



2022-2023

Parent/Student

Handbook

2100 Willow Creek Road, Prescott, AZ 86301
Phone (928) 776-1212 Fax (928) 776-0009
e-mail: willowcreek@willowcreekcharter.com

*See Teacher Resumes and Profiles on file at the front desk and on our website:
www.willowcreekcharter.com*

**We do not discriminate against individuals based on race, creed or gender.*

Mission Statement

At Willow Creek Charter, we believe in the potential of every student and are committed to the success of all. Education comes alive by incorporating a multi-age, project-based curriculum that emphasizes academic excellence. Each student is valued as an individual and we celebrate the unique qualities he or she brings to our family-like community.

Vision

Willow Creek Charter educates our students to reach their highest potential by ensuring that their social, emotional and academic needs are successfully met. Our multi-age classrooms promote peer collaboration, providing all students with a path for academic success, while building mutual self-esteem and teamwork. Our small size allows us to know each student and family personally.

~ At Willow Creek Charter, every child thrives ~

Class Schedules

Monday-Thursday

Levels 1 and 2 8:15-3:00

Levels 3 and 4 8:00-3:15

Level 5 8:00-4:00

Students may not arrive on campus before 7:45 a.m. and must be picked up when their classes end.

School Organization

Jennifer Baker	Director/Superintendent
Shannon Lynch	Special Education Director
Mary Haywood	Vice Principal
Chrystal Morriss	Registrar/Office Manager
Annmarie Rizza	Administrative Assistant
Carly Scissons	Level 1 Instructor
Sandra Sherman	Level 2 Instructor
Katie Lorah	Level 3 Instructor
Mary Haywood	Level 4 Instructor
Katie Sevey	Level 5 Instructor
Beverly Bean	Intervention Specialist
Courtney Ball	Paraprofessional
Sue Ellen Hyslip	Paraprofessional
Catharine Long	Paraprofessional
Leah Miller	Paraprofessional

[Join WCC's Facebook page](#)

[Willow Creek Charter's Website](#)

NOTE: Our detailed Policy Manual and Administrative Regulations is located at:
<https://azsba.org/policybridge/>.

FOR MORE INFORMATION, PLEASE REFER TO THE OUR WEBSITE or call 928-776-1212 ext. 0.

Our multi-age classrooms consist of two grades. This teaching philosophy promotes cooperation, collaboration and allows students to develop a deeper and comprehensive understanding of subject matters. This also gives students the opportunity to build personal self-esteem while aiding their peers in a strong academic environment.

Our cooperative learning style fosters high-achieving academic goals while promoting respectful and encouraging behaviors.

<u>Levels</u>	<u>Grades</u>
Level 1.....	K-1
Level 2.....	1-2
Level 3.....	3-4
Level 4.....	5-6
Level 5.....	7-8

ACADEMIC PERFORMANCE

At Willow Creek Charter, we are dedicated to providing the best public education for your child. Our classrooms are small; resulting in excellent student to teacher ratios, allowing for all students' needs to be met. We expect students to be on time, attend school daily, be prepared to learn and complete all classroom/homework assignments. If students are not performing in school due to any reason, recess may be taken away and used to finish work or mandatory afterschool interventions assigned to help them perform academically. Each classroom provides detailed grading information and assignment expectations in their individual class handbook (available in the office if needed).

Rigorous academic standards are successfully taught through our research-based curriculum. The use of clear assessment data monitors the progress and improvements in each student's academic career. We utilize state of the art technology to engage students in project-based learning and our interactive instruction urges students to achieve their highest potential.

In each classroom, quarterly benchmark assessments are given to all students, using comprehensive assessment systems to provide teachers with students' academic progress. Report cards will provide parents/guardians with their student's current quarterly grades and the results and progress of these assessments.

All new students are assessed upon enrollment. If a parent is unclear which grade level an incoming student should be in, placement testing will occur and a discussion with the teacher, administrator and parent will be held to best place the student in an appropriate grade.

Willow Creek Charter follows the Arizona State Standards and completes required yearly state testing. For more information, visit www.azed.gov.

ABSENCES AND EXCUSES

JH-RB © REGULATION

In accordance with Arizona state attendance law, (Arizona Revised Statute Section 15-802), the responsibility for consistent school attendance rests with parents and guardians.

If your child misses more than ten percent (10%) of the number of required attendance days, as stated in A.R.S. 15-802, Willow Creel Charter School (WCCS) can and will take disciplinary action to not renew your child's enrollment for the next school year.

State law mandates that we keep a record of *ALL* absences - excused and unexcused. Therefore, when a child is absent, a parent or guardian *MUST* call the office with the reason for absence. Excessive absences may be reported to the Yavapai County Attorney's office for review. Parents/guardians are reminded that public schools are completely funded through state dollars, based upon attendance only. Each absence reduces that funding, which greatly affects the curriculum and well-being of our school. High absence rates directly affect a student's academic performance and have been shown to increase the possibility of high school dropouts and success in their future. We ask parents to ensure their students make it to school on time, consistently and with parental support.

Definitions

Tardy: A student is tardy when the student is absent for fifteen (15) minutes or less in a day.

Absence: A student who is more than fifteen (15) minutes late is considered half (1/2)-day. A student who misses several hours or does not come to school is absent. (*Please see the detailed attendance policy for each grade level's attendance hours; Regulation JE-RB*). According to Arizona Revised Statutes (A.R.S.) 15-803B, *absences* may be considered excessive when the number of absent days exceeds ten percent (10%) of the number of required attendance days. The state currently requires one hundred forty-seven (147) days of school for WCCS.

Excused absence: An absence is excused if a parent or guardian notifies the school w/an acceptable reason for the absence. Pursuant to A.R.S. §15-901(A)(1), the Department of Education defines an *excused absence* as being an absence due to illness, doctor appointment, bereavement and family emergencies.

IMPORTANT: If your child misses more than ten (10) days, excused or unexcused, your child may be put on an Attendance Contract for the remainder of the school year. Parents and students must attend a meeting to discuss and sign the attendance contract, developing a plan for better attendance. If your child misses more than fifteen (15) days total, he/she may be asked to withdraw from the school or be retained.

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)(2). Absences due to out-of-school suspension shall be reported as unexcused and will count toward absences.

Parents/guardians may request an "Attendance Appeal" for student absences that have caused that student to be withdrawn and/or retained. Please see front office for form and details. Detailed absence information will be required, documentation, as well as a plan to avoid future absences. This information will need to be presented to our Charter Board for review and decision.

