



2020-2021

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 by 4:00p.m.

School Organization

- Jennifer Baker ----- Director
- Shannon Lynch ----- Special Education Director
- Chrystal Morriss ----- Registrar
- Sandy Tuite ----- Level 1 Instructor
- Sandra Sherman ----- Level 2 Instructor
- Mary Haywood ----- Level 3 Instructor
- Jessica Merten-Schmidt ----- Level 4 Instructor
- Katie Sevey ----- Level 5 Instructor
- Beverly Bean ----- Intervention Specialist
- Shannon Silvey ----- Paraprofessional
- Micaela Hall ----- 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

ATTENDANCE (Drop off and Pick-Up Times)

We strictly adhere to drop off and pick up times (*fees may apply)

Arrival: Student may be dropped off as early as 7:45 a.m. in the front courtyard.

If there is bad weather, students will go to the art room.

Dismissal: Students may stay until 4:00 each day and are supervised during this time. Pickup is *NO LATER* than 4:00 p.m. After 4:10, parents will be charged a fee of one dollar (\$1) per minute for each minute over*, as WCC does not have after school care. *Please be on time!*

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.

If we are unable to contact you or your emergency contacts by 4:15 p.m., the Prescott Police Department will be called to locate you.

BULLYING / HARASSMENT / INTIMIDATION

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.

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

HAZING

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.

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.

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.*

IMMUNIZATIONS OF STUDENTS

JLCB-R © REGULATION

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:

Diphtheria;
Tetanus;
Hepatitis B;
Pertussis;
Poliomyelitis;
Measles (rubeola);
Mumps;
Rubella (German measles);
Haemophilus influenzae type b (Hib);
Varicella; and
Meningococcal.

Unless exempt in accord with R9-6-706, the schedule for compliance for a student eleven (11) years or older who has not previously received the meningococcal vaccine is:

Grade student entering as of September 1,
Grade six (6) 2008
Grades six (6) and seven (7) 2009
Grades six (6) through eight (8) 2010
Grades six (6) through nine (9) 2011
Grades six (6) through ten (10) 2012
Grades six (6) through eleven (11) 2013
Grades six (6) through twelve (12) 2014

The preceding schedules will remain in effect unless the school is notified by the Arizona Department of Health Services of a modification to one (1) or both of the schedules.

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.

FOOD AND DRINKS

Students bring their own packed lunch for snacks and lunch each day, as we do not have a cafeteria or meal delivery. Microwaves are not available for heating food up, so put hot food in a thermos or use ice packs as needed. No soda, juice or caffeinated beverages are allowed – **WATER ONLY**. Please pack your child a nutritious snack and lunch, so they are the best they can be all day!

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.

MEDICINES / ADMINISTERING MEDICINES TO STUDENTS

JLCD-R © REGULATION

Prescription Drugs:

on 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.

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/>

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.***

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

Levels 1-3 Backpack, Lunch box, Water bottle w/straw

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.
- 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-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.

Visitors are not allowed to disrupt class during instruction time. If you wish to visit your child's classroom during this time, please make prior arrangements with your students' teacher. If you must speak with the teacher, please leave a message with the office or with the teacher to contact you when the teacher is available. Lunches, messages or other items must be left in the office and will be delivered to the student at an appropriate time, to avoid interruptions in the classroom.

Students who have left our school to attend a different school through eighth (8th) grade are not permitted to return and visit. If students who have left return with their parents to pick up a sibling, they are not allowed to go into the classrooms. Children of WCC staff are permitted to come on campus, however, they cannot go into the classrooms until 4:00 or later, unless coming to pick something up or drop something off. If high school students return to visit, they are permitted to see their previous teachers after 4:00. *ALL* students who visit must check in to the office first.

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.

Follow all guidelines under "Classroom and School Visits" to ensure appropriate discussion times with teachers and administration.



Board Approved Policy April 8, 2020

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