising activities on school campus may only be conducted by students and/or parents with the prior authorization of the Administration. Community-wide or off-campus fund raising activities require the authorization of the Governing Board. In any situation, students are not allowed to solicit door to door without parental supervision.

## **RETURNED CHECK POLICY**

Our school truly appreciates the tremendous financial support that is given by our parents through fundraising and donations. At the same time, it is understood that occasionally parents/guardians run into circumstances that result in a returned check.

If a check written to the school for the purpose of school fees, fundraisers, donations, field trips, etc. and is returned unpaid by your bank for insufficient funds or any other reason, a written notification from the school will be mailed to you of the returned check. A \$20.00 return check fee will be charged for each returned check. The check writer will need to submit payment for the outstanding amount plus the return check fee either by cash, cashier's check or money order and mail to Great Expectations Academy, 1466 West Camino Antigua, Sahuarita, AZ 85629, to the Business Manager's attention. Great Expectations Academy reserves the right to refuse to accept personal checks from persons who have previously written bad checks.

## **WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from school, all books, equipment and other property of the school must be returned. The registrar will be responsible for seeing that the student receives a grade from their teacher and that all matters pertaining to the school are cleared prior to the school issuing a formal withdrawal report. Student records will not be mailed until all financial obligations have been settled and the parents have signed an official withdrawal slip.

## **DISCIPLINARY ACTION**

**REFERRAL TO DISCIPLINE COMMITTEE:** The Director, Principal or a Teacher may elect to refer discipline matters of a serious or continuing nature to the discipline committee. The committee may consist of a parent, a member of the Governing Board, a teacher, and the Director. This committee will meet with the student and the parents, with the student's teacher in attendance. A plan of action for behavioral modification will be drawn up, including what further steps will be taken if the plan is not successful in solving the problem.

**CONFISCATION:** The Director, Principal, Teacher may elect to confiscate items or contraband and not return them to the student.

**DETENTION:** The Director, Principal or Teacher may elect to offer detention as an alternative to, or in addition to other disciplinary action. Detention may include restriction from regular lunch time and / or recess activity. After school detention may be implemented with prior parental notification.

**DOCUMENTED PARENTAL CONFERENCE / NOTIFICATION:** The Director, Principal or Teacher may contact a parent or guardian by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent, appropriate school personnel and any other individuals concerned. Disciplinary documentation will be placed in the student's file.

**EMERGENCY SUSPENSION:** The Director/Principal may elect to immediately remove a student from school who poses a threat to himself or others.

**EXPULSION:** The Director/Principal may elect to recommend the student's permanent removal from school.

**LAW ENFORCEMENT NOTIFICATION:** The Director/Principal may need, or be required to refer the offense to appropriate law enforcement authorities.

**OUT OF SCHOOL SUSPENSION:** The Director/Principal or Disciplinary Committee may elect to remove a student from school for a determined amount of time.

**REPRIMAND:** A school official may elect to talk to the student and try to reach an agreement regarding how the student should behave.

**RESTITUTION:** The Director/Principal may elect to have the student and / or his parents pay for the cost of repair or replacement of damaged, vandalized, stolen or borrowed property.

**SOCIAL DISCIPLINARY PROBATION:** Any student involved in a violation of the Discipline Policy of Great Expectations Academy may be placed on disciplinary probation in addition to or in place of suspension from school. The student on disciplinary probation may be denied attendance and or participation in extra-curricular activities. The student will report to a specified staff member who will monitor the student during this probationary period.

**TEMPORARY EXCLUSION FROM CLASS:** If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for a portion of the school day. In such cases, the teacher shall direct the student to report immediately to the designee. The teacher shall inform the student of the reason(s) for the exclusion and, if practical and if requested by the student, the teacher shall allow the student to explain his/her version of the events.