Early Release/Pick-up

Parents must sign students out in the office and then the office will call your student out of class. Students will only be released through the office. Please sign your child back into the school, if they return after an appointment. If they arrive late to school, students must come to the office for a tardy, half (1/2)-day or full-day absence slip. After fifteen (15) minutes, parents must also sign children into the office attendance register.

Annual Notification to Parents Regarding Confidentiality of Student Education Records

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. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520 8/21/2008

Animals in School

IMG ©

The Executive Director may establish procedures for appropriately and humanely bringing live animals into a classroom. Such procedures shall forbid the transporting of live animals that are not service animals on school buses unless the animal is present for an educational purpose by written approval from the Executive Director or administrator.

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.

Any person or entity that operates a public place shall 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.

IMG-R ©
REGULATION

Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for, and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the administrator. The following guidelines shall apply to animals in the School:

- A. Prior to granting permission, teachers should check with the School nurse regarding any known allergies among students in the classroom. If allergies exist, parents must be contacted for further direction.
- B. Animals shall not be transported on School buses.
- C. Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom.
- D. Only the teacher or students designated by the teacher are to handle the animals.
- E. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
- F. Staff members or students who have been bitten by an animal shall report such incident to the administrator and the office immediately.
The administrator should notify the public health authorities if the injury merits medical follow-up. Public health authorities should determine the appropriate action and period of confinement for an animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by health authorities.

ATTENDANCE (Drop off and Pick-Up Times)

Morning Drop off: Students may not be dropped off earlier than 7:45 a.m.

After School Dismissal: Students **MUST** be picked up as soon as their class is over. These times are non-negotiable; please be on time.

If you need to pick up your child early, please call the office, and we will pull them from class. They will sign themselves out in the attendance book stand outside of the office.

If your child is late, please keep your child in your vehicle, call the office at (928) 776-1212, and we will come out to complete the morning drop-off procedures above. Once your child has been checked, they will sign themselves in at the attendance book stand outside of the office.

Class Schedules

Monday-Thursday

Levels 1 and 2 8:15-3:00

Levels 3 and 4 8:00-3:15

Level 5 8:00-4:00

***DO NOT* park in the drop-off/pick-up lane; wait in your car for your child. If you need to get out of the car, please park in a designated parking spot.**

BOARD

WCC has an elected Board of Directors that is our fiscal and legal oversight of the school and is governed by a set of by-laws. Meeting notices and agendas for the current fiscal year are posted on the school's website. Hard copies can be found in the main office of our school at: 2100 Willow Creek Road, Prescott. The meeting notices and agendas are posted outside the office door 24 hours prior to the meeting for public viewing.

BULLYING / HARASSMENT / INTIMIDATION

JICK ©

The Governing Body believes that to be educated in a positive, safe, caring, and respectful learning environment is the right of every student. The Governing Body further believes that a school environment that is inclusive of these traits maximizes student achievement, fosters a student's personal growth, and helps a student build a sense of community that promotes positive participation as a citizen of society.

The School, in partnership with parents, guardians, and students, will establish and maintain a school environment based on these beliefs. The School shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Body, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,

B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,

C. occurs when there is a real or perceived imbalance of power or strength, or

D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,

B. exposure to social exclusion or ostracism,

C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and D. damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying 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.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

Prohibitions and Discipline

Students are prohibited from bullying, harassment, or intimidation on School grounds, School property, School buses, at School bus stops, at School-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on School computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the School and the school day when such bullying, harassment, or intimidation results in a substantial physical, mental, or emotional negative effect on the victim while on School grounds, School property, School buses, at School bus stops, or at School-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying/ Harassment/Intimidation

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the administrator or another School employee. A School employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the School administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the School and submitted to the administrator within one (1) school day of the verbal report. Should the administrator be the employee who observes, is informed of, or suspects a student is experiencing bullying the administrator shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying, harassment, intimidation or a suspected case of bullying, harassment, intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable School policies and administrative regulations.

At the time a student reports alleged bullying, harassment or intimidation the administrator shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The administrator shall investigate all reports of bullying, harassment, or intimidation. If the administrator determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKER. Regardless of the outcome of the investigation the administrator will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the School for not less than six (6) years. In the event the School reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Executive Director shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Body policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- A. occur during the first (1st) week of each school year,
- B. be provided to each incoming student during the school year at the time of the student's registration, C. be posted in each classroom and in common areas of the School, and
- D. be summarized in the student handbook and on the School website, and

the Executive Director shall establish procedures for the dissemination of information to School employees including, but not limited to

- A. Governing Body policy,
- B. preventive measures,
- C. incident reporting procedures,

- D. available support services for students (both proactive and reactive), and
- E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Executive Director shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant School policies shall be followed.

Law enforcement authorities shall be notified any time School officials have a reasonable belief that an incidence of bullying is a violation of the law.

JICK-R © REGULATION

The School does not tolerate bullying, harassment, or intimidation in any form. Further, the School will investigate each complaint of bullying, harassment, or intimidation and will take appropriate, timely, and responsive action.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Any student who feels he or she has been the victim of bullying, harassment, or intimidation or suspects other students of being bullied, harassed, or intimidated should file a complaint with the administrator or the administrator's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of or suspects that a student is experiencing bullying, harassment, or intimidation shall immediately notify a School administrator. Employees may initially advise the School administrator verbally but shall submit a written report within one (1) school day of the verbal report.

Reprisal directed toward a student or employee for the reporting of a case of bullying, harassment, or intimidation or a suspected case of bullying, harassment, or intimidation will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined up to and including expulsion pursuant to Policies JK, JKD, and JKE. Any suspected violation of the law will be reported to law enforcement authorities.

Submitted complaints shall be investigated by the School administrator as soon as possible but always within two (2) school days of the initial report. Each investigation will be comprehensive to the extent determined appropriate by the School administrator. In investigating the complaint, the administrator or the administrator's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

Each investigation will be documented by the administrator or the administrator's designee. Documentation will be maintained by the School for at least six (6) years. In the event the School must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Should the School administrator determine that bullying, harassment, or intimidation has occurred discipline will be administered pursuant to Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the School administrator will meet with the student who reported or was reported as being bullied, harassed, or intimidated to review the findings of the investigation. Additionally the parent or guardian of the student will be informed of the findings of the investigation.

