



Phone: 928-776-1212

Fax: 928-776-0009

willowcreek@willowcreekcharter.com

www.willowcreekcharter.com

2021-22 Enrollment

Willow Creek Charter is a K-8 public charter school that started in 1999. 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.

Student Name: _____

To enroll your child, please bring the following to the office:

- _____ Application, filled out and signed
- _____ Copy of parent driver's license
- _____ Proof of Residency and signed Residency form
- _____ Previous School Records Request form signed and official Withdrawal form
- _____ Current Proof of Immunizations and/or Parent Immunization Education Course Exemption form
- _____ Original Birth Certificate
- _____ Custody papers, if applicable
- _____ PHLOTE Form
- _____ Program Eligibility Form signed
- _____ McKinney/Vento Eligibility Questionnaire
- _____ Technology Resources User Agreement signed
- _____ G Suite for Education Form signed
- _____ Material Fee Payment - \$175

WCCS allows prospective students to visit our school for one day, but before they can officially be enrolled, all of the above items must be submitted to the office.

Enrollment applications are accepted in person at our office at or mailed to: 2100 Willow Creek Road in Prescott OR via Fax: (928) 776-0009 OR via E-mail: office@willowcreekcharter.com.

Parent signature _____ Date _____

Willow Creek Charter School Student Application

Willow Creek Charter School
2100 Willow Creek Road
Prescott, Arizona 86301
Phone: 928-776-1212 Fax: 928-776-0009

FOR OFFICE USE ONLY:

Application Received: _____

1st Day of Attendance: _____

Sibling: Yes _____ No _____

Records Req: _____

Records Rec'd: _____

IEP: Yes _____ No _____ 504: Yes _____ No: _____

SPED Req: _____ SPED Rec'd: _____

Date Entered into SIS: _____

SAIS # _____

School website: www.willowcreekcharter.com

e-mail: willowcreek@willowcreekcharter.com

See Teacher Profiles / Resume on file at the front desk and on our website

*WCC does not discriminate based on race, creed or gender

Student Last name: _____ Student First name: _____ Middle: _____

Legal last name if different: _____ Present Grade: _____ ☐ Male ☐ Female

Birthplace: _____ Birthdate: _____

Names of Sibling(s) Attending WCC: _____

Parent 1 Information (or Legal Guardian)	Student Lives With	Has Legal Custody	Parent 2 Information (or Legal Guardian)	Student Lives With	Has Legal Custody
Name: _____			Name: _____		
Contact Priority (circle): 1 2			Contact Priority (circle): 1 2		
Parent phone: _____ *Number that we can reach you during the school day			Parent phone: _____ *Number that we can reach you during the school day		
Physical Address: _____			Physical Address: _____		
Mailing Address: _____			Mailing Address: _____		
Business phone: _____			Business phone: _____		

Previous School Attended:

Name of School _____ Grade _____ Date Withdrawn _____

City, State _____ How did you hear about our school? _____

Are you a foster parent? Yes No Is either parent an (active) member of the Military? Yes No

Has the student applicant ever:

Been retained in or skipped a grade? ☐ No ☐ Yes Have a current I.E.P. or 504 plan? ☐ No ☐ Yes

Has the applicant ever been suspended or placed on probation by a school? ☐ No ☐ Yes

Has the applicant ever been dismissed or expelled by a school? ☐ No ☐ Yes

Has the applicant ever been suspended or placed on probation by a school? ☐ No ☐ Yes

Please clarify any "yes" answers here: _____

As a parent/guardian, I understand that acceptance for enrollment will be revoked upon finding the existence of any of the above conditions in this box. Initials _____

List any allergies, physical/medical conditions, medication or other special instructions for your child:

Can your child be given Motrin or Ibuprofen? ☐ No ☐ Yes Tums ☐ No ☐ Yes Cough Drops ☐ No ☐ Yes Doctor's Name and Phone:

Federal agencies have been working to implement the regulations adopted by the U.S., Office of Management and Budget since 1997, and the Department of Education is among the last to finalize adoption, making education data consistent with the Census data and other national data sets. Specifically, the major issue the federal government is trying to clear up is the distinction between race and ethnicity. The change will allow individuals the opportunity to select multiple races to more fully describe their heritage. **Part A must be answered first, then Part B.**

Part A: Is this student Hispanic/Latino? (Choose only one) **No, not Hispanic/Latino** **Yes, Hispanic/Latino** (A person who is Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.) (The above part of the question is about ethnicity, not race. No matter what you selected above, please continue to answer the following by marking one or more boxes to indicate what you consider your student's race to be.)