## **DISCIPLINE CATEGORIES OF CONDUCT AND DEFINITIONS OF VIOLATIONS**

1. **ALCOHOL, TOBACCO, AND OTHER DRUGS OR DRUG PARAPHENALIA:**

A student shall not possess, sell offer to sell, use, transfer, distribute or be under the influence of alcohol, drugs or medication (use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and Academy policies). For the purpose of this policy, drugs include any narcotic or dangerous drug, vapor-releasing toxic substance, marijuana or other substance enumerated in A.R.S. 13—3451 and any other controlled substance, or over the counter drug, or prescription-only drug. “Drug” also means anabolic steroid. The term medication means patent or proprietary medicines as defined in A.R.S. 32-1901. Medication also means substances that are available legally by prescription only. A student shall not possess, sell or offer to sell, transfer or use drug paraphernalia as defined by A.R.S. 13-3415.

2. **ARSON:** A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved activities such as a supervised experiment in class (A.R.S. 13-1702/03/04).

3. **ASSAULT, BATTERY, FIGHTING:** A student shall not verbally or physically threaten, abuse or engage in a fight with any student, school employee or any other person. (A.R.S. 13-1201/02/03/04)

4. **BULLYING:** Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be verbal or non-verbal and physical (harm to another’s body or property), emotional (harm to another’s self-esteem) or social (harm to another’s group acceptance) in form. The school classifies bullying in three levels. Level I (e.g. taunting, shoving, gossip, teasing), Level II (e.g. stealing, group exclusion, threatening harm), Level III (e.g. assault, ostracizing, extortion)

5. **CIGARETTES, TOBACCO, LIGHTERS AND MATCHES:** A student is not permitted to possess or use cigarettes, or other tobacco-related products, including but not limited to, lighters, matches, nicotine patches and tablets (unless prescribed by a physician) A.R.S. 13-3622 and 36-601.01.

6. **DEFAMATION:** A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory, racial and / or prejudicial slurs, words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction; or are false and have a tendency to attack a person’s occupation, business or office (A.R.S. 12-651).

7. **DEFIANCE OF AUTHORITY:** A student shall obey the reasonable requests of teachers, administrators and other Academy employees and shall respond to requests for information from these persons in a truthful manner. A student shall not speak to or refer to teachers, administrators or other Academy employees in a vulgar or profane manner (A.R.S. 13-2402 and 15-841).

8. **DISRESPECT:** A student shall not show disrespect toward others. It is also a student’s obligation to be truthful and honest (A.R.S. 13-2704).

9. **DISRUPTIVE CONDUCT:** A student shall not engage, attempt to engage or encourage any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process or activity (A.R.S. 13-2402, 13-2902, 13-2903, 13-2911, and 15-841).

10. **DRESS AND APPEARANCE:** A student’s dress and appearance shall not present health or safety problems or cause disruption of educational activities.

11. **EMERGENCY ALARMS AND FIRE CONTROL DEVICES:** A student shall not call in, activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists warranting use of the device, nor shall a student falsely report a fire, presence of an explosive device or emergency to district officials or other agencies charged with responding to this type of emergency (A.R.S 1702/03/04).

12. **ENDANGERING THE HEALTH AND SAFETY OF OTHERS:** A student shall not engage, or assist or encourage another student to engage, in conduct that endangers or reasonably appears to endanger, the health or safety of other students, school employees or other persons (A.R.S. 13-1201).