The Executive Director is responsible for determining the methods of information delivery to employees and students. The Executive Director shall provide to the school administrators, supervisors and all other School employees the information necessary to comply with Governing Body Policy JICK. The information related to bullying, harassment, or intimidation is to include but not be limited to preventive measures, incident reporting, related support services available (proactive and reactive), student rights, employee responsibilities, and the ramifications of not reporting a bullying, harassment, or intimidation incident or suspicion of bullying, harassment, or intimidation. The information shall be disseminated to School personnel at the beginning of each year and as the Executive Director otherwise determines to be appropriate.

The administrator or the administrator's designee is responsible to ensure information related to bullying, harassment, or intimidation is disseminated to students, and parents and guardians. The information shall include but not be limited to Governing Body policy, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information will

- A. occur during the first (1st) week of each school year,
- B. be posted in each classroom and in common areas of the School,
- C. be summarized in the student handbook and on the School website, and
- D. be provided to each incoming student during the school year at the time of registration.

The administrator or the administrator's designee is also responsible to ensure information is disseminated to all students who report bullying, harassment, or intimidation, including, at the time the incident is reported, a written copy of student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s).

The administrator or the administrator's designee is responsible for the maintenance of documentation related to bullying, harassment, or intimidation.

COMPLAINT FORM

(To be filed with any staff member who will forward this document to the School administrator)

JICK-EA © EXHIBIT

Please print:

Name _____ Date _____ Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

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.

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

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____

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 correct to the best of my knowledge.

Signature of Complainant _____ Date _____

Document received by _____

Date _____ Investigating official _____ Date _____

(To be displayed in School buildings and in student handbooks)

The Governing Body of the Willow Creek Charter School believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Body further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Body, bullying, harassment, or intimidation in any form will not be tolerated. Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,

B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,

C. occurs when there is a real or perceived imbalance of power or strength, or

D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,

B. exposure to social exclusion or ostracism,

C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and D. damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying 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.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

Students are prohibited from bullying, harassment, or intimidation on School grounds, School property, School buses, at School bus stops, at School-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on School computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the School and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on School grounds, School property, School buses, at School bus stops, or at School-sponsored events and activities, or when such act(s) interfere with the authority of the School system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable School policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from School.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant School policies shall be followed.

Law enforcement authorities shall be notified any time School officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

CHILD FIND POLICY

The Individuals with Disabilities Education Act of 2004 (IDEA '04) and the Arizona Administrative Code (AAC) define child find requirements to ensure eligible infants, toddlers, preschoolers, and school-aged children have access to early intervention or special education and related services.

Responsibilities

1. What is a public education agency's (PEA) "child find" responsibility?

PEAs are required to establish, implement, and disseminate to their school-based personnel and all parents within the PEA's boundaries of responsibility written procedures for the identification and referral of all children with disabilities aged birth through 21, regardless of the severity of their disability.

2. What additional child find activities are the responsibilities of a unified school district, elementary school district, or union high school district?

PEAs will identify, locate, and evaluate all children with disabilities within their geographic boundaries of responsibility who are in need of special education and related services, including children who highly mobile, such as migrant or homeless students, wards of the state, private school and homeschool students, regardless of the severity of their disability, and students who are suspected of being children with a disability and in need of special education, even though they are advancing from grade to grade. For infants and toddlers aged birth to 2 years 10 ½ months, PEAs should use the referral form located on the AZ FIND website to refer the child to the Arizona Early Intervention Program (AzEIP).

3. What child find activities are the responsibilities of charter schools?

For a school-aged child (grades K through 12), the charter school in which the student is enrolled is accountable for child find activities. It is the school's responsibility to identify and evaluate students with disabilities, including children who are suspected of being children with a disability and in need of special education, even though they are advancing from grade to grade. For infants and toddlers aged birth to 2 years 10 ½ months, the charter school should refer the child to AzEIP. For a child aged 2 years 10 ½ months to 5 years, the charter school should refer the child to the child's district of residence. The referral form is located on the AZ FIND website.

4. What is the PEA's obligation for students transferring from another PEA?

The PEA shall review enrollment data and educational performance in the prior PEA. If there is a history of special education for a student not currently eligible for special education or of poor 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.

5. Who is responsible for child find activities for school-aged students who attend private schools?

The school district within whose boundaries the *non-profit* private school is located is responsible for child find activities. The school district responsible for child find activities for students placed by their parents in a *for-profit* private school is the district of residence.

6. Who is responsible for child find activities for preschool-aged children?

All preschool-aged children are referred to the unified or elementary school district of residence for child find services, including children who attend private preschools regardless of where the school is located. Union high school districts and charter schools should use the referral form located on the AZ FIND website to refer the child to the district of residence.

7. Who is responsible for child find activities for the student who is homeschooled?

The school district within whose boundaries the homeschooled student resides is responsible for child find activities.

8. Who is responsible for child find activities for students in secure care facilities?

Minor-aged students in secure care facilities are the responsibility of the secure care facility for all educational needs. Students who are the age of majority and attend an educational program in a secure facility are the responsibility of that secure care facility.

9. Does the PEA have to maintain documentation of child find activities?

Yes, the PEA is required to maintain documentation of identification procedures, dates of entry into school, or notification by parents of concerns regarding developmental or education progress by their child, and dates of screening in the student's permanent records.

10. Are PEAs required to document that all school-based staff have reviewed written child find procedures?

Yes. The PEA will require all school-based staff to annually review written procedures related to child identification and referral. The PEA must maintain documentation of staff review.

Screening

11. Who may refer a child for screening?

Anyone who has concerns about a child's development or academic achievement may refer the student for screening (i.e., parents, family members, or school staff).

12. What are the components of screening?

Screening procedures shall include vision and hearing status and consideration of the following areas: cognitive or academic, communication, motor, social or behavioral, and adaptive development. Screening may also include observations, family interviews, review of medical, developmental, or educational records, or the administration of an instrument identified by the test publisher as appropriate for use as a screening tool. Screening does not include detailed individualized comprehensive evaluation procedures.

13. What is the time frame for conducting screening for possible disabilities?

Screening shall be completed within 45 calendar days after entry into preschool, kindergarten, or for newly enrolled school-aged children without appropriate records of screening, evaluation, or progress in school. Screening is also required after receiving parent notification of a possible disability for children aged 3 through 21 years.

14. Does the PEA have to notify parents of a concern resulting from a screening?

Yes, the parents must be notified of any concern found during screening within 10 school days. Additionally, the PEA must include procedures they will utilize to follow up on the student's needs; consideration of screening results could lead to a full and individual evaluation or provision of other services.

References : 1. IDEA '04, Parts B and C (34 C.F.R. §§ 300 et seq., 34 C.F.R. §§ 303 et seq.)