Part B: What is the student's race? (Choose one or more) _____

- **American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation)
- **Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)
- **Black or African American** (A person having origins in any of the black racial groups of Africa.)
- **Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.)
- **White** (A person having origins in any of the original peoples of Europe, the Middle East or North Africa.)

Emergency Contact Info: Please list two names and numbers of people we may call in case of an emergency if the parents or guardians are not available.

1. _____
2. _____

Divorce: Yes ____ No ____ If there is a Divorce or Legal Separation, please provide custody papers.

We will assume both parents have custody of the child unless indicated to the contrary, and that both parents may pick up the child. If this is not applicable to your situation, please indicate below who MAY and who MAY NOT pick up your child and attach any legal documentation.

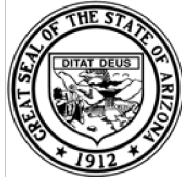
<u>MAY:</u>	Name	Relationship	Phone

<u>MAY NOT:</u>	Name	Relationship	Phone

- I/WE understand that all portions of this application must be completed for my/our child to be enrolled.
- I/WE hereby certify that the information provided in this application is true and complete.
- I/WE understand and agree to the provided Parent/Student Handbook and will follow the attendance policy.
- I/WE understand that a materials fee of \$175 is due the first day of school for ALL students Kg – 8th grades.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



**Arizona Department of Education
Arizona Residency Documentation Form**

Student _____ School _____

School District or Charter Holder _____

Parent/Legal Guardian _____

As the Parent/Legal Guardian of the Student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

- ☐ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- ☐ Valid U.S. Passport
- ☐ Real estate deed or mortgage documents
- ☐ Property tax bill
- ☐ Residential lease or rental agreement
- ☐ Water, electric, gas, cable, or phone bill
- ☐ Bank or credit card statement
- ☐ W-2 wage statement
- ☐ Payroll stub
- ☐ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe that contains an Arizona address.
- ☐ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
- ☐ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

Signature of Parent/Legal Guardian

#2306606

Date



STUDENT RECORDS REQUEST FORM

Student Name: _____ Date of Birth: _____

RECORDS TO BE RELEASED FROM:

School Name: _____

Address: _____ City, State & Zip Code _____

Phone Number: _____ Fax Number: _____ E-mail: _____

Please send the following information to the attention of the Registrar (via fax, email or mail):

Please send the following:

- Birth Certificate
- All previous grades and standardized test scores
- Immunization records
- Hearing and vision
- Legal custody documentation
- Withdrawal form
- Attendance records
- Arizona SAIS Number (if applicable)
- IEP/504 Records – if applicable

Willow Creek Charter School
2100 Willow Creek Road
Prescott, AZ 86301
Fax: (928) 776-0009
E-mail: office@willowcreekcharter.com

The Family Educational Rights and Privacy Act (FERPA), 34 CFR 99.31(a)(2) allows schools to send education records to a school where the student has enrolled or seeks to enroll without the parent's signature.

(Signature)

(Date)

FOR OFFICE USE ONLY:

SAIS # _____ **Date of Birth** _____ **First Day of Attendance** _____

Date CUM & SPED 1st Request _____ 2nd Request _____ 3rd Request _____

CUM Rec'd: _____ SPED Rec'd: _____



**Arizona Department of Education
Office of English Language Acquisition Services**

**Primary Home Language Other Than English (PHLOTE)
Home Language Survey**

The responses to this Home Language Survey (HLS) are used by the school to provide the most appropriate instructional programs and services for the student. The answers below will determine if a student will take the Arizona English Language Learner Assessment (AZELLA). Please respond to each of the three questions as accurately as possible. If you need to correct any of your responses, this must be done before the student takes the AZELLA Placement Test.

1. What language do people speak in the home most of the time?

2. What language does the student speak most of the time?

3. What language did the student first speak or understand?

Student Name _____ District Student ID _____

Date of Birth _____ SSID _____

Parent/Guardian Signature _____ Date _____

District or Charter _____ Painted Pony Ranch Charter School _____

School _____ Willow Creek Charter School _____

Please provide a copy of the Home Language Survey to the EL Coordinator/Main Contact on site. In AzEDS, please enter all three HLS responses.