13. **FORGERY OR CHEATING:** A student shall not use, or attempt to use, the identity, signature, academic work or research of another person and represent that it is his or her own. A student shall not share his or her knowledge or work with another student during an examination, unless approved by the teacher. A student shall not bring into any examination any materials or notes unless approved by the teacher. A student shall not use information from any unauthorized source in completing an examination (A.R.S. 13-2002, 13-2005 and 13-2407).
14. **GAMBLING:** A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property, favor or service will be exchanged based on the outcome of the game or activity (A.R.S. 13-3301).
15. **GANG ACTIVITY:** The behaviors that have been associated with gang activity or membership, especially violence, threats, intimidation, bullying, fighting and disrespect will not be tolerated on or near school property or in activities associated with school. In accordance with this zero tolerance policy, any students engaging in gang activities will be disciplined and prosecuted, if applicable, to the fullest extent of the Academy policies, local ordinances and state and federal laws. Gang behavior is described as but not limited to, bandannas, shoelaces of specific colors, jewelry, tattoos, jargon, hand gestures and graffiti, intended to demonstrate or imitate gang affiliation.
16. **HARASSMENT:** A student shall not verbally or physically harass any student, school employee or other person. This includes making statements of a sexual nature when the maker of the statement knows, or has reason to know, that the statement is unwelcome or unappreciated and where it may reasonably be perceived to be insulting, demeaning, intimidating and /or threatening to the recipient of the statement.
17. **HAZING:** There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing or any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to Great Expectations Academy (the "Academy") within twelve (12) calendar months.  
 "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:
  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.
18. **INTERFERENCE WITH THE PEACEFUL CONDUCT OF EDUCATIONAL INSTITUTIONS:** A person commits interference with the peaceful conduct of educational institutions by knowingly going upon or remaining upon school property in violation of any rule of such institution or for the purpose of interfering with the lawful use of such property by others; or by refusing to obey a lawful order given to them by the governing board, Director, authorized staff or officer of the law. (A.R.S. 13-2911).
19. **INTIMIDATION AND/OR THREATS:** The use of threats, written, spoken, or physical, to express an intent to inflict fear or physical injury to another person (whether or not associated or affiliated with the Academy) and /or damage to property of the Academy, constitutes interference with or disruption of an educational institution (pursuant to A.R.S. 13—2911) and is prohibited and shall result in student or employee discipline, including suspension and /or expulsion, in accordance with the Academy's Disciplinary Policy or its Personnel Policy, as applicable. Additionally, the Academy shall report to the appropriate local law enforcement agency all suspected crimes against persons or property which are believed to be serious offenses (as defined at A.R.S. 13-604) or that involve a deadly weapon or dangerous instrument or serious physical injury, and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the Academy. The Academy may report any other suspected crimes at its reasonable discretion. The Academy's Director, or an officer or employee designated by the Academy's Director to maintain order, may order a person to leave the Academy's property if the officer or employee has reasonable grounds to believe either that:
  1. Any person or persons are committing any act that interferes with or disrupts the lawful use of the property by others at the Academy; or
  2. Any person has entered on the property of the Academy for the purpose of committing any act that interferes with or disrupts the lawful use of the Academy's property by others at the educational institution.

**Failure to comply with such an order constitutes a violation of A.R.S. 13-2911**

20. **LOITERING:** A student, or any unauthorized person, shall not remain in or about school buildings, parking lots or restricted areas at unauthorized times.

21. **MINOR AGGRESSIVE ACT:** Student engages in non-serious but inappropriate physical contact, e.g. hitting, poking, pulling or pushing another person. Other behaviors that may be considered under this violation are running indoors, pulling a chair out from underneath another person, throwing objects at another person, or other behaviors that demonstrate low level hostile intent.
22. **MISREPRESENTATION, EXTORTION, THEFT:** A student shall not take, use or borrow any property by misrepresentation or deception or by express or implied threat. A student shall not take, use or borrow property belonging to another person without the owner's permission to use or take the property (A.R.S. 13-1802, 13-1804 and 13-1902).
23. **OBSCENITY:** A student shall not use obscene words or phrases or distribute obscene materials. Obscene materials are those that an average person, applying standards of the school community, would find, taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the Academy (A.R.S. 13-2917, 13-3501, and 13-3506).
24. **PERSONAL ENTERTAINMENT/COMMUNICATION DEVICES:** A student shall not possess, use or attempt to possess or use, any personal entertainment or communication device; including but not limited to, lasers, CD Players, Game boys, MP3, headsets, cell phones, etc.
25. **PROFANITY:** A student shall not use profane words or phrases or distribute profane materials. Profanity is defined as treating someone or something with abuse, irreverence or contempt (A.R.S. 13-3501).
26. **SEXUAL HARASSMENT:** Sexual harassment is a violation of the Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and pertinent Arizona Education Code Sections. Therefore, the Academy strongly condemns, opposes and prohibits sexual harassment of students whether verbal, physical, or environmental, by anyone in or from the Academy. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by any one in or from the district.
27. **SKATEBOARDS, ROLLERBLADES, SCOOTERS:** A student shall not possess, use or attempt to possess or use, any skateboard, roller blades, or other similar devices on school property during school hours.
28. **TARDINESS:** A student shall not be tardy to class or to any required school activity. Tardiness is defined as arriving late to class or a required school function. Students shall be in their assigned place at the required time.
29. **TRUANCY:** Truancy is defined as unauthorized absences, as determined by the administration, from any class, study hall or activity during the school day in which the student is scheduled (i.e. individual and group student ditching). It also includes any after-school special help session or detention that the student has been directed to attend.
30. **UNAUTHORIZED ENTRY:** A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings, grounds or places. This includes areas where confidential materials are kept or stored. (A.R.S. 13-3715, 13-1502, 13-1503, and 13-1506)
31. **VANDALISM, LITTERING, DESTRUCTION OF PROPERTY:** A student shall not damage destroy or deface any school property belonging to any other person, and shall not litter on school property or at a school event (A.R.S. 13-1602, 13-1604, and 15-842)
32. **VIOLATION OF FEDERAL, STATE OR LOCAL LAW:** A student shall not violate, or attempt to violate any federal, state, or local law.
33. **VIOLATION OF SCHOOL POLICIES AND RULES:** A student shall not violate, or attempt to violate, any Governing Board Policy, administrative regulation or school rule.
34. **WEAPONS, DANGEROUS ITEMS:** A student shall not possess, display or use firearms, weapons, explosives, fireworks or any other instrument capable of harming any person or property, or creating the perception or threat of harm (A.R.S. 13-3101, 13-3102, 13-3110, 13-3111 and 15-841).