2. A.A.C. R7-2-401 (C)(D)

3. *Letter to Smith* (OSEP) December 1, 2006

4. *Letter to Chapman* (OSEP) August 22, 2007

CLASSROOM CONFIGURATIONS AND ROUTINES

- Students will have access to a touchless hand sanitizer and sinks that they **MUST** use when coming in or out of the classroom.
- Touchless water bottle stations in place of drinking fountains are installed in each classroom. Students will need water bottles to refill at these stations.
- Personal technology will not be permitted to use in class. Student cell phones will be stored safely in the classroom.
- All students will have individual technology supplies, include Chromebook and headphones. They will be responsible for only their equipment; students will not share technology.
- Students will not be allowed to purchase snacks or water from the office. We also will not have lunch provided to students who forget one. Please be sure to check your child's lunch every day, to ensure they are full and ready to learn.

COMMUNICATION

REMINd Application – Teachers will use the Remind app for day-to-day contact and communication with parents. Remind is a free text messaging app that helps teachers, students, and parents communicate quickly and efficiently. Messages are sent in real time to an entire class, a small group, or just a single person. With Remind, you can send text messages straight to any phone, including flip phones. Remind's guidelines, practices, and features have been designed to protect the safety and security of users and their personal information. Remind has been certified by iKeepSafe for privacy practices related to COPPA, FERPA, and California Student Privacy. **Please contact your teacher directly through Remind as your first line of communication.**

E-mail - Willow Creek Charter has an e-mail system for you to use to directly contact your teacher or the administration. E-mails are listed below:

Level1@willowcreekcharter.com

Level2@willowcreekcharter.com

Level3@willowcreekcharter.com

Level4@willowcreekcharter.com

Level5@willowcreekcharter.com

office@willowcreekcharter.com

willowcreek@willowcreekcharter.com

If you need to speak to staff for any reason, you may always call our phone line at: (928) 776-1212 ext. 0.

We follow A.R.S. 15-203(A)(44) that requires schools to ensure best practices for social media and cellular telephone use between families and school personnel. Therefore, communication between families and staff members must be through the above channels, as well as courteous and professional. If you would like a copy of the state guidance, you can request it from our office.

DATING ABUSE

JICL ©

The Governing Body is committed to maintaining a School campus environment that is safe and secure for all students. Dating abuse will not be tolerated by the School. Students who become targets of dating abuse are entitled to certain rights that shall be respected and protected by all school employees. It is the responsibility of all School employees to respond to any incident of dating abuse they become aware of in a manner consistent with School training.

The Executive Director shall provide for procedures to ensure appropriate steps are taken to establish and maintain safe and secure schools. These shall include but not be limited to:

- A. an ongoing effort to enhance employee training and campus safety planning, B. establishing reporting procedures, and
- C. making accommodations for victims.

The Executive Director shall establish an age-appropriate dating abuse curriculum for students in grades seven (7) and eight (8). That curriculum shall include the following components:

- A. A definition of dating abuse.
- B. The recognition of dating abuse warning signs. C. The characteristics of healthy relationships.

Dating Abuse Definition

Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to:

- A. Physical Abuse: Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.
- B. Emotional Abuse: The intentional infliction of mental or emotional distress by threat, coercion, stalking, humiliation, destruction of self-esteem, or other unwanted, hurtful verbal or nonverbal conduct toward the former or present dating partner.
- C. Sexual Abuse: Any sexual behavior or physical contact toward the former or present dating partner that is unwanted and/or interferes with the ability of the former or present dating partner to consent or control the circumstances of sexual interaction.
- D. Threats: The threat of any of the aforementioned forms of abuse, threat of disclosing private information to parents, peers, or teachers, or any other threat made with the intent of forcing the former or present dating partner to change his or her behavior.

Student Rights Relating to Dating Abuse:

- A. All students have the right to be free from sex discrimination and sexual harassment at school. Dating abuse is a form of sexual harassment.

- B. A student who reports dating abuse shall be treated with respect and dignity.
- C. School personnel shall take affirmative steps to prevent and respond to dating abuse that occurs both on and off campus.
- D. To the extent possible victims and abusers shall be separated on campus. The School shall make every reasonable effort possible to ensure the victim does not come into contact with the abuser. Any burden of change of adjusting an individual's schedule or participation in a school activity is placed on the abuser.
- E. A victim of dating abuse has the right to transfer to another school. A victim's decision to transfer to another school must be informed and voluntary. Should an alternative school placement be determined in the best interest of the victim all transportation needs will be accommodated by the student's parent or guardian.
- F. A victim has the right to be treated with respect and dignity, and not be subjected to pressure to minimize the severity of acts that occurred or to suggestions that he or she contributed to his or her own victimization.
- G. Students who have experienced dating abuse have the right to full cooperation from school personnel in obtaining information necessary to achieve resolution.

Students are encouraged to report all known or suspected instances of dating abuse involving themselves or other students. Although initial reports of abuse may be made verbally or in writing, verbal reports must be converted to written records on School-provided forms and confirmed by the victim for accuracy.

When School officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act law enforcement authorities will be informed.

JICL-R © REGULATION

Complaint Procedure

The School is committed to investigating each substantiated complaint and to taking appropriate action on all confirmed violations of policy. The administrator shall investigate and document complaints filed pursuant to this regulation. In investigating the complaint, the administrator will maintain confidentiality to the extent reasonably possible. The administrator shall also investigate incidents of policy violation that are raised by employees, community members or students even though no written complaint has been made. It is the responsibility of all School employees to respond to any alleged or known incident of dating abuse in a manner that is consistent with School training.

If after the initial investigation the administrator has reason to believe a violation of policy has occurred, the administrator shall determine the appropriate response. The administrator shall impose discipline on students who violate this policy in accordance with Policies JK, JKD and JKE.

If the administrator's investigation reveals no reasonable cause to believe policy has been violated, the administrator shall so inform the complaining student.

Students have the responsibility to file a complaint as soon as possible but within thirty (30) days of the alleged incident. A staff member who becomes aware of a suspected or known dating abuse situation shall make a report to the administrator immediately. The administrator's investigation will be concluded within five (5) days of the receipt of the complaint.

Documentation

Each school administrator shall maintain documentation of each case of dating abuse that is addressed. The documentation will be kept for a period of time in accordance with the records retention requirements established by the Arizona State Library, Archives and Public Records. Access to student files is governed by state and federal law. In accordance with the Family Education Rights and Privacy Act (FERPA), parents and legal guardians have a right to access their children's school records until the child turns eighteen (18), including files that involve dating abuse.