These HLS questions are in compliance with Arizona Administrative Code (R7-2-306(B)(1),(2)(a-c)). (Revised 01-2020)

Office of English Language Acquisition Services
1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-0753 • www.azed.gov/oelas



WILLOW CREEK CHARTER
K-8 Public School

Phone: 928-776-1212 Fax: 928-776-0009
willowcreek@willowcreekcharter.com www.willowcreekcharter.com

Program Eligibility Effective July 1, 2020 – June 30, 2021

The Arizona Department of Education provides the following FY 2021 Income Guidelines for determining eligibility information for federal funding associated with programs funded under the Elementary and Secondary Education Act (ESEA). ALL information will be kept confidential and only used to determine eligibility for the school funding.

ESEA Eligibility Guidelines

Effective from July 1, 2020 to June 30, 2021

Household Size	Indicator 1					Indicator 2				
	Yearly	Monthly	Twice per month	Every 2 weeks	Weekly	Yearly	Monthly	Twice per month	Every 2 weeks	Weekly
1	\$16,588	\$1,383	\$692	\$638	\$319	\$23,606	\$1,968	\$984	\$908	\$454
2	\$22,412	\$1,868	\$934	\$862	\$431	\$31,894	\$2,658	\$1,329	\$1,227	\$614
3	\$28,236	\$2,353	\$1,177	\$1,086	\$543	\$40,182	\$3,349	\$1,675	\$1,546	\$773
4	\$34,060	\$2,839	\$1,420	\$1,310	\$655	\$48,470	\$4,040	\$2,020	\$1,865	\$933
5	\$39,884	\$3,324	\$1,662	\$1,534	\$767	\$56,758	\$4,730	\$2,365	\$2,183	\$1,092
6	\$45,708	\$3,809	\$1,905	\$1,758	\$879	\$65,046	\$5,421	\$2,711	\$2,502	\$1,251
7	\$51,532	\$4,295	\$2,148	\$1,982	\$991	\$73,334	\$6,112	\$3,056	\$2,821	\$1,411
8	\$57,356	\$4,780	\$2,390	\$2,206	\$1,103	\$81,622	\$6,802	\$3,401	\$3,140	\$1,570

Is your family at or below the current income guidelines based on the attached **ESEA Eligibility Guidelines** schedule?

Indicator 1 ☐

Indicator 2 ☐

No ☐

I hereby certify that all of the above information is true and correct.

Student(s) Name: _____

Parent/Guardian Signature _____

Date: _____



McKinney-Vento Eligibility Questionnaire

School Name: Willow Creek Charter School

Student Name: _____

Date of Birth: _____
Month / Day / Year Grade Student ID

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to this residency information help to determine the services the student may be eligible to receive.

1. Is your current address a temporary living arrangement? Yes ____ No ____
2. If temporary, is this living arrangement due to loss of housing or economic hardship?
Yes ____ No ____

**If you answered YES to question 1 and 2, please complete the remainder of this form.
If you answered NO to either question 1 or 2, you may stop here.**

Where is the student presently living? (Check one)

- ____ In a motel
____ In a shelter
____ With more than one family in a house or apartment
____ In a place not ordinarily used for sleeping (car, park, etc.)

Name of the Parent(s)/Legal Guardian(s): _____

Address _____ Zip _____ Phone _____

How long have you been at current address? _____

By signing, I attest this information is true and accurate

Parent/Legal Guardian _____ Date _____

Date _____

School Personnel Who Enrolled This Student – Please Print Name

Would you like to be contacted regarding eligibility for transportation under McKinney-Vento?
Yes ____ No ____

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

IJNDB-E © EXHIBIT Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the School, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated School authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by School employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.
- H. Follow the School's code of conduct.
- I. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for School employees is extended to include requirements to:

- A. Maintain supervision of students using the EIS.
- B. Agree to directly log on and supervise the account activity when allowing others to use School accounts.
- C. Take responsibility for assigned personal and School accounts, including password protection.
- D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and School accounts and files by unauthorized persons.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without School authorization.