<b>Conduct Code</b>	<b>Range</b>	<b>1<sup>st</sup> Occurrence</b>	<b>Repeat Occurrence</b>
1	<b>MIN</b>	Confiscation/Mandatory Expulsion	_____
2	<b>MIN</b>	Restitution/Mandatory Expulsion & Notify Police	_____
3	<b>MIN</b>	Suspension	Suspension
	<b>MAX</b>	Expulsion	Expulsion
4	<b>LEVEL I</b>	Reprimand/Parent Notification Policy Explanation/Behavior Contract	Informal Investigation Suspension
	<b>LEVEL II</b>	Formal Investigation/Behavior Contract	Suspension or Expulsion
	<b>LEVEL III</b>	Formal Investigation/Behavior Contract	Suspension or Expulsion
5	<b>MIN</b>	Confiscation/Referral	Confiscation/Suspension
	<b>MAX</b>	Same as Above	Same as Above
6	<b>MIN</b>	Reprimand/Parent Conference	Referral/Suspension
	<b>MAX</b>	Suspension/Notify Police	Expulsion
7	<b>MIN</b>	Reprimand/Parent Notification	
	<b>MAX</b>	Suspension	Expulsion
8	<b>MIN</b>	Reprimand/Parent Notification	Parent Notification
	<b>MAX</b>	Referral/Suspension	Expulsion

9	<b>MIN</b>	Reprimand/Parent Notification	Parent Conference
	<b>MAX</b>	Referral/Suspension	Expulsion
10	<b>MIN</b>	Reprimand/Parent Notification And Send Home to Change	Referral
	<b>MAX</b>	Send Home to Change	
11	<b>MIN</b>	Reprimand/Parent Conference	Notify Police/Suspension
	<b>MAX</b>	Expulsion	Expulsion
12	<b>MIN</b>	Reprimand/Parent Notification	Referral/Suspension
	<b>MAX</b>	Referral/Suspension	Expulsion
13	<b>MIN</b>	Reprimand/ 0 Grade/Parent Notification	Parent Conference
	<b>MAX</b>	Referral/Suspension	Referral/Suspension
14	<b>MIN</b>	Reprimand/Parent Notification	Parent Conference
	<b>MAX</b>	Referral/Suspension	Referral/Suspension
15	<b>MIN</b>	Reprimand/Parent Notification	Parent Conference
	<b>MAX</b>	Referral/Suspension	Expulsion
16	<b>MIN</b>	Reprimand/Parent Notification Policy Explanation	Informal Investigation Suspension
	<b>MAX</b>	Formal Investigation Expulsion	Expulsion
17	<b>MIN</b>	Reprimand	Suspension
	<b>MAX</b>	Expulsion	Expulsion