Reporting

Students are encouraged to report all known or suspected instances of dating abuse involving themselves or other students.

When School officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

COMPLAINT FORM

JICL-E © EXHIBIT

(To be filed with any professional staff member who will forward this document to the School administrator)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person _____

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 necessary.

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

Name Address Telephone Number

Other comments or information (Be as specific as possible):

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

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating administrator _____ Date _____

DISCIPLINE

JK-R © REGULATION

A student may be subject to disciplinary action when the student:

A. Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:

1. Fighting or engaging in violent behavior.
2. Making unreasonable noise.
3. Using abusive or obscene language or gestures.
4. Obstructing vehicular or pedestrian traffic.
5. Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.

B. Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, School administrator, or other School employee in charge of the student.

C. Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:

1. Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
2. Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
3. Selling, using, or possessing obscene materials.
4. Using profane, vulgar, or abusive language (including ethnic slurs).
5. Gambling.
6. Hazing.
7. Engaging in lewd behavior.

D. Engages in any of the following forms of academic misconduct:

1. Lateness for, missing, or leaving School or class without permission or excuse.
2. Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion). |
3. Plagiarism.

E. Engages in conduct violative of the Governing Body's rules and regulations for the maintenance of public order on School property.

F. Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the School administrator.

G. Has a record of excessive absenteeism.

H. Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force

by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- A. Verbal warning.
- B. Written warning.
- C. Written notification to parents.
- D. Probation.
- E. Detention.
- F. Suspension from athletic participation.
- G. Suspension from transportation.
- H. Suspension from social or extracurricular activities.
- I. Suspension of other privileges.
- J. Exclusion from a particular class.
- K. Confinement with implementation of mandatory provisions.
- L. In-school suspension.
- M. Involuntary transfer.
- N. Community service.
- O. Suspension.
- P. Expulsion.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A School employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

Student Disciplinary Proceeding

The School will establish a procedure that at a minimum will provide the School administrator, or the designee of the School administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class.

Refusal to readmit per A.R.S. 15-841:

A. Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction with a temporary removal in accord with the rules established by the Governing Body, the teacher will be required to state an intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be provided to the administrator by the next business day following the temporary removal.

B. Either of the following conditions must exist for a temporary removal per A.R.S. 15-841:

1. The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.

2. The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.

C. The matter will be referred to the School placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. 15-841. Within three (3) business days following the date of temporary removal, the SPRC shall determine to either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.

D. If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the individualized education program (IEP) team in accord with federal regulations.

Any teacher, administrator, Governing Body member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on School property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

Involving Staff Members

The administrator is responsible for involving staff members of the School in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the School.

STUDENT DISCIPLINE - A GUIDE TO DISCIPLINARY ACTIONS

It is the philosophy of Willow Creek Charter that no one has the right to interfere with an individual's learning, safety and well-being. Discipline at Willow Creek Charter (WCC) is used to ensure that ALL students are learning, while also helping students learn self-discipline and appropriate character life skills. Severity and frequency of offenses may determine suspension or expulsion. For a discipline program to be effective, parent and guardians need to support the school in educating students on the importance of behavior. If a student is feeling harassed or bullied, he/she should speak with someone they trust - a staff member or parent/guardian. If the student is uncomfortable bringing the issue to staff directly, a parent/guardian can schedule a meeting with teachers or administration to resolve quickly and effectively, leaving ALL students feeling safe in their school environment.

When a student breaks a classroom or school rule, a "Discipline Report" from the staff member observing the behavior will be written and filed for documentation by student. Students who choose to break school procedures are subject to correction by teachers, staff members, administrators, police and or juvenile authorities. The student will be disciplined according to the violation and appropriate consequences in place, listed below:

Tier 1 Violations:

Classroom disruptions

Defiance and/or disrespectful behavior toward staff/adults

Electronic devices/cell phones (Cell phones must be checked into the office each morning and can only be used if permitted by the teacher.

Gross dress code violations
Swearing, inappropriate language and/or gestures
Not following directions
Excessive tardies
Unprepared for class

Tier 2 Violations:

Aggressive act (hitting, pushing, slapping)
Bullying, teasing and/or intimidation
Cheating
Computer tampering and unauthorized web searches
Insubordination (refusing instruction or arguing)
Leaving class or campus without permission
Lying
Personal display of affection (PDA) are not allowed at any time on campus
Refusal to complete assignments
Repeated discipline violations
Severe defiance/disrespect or disruption
Unexcused absence(s)/truancy
Unsafe behavior

Tier 1 and Tier 2 Consequences:

Verbal Warning
Teacher/Student conference
Teacher/Parent/Student conference
Loss of privilege
Restitution
School/Community service
Behavior plan
Confiscation of property
Referral to counselor or peer mediation
In school or out of school suspension (for Tier 2 or repeated Tier 1 infractions)
Long term suspension and/or expulsion (for Tier 2 or repeated Tier 1 infractions)

Tier 3 Violations:

Arson
Assault
Bomb/Chemical/Biological Hazard Threat, Explosives
Burglary
Damaging or tampering with school, staff or personal property (*parents may be asked to pay for damaged property*).
Disorderly conduct
Endangerment
Ethnic slurs
Explosives

Extortion
Fighting
False fire alarm
Graffiti
Hazing
Homicide
Indecent exposure
Kidnapping
Major disruption of the educational process (AZ State Law 13-2911 states that students who interfere with or disrupt an educational setting are breaking the law.)
Possession, use or sale of alcohol, tobacco, drugs and/or paraphernalia
Possession of stolen property
Obscene, indecent, or grossly inconsiderate behavior or materials
Robbery
Sexual/Nonsexual harassment
Theft
Threatening to injure self, staff or peers
Possession of stolen property
Weapons (knives, firearms, fireworks, paintballs, dangerous instruments or contraband)

Tier 3 Consequences:

In school or out of school suspension
Long term suspension and/or expulsion
Referral to Law Enforcement

DRESS CODE

- A. Dress appropriately for weather conditions.
- B. Dresses and shorts will be mid-thigh length or longer.
- C. Pants or shorts may not excessively sag.
- D. Shirts will be long enough to cover midriff when arms are raised. Shorts/skirts must be at the student's fingertip length.
- E. Shorts/skirts must be at the student's fingertip length.
- G. Shorts/leggings must be worn under skirts and dresses if they're shorter than student's fingertip length or if student is playing on bars or has physical education (PE).
- H. Torn/ripped jeans or shorts with holes above fingertip length must have leggings underneath.
- I. Tank tops must have strap widths of at least two (2) fingers.
Heely sneakers cannot be used during school hours, if worn to school.
- J. High heels are not allowed.
- K. On days where PE will occur, students will wear tennis shoes - *no sandals or flip flops.*
- L. No hats of any kind or hoodies on the head are allowed in the classroom at any time.
- M. Sunglasses cannot be worn in the classroom at any time (either on the face or head).
- N. Undergarments should not be visible.
- O. Jewelry shall not be worn if it presents a safety hazard.
- P. Obscene or profane writing, drawings or pictures depicting drugs, sexual situations and/or tobacco/drugs/alcohol on body, clothing and/or jewelry is prohibited.
- Q. Gang related clothing and or jewelry prohibited.
- R. Pajamas are not permitted unless they have been approved for a school event.