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- A. Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- B. Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- C. Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.
- D. Observe the following considerations:
 - 1. Be brief.
 - 2. Strive to use correct spelling and make messages easy to understand.
 - 3. Use short and descriptive titles for articles.
 - 4. Post only to known groups or persons.

ELECTRONIC INFORMATION SERVICES USER AGREEMENT cont....

Services.

The School specifically denies any responsibility for the accuracy of information. While the School will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____ (Student)

School _____ Grade _____

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School to restrict access to all controversial materials, and I will not hold the School responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

CHROMEBOOK LOAN AGREEMENT
Willow Creek Charter School

PARENT/STUDENT AGREEMENT

This Chromebook Tablet Agreement is between (the User):

Student: _____

Parent/Guardian: _____

and **Willow Creek Charter School (Owner) and** is subject to the terms and conditions below.

TERMS AND CONDITIONS

- A. TITLE.** Owner holds the right to possess and transfer custody of the tablet computer and its installed software during the Term of this Agreement.
- B. CUSTODY.** The above-identified User is a licensee with rights to utilize the School computer tablet computer during the term of this Agreement, contingent upon all other terms and conditions stated herein.
- C. TERM.** The term of this Agreement shall begin **July 19th** and end **June 1st** for the **2022** School Year.

D. GENERAL CONDITIONS FOR USE.

1. **ACCEPTABLE USES.** The tablet computers are provided for the benefit of School, its employees and students. These resources are provided for use in the pursuit of the Owner-related business and are to be reviewed, monitored, and used only in that pursuit.
2. **UNACCEPTABLE USES.** The tablet computer must not be used as follows: (1) for personal gain or the advancement of individual views; (2) to express personal opinions on the Intranet of Internet; (3) to solicit any non-School business or activities; or (4) to play games. Furthermore, a User must not send e-mail or other communications that either mask personal identity or indicate that someone else sent it. The User may only access the libraries, files, data, programs, and directories that are School-related. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of School, or improper use of information obtained by unauthorized means, is prohibited. Sending, saving, or viewing offensive material is also strictly prohibited. Messages stored and/or transmitted by the tablet computer must not contain content that may reasonably be considered offensive. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, religion, sex, age, national origin or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state, or local laws.

E. GUIDELINES FOR PROPER CARE.

- Do not eat or drink while using the tablet computer;
- Do not drop the tablet computer or allow it to fall;
- Give care appropriate for any electrical device;
- Do not attempt to repair a damaged or malfunctioning tablet computer;
- Do not take the tablet off campus at any time;
- Do not leave the tablet computer exposed to direct sunlight;
- Unplug the tablet computer during electrical storms;
- Do not attempt to upgrade the computer or software without permission from the School;
- Do not leave the tablet computer unattended;

- F. SANCTIONS FOR VIOLATIONS.** Violators of this agreement will be subject to discipline. Further damages may be assessed against the User for damaged, lost or stolen tablet computer computers.

G. CONFORMANCE WITH SCHOOL POLICIES. The User must comply with all provisions of the policies and procedures found in the Student Handbook and Internet Agreement.

H. PRIVACY. The User has no right of privacy as to any information or files maintained, transmitted or stored on the tablet computer.

I. MODIFICATIONS AND UPGRADES. The tablet computer cannot be modified or upgraded by the User without the express consent of School.

J. MAINTENANCE AND REPAIR. The User shall keep the tablet computer and all software in good working order and condition. If repairs are necessary, the School shall repair the tablet computer and software.

K. STOLEN, MISSING, OR DAMAGED TABLET COMPUTER. Any tablet computer, related equipment or software that is discovered to be stolen, missing or damaged must be reported IMMEDIATELY. If the theft occurred off School property, then the report must be made to the nearest law enforcement agency if criminal activity is suspected. A copy of a police report must be delivered to School within 72 hours. If the theft, loss or damaged occurred on School property, then the report must be made to School. If the User is found to have been negligent to the theft or loss by School, that User will be assessed for the full replacement cost of the equipment. If the User is found to have been negligent for the damage by School, that User will be assessed 1/2 the repair cost. A replacement will not be issued to the User until all fees have been paid in full. Only 1 replacement tablet computer will be granted each school year.

L. TERMINATION. The School may terminate this Agreement without notice.

M.ASSIGNMENT. The User may not assign, sublease, or otherwise transfer any rights or obligations under this Agreement.