18	<b>MIN</b>	Parent Conference	Referral
	<b>MAX</b>	Parent Conference/Referral	Suspension/Expulsion
19	<b>MIN</b>	Parent Conference	Referral
	<b>MAX</b>	Parent Conference/Referral	Suspension/Expulsion
20	<b>MIN</b>	Reprimand/Parent Notification	Referral
21	<b>MIN</b>	Reprimand/Parent Notification	Referral
	<b>MAX</b>	Referral/Suspension	Suspension
22	<b>MIN</b>	Reprimand/Parent Notification Restitution	Suspension/Referral
	<b>MAX</b>	Restitution/Suspension/Notify Police	Restitution/Expulsion/Notify Police
23	<b>MIN</b>	Reprimand/Parent Notification	Referral
	<b>MAX</b>	Referral/Suspension	Suspension
24	<b>MIN</b>	Confiscation	Confiscation/Parent Pick Up
	<b>MAX</b>	Confiscation/Referral	Confiscation/Suspension
25	<b>MIN</b>	Reprimand/Parent Notification	Referral
	<b>MAX</b>	Reprimand/Parent Conference	Referral/Suspension
26	<b>MIN</b>	Reprimand/Parent Notification	Informal Investigation
	<b>MAX</b>	Referral/Suspension	Expulsion

27	<b>MIN</b>	Reprimand/Parent Notification	Confiscation/Parent Notification
	<b>MAX</b>	Confiscation/Parent Pick Up	Referral/Suspension
28	<b>MIN</b>	Reprimand/Parent Notification	Parent Conference/0 Grade
	<b>MAX</b>	Reprimand/0 Grade/Parent Notification	Referral
29	<b>MIN</b>	Parent conference	Referral
	<b>MAX</b>	Parent Conference/Referral	Suspension/Expulsion
30	<b>MIN</b>	Mandatory Suspension	Referral/Suspension
	<b>MAX</b>	Referral/Expulsion	Referral/Expulsion
31	<b>MIN</b>	Reprimand/Parent Notification & Restitution	Restitution/Suspension
	<b>MAX</b>	Restitution/Expulsion	Notify Police/Restitution/ Expulsion
32	<b>MIN</b>	Notify Police	Notify Police/Suspension
	<b>MAX</b>	Expulsion/Notify Police	Expulsion/Notify Police
33	<b>MIN</b>	Reprimand	Suspension
	<b>MAX</b>	Suspension	Expulsion
34	<b>MIN</b>	Mandatory Expulsion (Firearms/Explosives)	
	<b>MAX</b>	Mandatory Suspension (other) Notify Police	Referral/Expulsion Notify Police

**GREAT EXPECTATIONS ACADEMY**  
**Administering Medication to Students**  
**REQUEST FOR GIVING MEDICATION AT SCHOOL**

I request and give permission for Great Expectations Academy to administer the following medication(s) to my child.

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Reason Student Is Taking Medication at School: \_\_\_\_\_

Amount To Be Given: \_\_\_\_\_ Time to be Given: \_\_\_\_\_

If medication dose is not given at the above time  
can the medication still be administered to the student?      YES or NO

All medications will be stored in the Nurse's Office.

The student is responsible for coming to the Nurse's Office for the medication.

**Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure of medication and disciplinary action.**

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

### STUDENT BULLYING REPORT FORM

**Directions:** Harassment or Bullying is serious and will not be tolerated. This is a form to report alleged harassment or bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim or a friend of student who is getting harassed or bullied and wish to report an incident of alleged harassment or bullying, complete this form and put it in the Bully Box located in the library.

Student reporting the incident (optional): \_\_\_\_\_ Today's date: \_\_\_\_\_

Was an adult near at the time? If so, who? \_\_\_\_\_

Details of this incident:

Name of the student it happened to? \_\_\_\_\_ The date it happened on? \_\_\_\_\_

Where did it happen? \_\_\_\_\_ The time it happened? \_\_\_\_\_

Name(s) of the student(s) allegedly causing the problem: \_\_\_\_\_

\_\_\_\_\_ Any witnesses? If so, who? \_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Was an adult near at the time? If so, who? \_\_\_\_\_

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Where did it happen? \_\_\_\_\_ The time it happened? \_\_\_\_\_

Name(s) of the student(s) allegedly causing the problem: \_\_\_\_\_

\_\_\_\_\_ Any witnesses? If so, who? \_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