FOOD AND DRINKS

Students bring their own packed lunch for snacks and lunch each day ***as we will not have snacks or water for purchase***. Microwaves are not available for heating food, so put hot food in a thermos or use ice packs as needed. No soda, juice or caffeinated beverages are allowed – **WATER ONLY**.

HAZING

JICFA-EB ©
EXHIBIT

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 Policy JICFA and this exhibit a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the School.

Definitions

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

- A. 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.
- B. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

Directions

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

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.
- B. 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 Policy JICFA and this exhibit.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the School administrator or Executive Director, in writing, with such details as may have been provided. A failure by a staff member to timely inform the School administrator or Executive Director 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 Executive Director 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 professional staff member. The professional 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 professional staff member receives the information, the staff member will transmit a report to the School administrator or Executive Director not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the School administrator or Executive Director. The procedures to be followed are:

A. 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 time line may only be by necessity as determined by the Executive Director.

B. 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.

C. The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Executive Director.

All violations of Policy JICFA and this exhibit 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.

JICFA-R © **REGULATION**

A person who reports or complains regarding hazing may report or complain directly to the School administrator or to a professional staff member. The professional 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 professional staff member receives the information, the staff member will transmit a report to the School administrator or Executive Director not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the School administrator or Executive Director. The procedures to be followed are:

A. 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 office is open for business when School is not in session. Extension of the time line may only be by necessity as determined by the Executive Director.

B. The investigator shall meet with the person who reported/complained 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.

C. Where disciplinary action is necessary, School policies shall be followed.

ILLNESS PROTOCOL

If your child comes to school and throws up or has a temperature of 100 degrees or more, he or she will be immediately sent home for the day and cannot return to school for 24 hrs. after the fever or throwing up has stopped. If your child has a cold, cough or allergies, you may send any medication to school, but you must send it in the original packaging with dosage/times/students name clearly marked on our "Administering Medicine to Students" form. *See MEDICINES / ADMINISTERING MEDICINES TO STUDENTS for more details.*

If your child exhibits being sick while on campus or shows any COVID-related symptoms, we will contact you immediately to pick them up from school. An assessment of their symptoms will be discussed with you.

If they have been exposed to COVID-19, contact the office immediately.

IMMUNIZATIONS OF STUDENTS

JLCB-R © REGULATION

Immunizations Required for School Attendance

Subject to the exemptions in A.R.S. 15-873, immunization against each of the following diseases is required for attendance of a child in any school:

- A. Diphtheria;
 - B. Tetanus;
 - C. Hepatitis B;
 - D. Pertussis;
 - E. Poliomyelitis;
 - F. Measles (rubeola);
 - G. Mumps;
 - H. Rubella (German measles);
 - I. *Haemophilus influenzae* type b (Hib), for a child two months through 59 months of age; and
 - J. Varicella; and
 - K. Meningococcal;
 - L. Hepatitis A, for a child one (1) through five (5) years of age in a day care program in Maricopa County.
- To be required for in-person school attendance the immunization must be prescribed by rule adopted pursuant to subsection A of A.R.S. §36-672.

Immunizations Not Required for School Attendance

The following immunizations are not required for school attendance:

- A. Human papillomavirus.
- B. COVID-19 or any variant of COVID-19.

Parental Consent for COVID-19 or COVID-19 Variant:

A School District or Charter School, as a governmental entity, that requires a person under eighteen (18) years of age to receive a vaccination for COVID-19 or any variant of COVID-19, must obtain the consent of that person's parent or guardian. However, schools may not require immunization for COVID-19 or any variant of COVID-19 unless the immunization is first prescribed by rule adopted pursuant to A.R.S. §36-672 (A). Finally, schools may not require any resident of this state to receive the COVID-19 immunization or any variant of the COVID-19 immunization. See A.R.S. §36-685.

Immunization Compliance and School Attendance

A child is in compliance with the requirements if the child has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting such criteria as evidenced by having received one (1) dose of each of the required immunizations and has established a schedule for completion of the required immunizations.

A child shall not be allowed to attend school without submitting documentary proof to the school administrator unless the child is exempted from immunization pursuant to section 15-873. Upon enrollment, schools shall forbid attendance or (suspend) a student not meeting the requirements for immunization or exemption from immunization. Homeless students shall be referred to the liaison for homeless students and shall not be required to comply with the immunization requirements until the fifth (5th) calendar day after enrollment.

IMMUNIZATION EDUCATION COURSE:

ADHS Immunization Education Course for Personal Beliefs Exemptions

By far, most parents in Arizona vaccinate their children. But parents who do not want their children to be vaccinated can claim the following types of exemptions for their child(ren):

1. Religious Beliefs Exemption – for use only in child care facilities, preschool, and pre-kindergarten programs
2. Personal Beliefs Exemption – for use only in grades K-12

Parents wishing to obtain a Personal Beliefs Exemption form will be asked to complete the Immunization Education Course. Parents of children attending pilot program schools should click the link in this paragraph **or the red button below** to access the education course, which also leads to the exemption form. The parent should print and sign the exemption form created from the course and return that form to the school. See the full instructions at the bottom of this page.

This online course is designed only for the use of Personal Beliefs Exemptions in grades K-12 at pilot program schools. It does not change the process to request and obtain a Medical Exemption form or the Religious Beliefs Exemption form.

<https://www.azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#immunization-education-course>

INCLEMENT WEATHER

In case of inclement weather, please check our Facebook or webpage.

Full day closure – students and staff will stay at home and not attend school.

2-Hour Delay – Classroom schedule will start 2 hours later. Students need to arrive to school at 10:00 a.m. and Staff must arrive at 9:30 a.m.