N. ENTIRE AGREEMENT. Each party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms. Each party further agrees that this Agreement is the complete and exclusive statement of the Agreement between the parties, and that this Agreement supersedes and merges all prior understandings or agreements. This Agreement may not be modified, unless in writing.

O. GOVERNING LAW. This Agreement is governed by and construed in accordance with the laws of the State of Arizona. Any proceedings related to this Agreement shall be conducted in the Arizona Superior Court or in the Arizona District Court applying Arizona law.

P. RETURN POLICY. Upon expiration of the term of this Agreement or the end of the school year, the User shall return the tablet computer, all related equipment and all software to the School. The School shall promptly check in all equipment. If the User does not return the Tablet computer and associated equipment by the expiration date or end of the school year, the User will owe the School the full amount of the cost to replace the tablet computer and associated equipment. Any further tablet computer loan may be declined until all equipment is properly checked in.

We have reviewed and agree to the tablet computer loan agreement.

We have reviewed the above-stated Terms and Conditions and agree to comply with the terms and conditions.

PARENT/GUARDIAN'S NAME

PARENT/GUARDIAN'S SIGNATURE _____ **DATE** _____

STUDENT'S NAME _____

STUDENT'S SIGNATURE _____ **DATE** _____

G - SUITE FOR EDUCATION PERMISSION FORM

IJNDB-EB EXHIBIT

To parents and guardians,

At Willow Creek Charter School, we use G Suite for Education, and we are needing your signed permission to continue to provide and manage an account for your child. Our student handbook already gives us permission to have students work on the computers and Internet; however, Google requires a signed permission form. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Our students use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice on the following pages provides answers to common questions about what Google can and can't do with your child's personal information, including:

- A. What personal information does Google collect?
- B. How does Google use this information?
- C. Will Google disclose my child's personal information?
- D. Does Google use student personal information for users in K-12 schools to target advertising?
- E. Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not be able to continue the use of your child's G Suite account, which means loss of access to classroom resources, assignment copies, and valuable digital skills.

I give permission for Willow Creek Charter School create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

GOOGLE NOTICE

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync • Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "**Additional Services**": YouTube, Google Classroom, Google Maps, etc.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html

When creating a student account, we provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

- In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.
- In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

- No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With WCC** G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Jennifer L. Baker. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact your child's teacher. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].

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.** If you need to make payments or cannot pay this fee, please contact the office to discuss options.

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.



2021-2022 School Calendar

Willow Creek Charter School
2100 Willow Creek Road, Prescott, AZ 86301
Phone: 928-776-1212 Fax: 928-776-0009
E-mail: willowcreek@willowcreekcharter.com

■ First & last day of school	■ Holidays No School	■ 1/2 day 12:00 pickup	■ Meet the Teacher Day
Levels One & Two 8:15-3:00 / Levels Three & Four 8:00-3:15 / Level Five 8:00-4:00			

July 14 - Meet the Teacher 4:00 - 6:00
July 19 - First Day of School
September 6 - Labor Day
September 29 & 30 - 12:00 pick-up
October 4 - 14 - Fall Break
Nov. 11 Veterans Day Holiday
Nov. 22 - 25 Thanksgiving Break
December 15 - 16 - 12:00 Pick-up
Dec. 20 - Dec. 30 - Christmas Break
January 17 - MLK, Jr. Day
February 14 - Presidents' Day
March 2 & 3 - 12:00 Pick-up
March 7 - 17 - Spring Break
April 18 - Spring Holiday
May 25 & 26 - 12:00 Pick-up
May 26 - Last day of school

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Title I Annual Meeting Agenda – July 12, 2020

What is a Title I Schoolwide program? *Schoolwide programs are designed to generate high levels of academic achievement for all students, especially those most in need of additional support. Schools must have 40% poverty or greater to implement a Schoolwide program. Funds are used to improve the overall academic program of the school. A Title I Schoolwide team must annually develop a Schoolwide plan that includes the following:*

- *Comprehensive needs assessment*
- *School wide reform strategies*
- *Provision for instruction by highly qualified professional staff*
- *Strategies for increasing parental involvement*
- *Plans to facilitate transition from preschool to elementary school*
- *Measures for including teacher input to improve student performance and the overall instructional program*
- *Provision of assistance to struggling students, including financial assistance to our HCY population*