Half day Kg students have the option to stay for a full day on snow delay days.

Remember to dress your child appropriately for the weather and be extremely careful on the dangerous roads. If driving to school is unsafe for you and your family, we respect your choice to stay safe. This absence will be considered excused.

KINDERGARTEN RULES

For admission to kindergarten, children must be five (5) years of age prior to September 30 of the current school year. If a full-day kindergarten is provided, the parent of a student eligible for full-day kindergarten shall be offered the opportunity to choose either half-day or full-day kindergarten program. The School may accept children who turn five (5) by December 31 if the child passes a social and academic assessment. Willow Creek Charter (WCC) will not accept students aged five (5) during the year if the student has never attended school prior to September 30. The School shall provide an academically meaningful half-day kindergarten program in each School where the half-day student enrollment is sufficient to fill a class with approximately the same number of students as the School-wide kindergarten classroom average.

MEDICINES / ADMINISTERING MEDICINES TO STUDENTS

JLCD-R © REGULATION

Prescription Drugs:

For occasions when it is necessary for a student to receive a prescription drug during the School day, the following procedure has been established to ensure the protection of the School and the student and to assure compliance with existing rules and regulations:

Administration by School personnel:

- A. The medication must be prescribed by a physician.
- B. The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the School office.
- C. The medication must come to the School office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- D. An administrator may designate a School employee to administer the medication.
- E. Any medication administration services specified in the child's diabetes medical management plan shall be provided
- F. Two (2) or more School employees, subject to final approval by the student's parent or guardian, may volunteer to serve as diabetes care assistants. Voluntary diabetes care assistants are allowed to administer insulin, assist the pupil with self-administration of insulin, administer glucagon in an emergency situation to a pupil or perform any combination of these actions if all of the following conditions exist.
 1. A school nurse or another health professional who is licensed pursuant to statute or a nurse practitioner who is licensed pursuant to statute is not immediately available to attend to the pupil at the time of the emergency.
 2. If the voluntary diabetes care assistant is authorized to administer glucagon, the parent or guardian must provide to the School an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner.
 3. The volunteer diabetes care assistant has provided to the School a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. 15-344.01.
 4. If the voluntary diabetes care assistant is authorized to administer insulin, the parent or guardian of the pupil has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.

5. The training provided by an appropriately licensed health professional must include all of the following:
 - a) An overview of all types of diabetes.
 - b) The symptoms and treatment of hyperglycemia and hypoglycemia.
 - c) Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the pupil's physician.
 - d) Techniques for recognizing the symptoms that require the administration of glucagon.
 - e) Techniques on administering glucagon.
6. A School employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
7. The School, employees of the School, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to School policy and this regulation.
- G. Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- H. Drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- A. When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.
- B. The student's diabetes medical management plan provided by the parent or guardian shall be signed by the appropriately licensed health professional or nurse practitioner and shall state that the student is capable of self-monitoring blood glucose and shall list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the pupil to self-administer and that have been prescribed or authorized for that student. The student must be able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use under these provisions. The pupil's diabetes medical management plan shall specify a method to dispose of equipment and medications in a manner agreed on by the parent or guardian and the School.
- C. The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the School office.
- D. The medication must come in the prescription container as put up by the pharmacist.

Over-the-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the School and the student:

Administration by School personnel:

- A. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.

- B. Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the School office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.
- C. An administrator may designate a School employee to administer a specific over-the-counter drug.
- D. Each instance of administration of an over-the-counter drug must be documented in the daily log.
- E. Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- A. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.
- B. Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- C. *Necessity* for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

Protection of Students

Use or administration of medication on School premises may be disallowed or strictly limited if it is determined by the Executive Director, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto School campus. Violation of this regulation may subject the student to disciplinary action.

OPEN ENROLLMENT

The School has an open-enrollment program as set forth in A.R.S. 15-184 *et seq.* The open enrollment program described in this policy shall be placed on the School website and made available to the public on request.

Parents Right-to-Know (Teacher Qualification Status)

Title I Section 1112

“(e) PARENTS RIGHT-TO-KNOW. —

“(1) INFORMATION FOR PARENTS. —

“(A) IN GENERAL.—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parent may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

“(i) Whether the student’s teacher—

“(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

“(II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and “(III) is teaching in the field of discipline of the certification of the teacher.

“(ii) Whether the child is provided services by para- professionals and, if so, their qualifications.

“(B) ADDITIONAL INFORMATION.—In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student—

“(i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and

“(ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

We are pleased to notify you that in accordance with the *Elementary and Secondary Education Act* (ESEA), you have the right to request information regarding the professional qualifications of your child’s teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or substitute status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your child’s school. Should you have any questions, feel free to contact Mrs. Baker (928) 776-1212 and she will be happy to assist you.

PROMOTION AND RETENTION OF STUDENTS

IKE-RA © REGULATION

Procedure for Retention of Elementary School Students

The final recommendation to retain should be made by the teacher with approval of the Executive Director. Consultation with the administrator and other staff members, and involvement of parents in all steps of the retention process are vital.

Per A.R.S. §15-701, a 3rd grade student who fails to meet the Move On When Reading (MOWR) cut score on the Reading portion of the statewide exam will not be promoted to the 4th grade. For more details: <https://www.azed.gov/mowr/family-and-community/>

SAFETY MEASURES:

- Installation of air purifiers in every building that destroys up to 99% of surface and airborne contaminants and improves indoor air quality for healthier living environments, making each room safer and students healthier.
- Touchless hand sanitizers in every room that students and staff will use as they enter/exit buildings.
- Touchless water dispensers for water bottles will be installed in place of existing water fountains.
- Individualized personal supplies
- Our cleaning service completes full in-depth cleanings nightly

SCHOOL FEES

Supplies Fee - \$175 (mandatory) for all Kg – 8th graders – Fee covers all supplies needed for students for entire year (pencils, notebooks, wipes, etc.). *Parents do not need to purchase from a supplies list. It also includes academic field trips, school pride t-shirt, yearbook and planner for every student. This fee is due the first day of school.* If you need to make payments or cannot pay this fee, please contact the office to discuss options.

The only personal supplies that each student should bring are listed below:

Level 1 Backpack, Lunch box, spill-proof refillable water bottle, sweatshirt or sweater to keep at school

Levels 2 & 3 Lunch box, spill-proof refillable water bottle, sweatshirt or sweater to keep at school

Level 4 Scientific calculator (MUST HAVE), water bottle (not glass), lunch box, backpack, and 2" binder of choice

Level 5 Scientific calculator (MUST HAVE), water bottle (not glass), lunch box, and backpack

Checks, cash, credit cards or money orders will be accepted for fee payments. Please note all fees are non-refundable and cannot be transferred.

STUDENT COMPUTER USAGE AND INTERNET AGREEMENT:

The student agrees to:

- Ask permission before using the Internet.
- Will only look at or delete my own files.
- Must not bring software or disks into school without permission.
- Use the Chromebooks for educational purposes and websites/materials approved by your teachers.
- **If student breaks Chromebook or tablet, cost of damages will be assessed and charged to student.**
- Only e-mail people I know, or my teacher has approved.
- Ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- Will not use Internet chat, unless the teacher has instructed students to use.
- Will not access material deemed inappropriate for school use including dangerous info, criminal info, and inappropriate language and violates school rules.
- Understands that the school may check my computer files and the internet sites I visit.
- Will not reveal personal contact information about myself (full name, address, phone number) when using the Internet.
- Will not access material that has been deemed inappropriate for school use. Inappropriate material is defined as: dangerous information, Criminal information, Information that violates school rules.
- Report any damage or loss, whatever the cause, to their teacher as soon as possible.
- Not purposely damaging any computers or equipment and takes responsibility for any damage or loss caused by neglect, vandalism, or abuse.
- Understands that deliberately breaking these rules, they may not be able to use the computers or internet.
- Read, understand and sign the **Google Consent form** in order to use Google Classroom (which is included in WCC's Classroom curriculum and
- Hereby releases Willow Creek Charter School, its personnel, and any institutions with which it is affiliated, from all claims and damages of any nature arising from my child's use of, or inability to use, the Internet system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

JII ©

The Executive Director has established procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this School, and

B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the School Governing Body is without authority to act. A complaint or grievance may be raised regarding one (1) or more of the following:

A. Violation of the student's constitutional rights.

B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities. C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.

D. Concern for the student's personal safety.

Refer to Governing Body Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any School staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Executive Director to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Executive Director.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a School administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or the student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each School building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the School offices.

Disposition of all complaints/grievances shall be reported to the Executive Director and the compliance officer for discrimination if other than the Executive Director. The Executive Director will determine if the policies of the School have been appropriately implemented and will make such reports and/or referrals to the Governing Body as may be necessary.

The Executive Director shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant School policies shall be followed.

When School officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

JII-EB © EXHIBIT

Students may present a complaint or grievance regarding one (1) or more of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- D. Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Governing Body Policy JICK.

Provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this School, and
- B. The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Body is without authority to act.

The guidelines to be followed are:

- A. The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- B. The complaint or grievance shall be made only to a School administrator or a School staff member.
- C. The person receiving the complaint will gather information for the complaint form.
- D. All allegations shall be reported on forms with the necessary particulars as determined by the Executive Director. *Forms are available in the School office.*
- E. The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate School administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Executive Director.

A student or the student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the School policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant School policies shall be followed.

When School officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The use of a private vehicle for transporting students requires written permission from the Executive Director.

A. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.

B. For each special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.

C. Each employee or Governing Body member authorized to use a private vehicle for school business purposes will be required to present proof of insurance to the School.

D. No student will be sent on school errands with the student's own vehicle, an employee's vehicle, a Governing Body member's vehicle, or a School-owned vehicle.

VISITORS TO SCHOOL

KI-R © REGULATION

At Willow Creek Charter (WCC), we endorse an open-door policy. Parents, community members and volunteers are welcome. All visitors and volunteers *MUST* sign in at the office so that they can attach a visitor or volunteer badge to their clothing. Please sign out and return the badge before leaving campus.

All volunteers that work with students *MUST* have a valid Arizona fingerprint card. Please fill out a "Volunteer Form" if you would like to help with needed areas at our school or classroom.

Parents of enrolled pupils and parents who wish to enroll their children in the School may visit, tour and observe the School and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's

procedures for scheduling visits, tours or observations. The School may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

For those who wish to visit a classroom during the school day, the visitor must contact the administrator in advance to arrange a day and time for such visit. Conflicts with the School schedule shall be avoided.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto School premises, including visits or audits to a classroom or other school activity, without approval by the administrator. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the School administrator.

Anyone who is not a student or staff member of the School, and is in violation of Policy KI and this regulation, may be asked to leave the property of the School. Failure to comply with the lawful directions of School officials or of School security officers or any other 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, will be against School regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

If you would like a conference with administration, please contact the school for an appointment.

Parent Behavior

If there is an incident with your child at our school, please know that we investigate these events completely to determine what occurred, and we follow our no-bullying policy and student rules. If you or your child have any concerns, please discuss these issues with the Director in the office so that we are fully informed and can handle any situations properly in a timely manner. *Parents are NOT allowed to confront or discuss these events with our students directly; all concerns will be reviewed in an adult fashion and handled appropriately. Parents confronting students will not be allowed to come onto campus in the future other than to drop off and pick up your child.*

We want to provide the best appropriate learning environment for our student's academic and social care. In order to do this, we must *ALL* pay close attention to our interactions as adults on a day-to-day basis, as this directly affects children. *Staff members, teachers and parents should always consider themselves as role-models and follow the same school rules (listed in Discipline above) that we are asking of our students/children.* Our goal is to develop strong students who respect themselves, others and the community by modeling that behavior. We respectfully ask parents/guardians to follow these guidelines while on our school campus.

On field trips, parent chaperones must follow the school's Discipline Policy. Make sure you have a clear understanding of our policy and what the teacher/school needs from you in this role.

If you are not functioning as a chaperone or volunteer, please do not discipline students. Please make a staff member aware of any issues and they will handle the situation appropriately.

It is not appropriate to discuss a concern or gossip about a teacher, student or staff member in front of students or other parents. Please come to the office and discuss your concern with the Directors.

VISITORS TO SCHOOLS

Parents of enrolled pupils and parents who wish to enroll their children in the School must fill out this form to visit, tour, or observe a classroom.

Date: _____

Name of Parent: _____

Name of Pupil or Prospective Pupil: _____

Name of Classroom Parent seeks to visit, tour or observe:

Please describe the reason for your visit, tour or observation so that the School may best satisfy your request:



Board Approved Policy April 8, 2020

Phone: (928) 776-1212 Fax: (928) 776-0009

Email: willowcreek@willowcreekcharter.com

Website: www.willowcreekcharter.com

Willow Creek Charter School

2100 Willow Creek Road

Prescott, AZ 86301