What does the Title I needs assessment of WCC School tell us, and what Schoolwide goals has WCC School developed as a result? *Students will improve performance in the areas of math and reading as measured by progress monitoring and statewide standardized assessments.*

- o **What is the academic program at WCC School?** *Small group and one on one instruction by an intervention specialist in reading and/or math.*
- o **Description and explanation of curriculum.** *Curriculum aligned to state standards. Our curriculum includes EngageNY, ImagineIt, MyMath, Step Up to Writing and Science Dimensions.*
- o **Description and explanation of state academic standards and expected achievement levels for students.** *Students are expected to meet grade level standards and target ranges set by Aimswebplus assessments in Benchmarks and progress monitoring. Students are also expected to meet or exceed standards on Arizona's state standardized assessments.*
- o **Description of academic assessments used to monitor student progress and identify areas of academic need.** *Classroom assessments and Aimswebplus will be used to monitor student progress and identify areas of need.*
- o **Description of services to students with identified areas of need.** *Intervention services provided to students falling below in expected achievement levels in a small group or one on one setting in the areas of reading and math.*

How can parents and families be involved? *Parents and family members can be involved in planning, reviewing, and improving the school and district policies and the Schoolwide program plan. Parents have a right to become involved in the school's programs and ways to do so. Parents have the right to request regular meetings with school staff to offer suggestions and to participate, as appropriate, in decisions about the education of their children. The school must respond to any such suggestions as soon as practicably possible. Our parents receive regular communication when their children are falling below expected achievement levels. They are given the opportunity to approve the intervention program WCC provides to their children.*

School-Parent Compacts

Family Engagement Activity Plan for the school year: *Parent-Teacher conferences, Quarterly Ranch Round-ups, Thanksgiving Feast, End-of-the-Year Promotion and BBQ*



School-Parent Compact

Willow Creek Charter recognizes that a shared partnership among students/ parents, and school staff is required to fully implement its Mission Statement. This voluntary compact will assist everyone's efforts as.....

Students accept the responsibility to:

1. Attend school regularly and be on time
2. Work to the best of their ability in class and at home
3. Follow the school rules
4. Ask for help when needed
5. Respect and cooperate with other students and adults
6. Have high expectations of themselves and fellow students
7. Be a life-long, self-directed learner

Parents or guardians accept the responsibility to:

1. Schedule daily homework time, review homework regularly, and discuss what their child learned.
2. Read with their child and let younger children see others actively reading in the home
3. Keep in touch with school through regular visits, phone calls, written communication, and attendance at parent meetings.
4. Maintain high expectations of their children by praising their achievement and emphasizing the importance of school and academic success
5. Maintain high expectations of their children by supporting their regular school attendance
6. Keep well informed of all activities in which their children are participating, both during and after school and the whereabouts of their children after school.
7. Follow and support the school rules
8. Commit to volunteering time to support a minimum of two school events throughout the school year.

Teachers and staff accept the responsibility to:

1. Show that they care about all students
2. Have high expectations of themselves and all students
3. Provide quality instruction that will promote learning and academic success
4. Provide a safe environment conducive to learning and academic success
5. Provide support and communication to students' families
6. Respect the differences and individuality of students and their families
7. Be life-long, self directed learners

Administrators accept the responsibility to:

1. Establish goals, expectations and shared responsibilities for school, parents, and students.
2. Train school staff including the administrators, teachers, other school staff, and parents regarding the importance of school-home partnerships, quality instruction, and a safe and orderly environment
3. Give parents a voice in decisions regarding their children's education
4. Support extended opportunities for students and families to engage in recreational and learning activities
5. Provide a safe and orderly environment
6. Be life-long, self-directed learners

All Title 1 policies for the school can be found at <https://policy.azsba.org/asba/browse/allmanuals/willowcreek/IHBD>.

CHILD FIND FOR WILLOW CREEK CHARTER 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.

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

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

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

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office Arizona Department of Education
U.S. Department of Education Exceptional Student Services
400 Maryland Avenue, SW 1535 W. Jefferson, BIN 24
Washington, D.C. 20202-5901 Phoenix, AZ 85007

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

*Your school-age children may qualify for certain rights and protections under the
federal McKinney-Vento Act.*

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.