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2023-2024



Edison

School of Innovation

EST. 2017



Student Handbook

Purpose of the Student Handbook

The purpose of this handbook is to build common understanding among all stakeholders of their responsibilities, rights and expectations for building a positive and productive school culture.

Edison School of Innovation expects all students to demonstrate outstanding citizenship and model such behavior at all times. This handbook outlines expectations and the possible consequences if those expectations are not met. The ESI Governing Board, administration and staff regard student and staff safety as paramount while also ensuring students' rights are protected. Throughout this process, ESI values family communication and engagement.

Behavior Philosophy

Nurturing positive behaviors have a long-lasting impact on student success and society. ESI teaches and guides student behavior by supporting the following framework:

- Positive school culture that is proactive, safe, and supportive will engage students in responsible thinking and action.
- Behavioral decisions are made by using best practices which emphasize prevention, intervention, and consequences that are developmentally appropriate and match the nature and severity of the behavior.
- Acknowledging behavior builds relationships and a sense of community.
- Restorative practices (proactive collaboration between ESI families, students, school staff and the community) are essential to decreasing conflict and increasing academic success.

Positive Prevention Framework

ESI uses Multi-Tiered System of Supports (MTSS), a multi-tiered framework of high-quality instruction, enrichment, and intervention that is responsive and differentiated. Our multi-tiered system of supports provides a coherent continuum of system-wide, data-based problem-solving practices supporting a rapid response to the academic and behavioral needs for all students. This comprehensive system of supports includes assessments (universal screening, diagnostic, progress monitoring, formative, and summative), research-based instruction, and interventions. This instruction/intervention is delivered across multiple tiers dependent on the individual student needs identified by student outcome data.

MTSS includes positive behavioral support. School staff select and implement school-wide, classroom, and research-based positive behavioral supports for achieving important social and learning outcomes. A strong focus on integrating instructional and intervention strategies supports systemic changes based on strong, predictable, and consistent classroom management structures across the entire system.

For more information on MTSS, please visit the Arizona Department of Education MTSS site www.azed.gov/mtss/.

Non-Discrimination Notice

Edison School of Innovation admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Student Enrollment Policy

The Student Enrollment Policy is available on the school website at <https://www.edisonschoolaz.org/notices> or can be requested at the school office. Enrollment is available on a first-come first-serve basis. Open enrollment for the following school year begins the first business day of January and ends the last business day of March. Enrollment priority is given for existing Edison School of Innovation students to re-enroll for the following year.

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A Guide to Problem Solving

Our goal of effective communication includes assisting you with issues you may be having and getting answers to you quickly. Therefore, the Edison School of Innovation has established procedures to effectively and efficiently respond to questions, concerns and suggestions from parents and community members. This guide will assist parents and community members in finding the correct staff members to respond to your needs.

General School Questions, Medical Questions & Concerns

Step 1–School Office Manager, if not resolved...

Step 2–School Principal, if not resolved...

Step 3– School Operations Director

Curriculum & Assessment Questions (State standards, material being taught, textbooks and materials, assessments), Gifted Education, Section 504, Student Behavior, After School Activities

Step 1–Classroom teacher, if not resolved...

Step 2–School Principal, if not resolved...

Step 3– School Operations Director

Special Education

Step 1–Special Education/General Education Teacher; if not resolved...

Step 2–School Principal

Athletics

Step 1–Coach; if not resolved...

Step 2–School Principal

Budget & Finance Questions

Step 1–School Principal; if not resolved...

Step 2–Finance Director

Bullying/Harassment/Intimidation/Violence

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

To assist in achieving a school environment based on these beliefs, bullying in any form will not be tolerated.

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

- 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,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

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

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly, through another person or group, or through cyberbullying;
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other school-owned property, and by means of an individual's personal electronic media and equipment.

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

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

Students are prohibited from bullying on school grounds, school property, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

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

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

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

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

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

Law enforcement authorities shall be notified when school officials have a reasonable belief that an incident of bullying is a violation of the law.

Bus Discipline Procedures

In the event that the school provides bus transportation to students, the Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus and/or school, and/or discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104). If there is a serious violation or safety concern on the bus, the driver may return the bus to the school where there is adult supervision. Student(s) may be removed from the bus and the parents will be notified to pick up their child. The driver also reserves the right to seat a child where they deem it necessary for a safe ride. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or e-mailed to the parent. Transportation suspensions are progressive. Schools are notified of bus suspensions. Contact the school office for details.

Glass, animals, insects, balloons, scooters, and large instruments are not allowed on the bus. Electronic devices including cell phones may not be used on the bus as they are often used inappropriately and therefore may divert the attention of the bus driver. For students traveling to and from school events such as athletic games or band competitions, personal electronic devices are permitted since the students are supervised by

at least one adult (i.e., coach) other than the bus driver during their time on the bus.

Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must contact the school office. NOTES TO THE DRIVER ARE UNACCEPTABLE.

Video cameras may be on the buses. (Cameras are used by the school primarily for aiding student discipline on the buses.)

If the transportation provider and school Principal decide that the alleged misconduct warrants a consequence of a bus suspension, notice shall be provided to the parent/guardian that the student is being suspended from the bus. A suspension cannot be imposed unless the infraction was seen by the driver, the student confessed, or an investigation by the transportation provider/school Principal has been performed to verify the facts. All parents/guardians are entitled to view video by appointment with the transportation provider and/or school Principal. If a parent/guardian disagrees with bus discipline, they may ask the school Principal for an administrative review to ensure that policies and procedures were followed. The school Principal will make the final decision regarding discipline action.

Children's Online Privacy Protection Act (COPPA)

Edison School of Innovation is committed to providing students with the most effective web-based tools and applications for learning. In order to do so, we abide by federal regulations that require parental consent as outlined below.

As required by the Child Internet Protection Act (CIPA), ESI has technology measures and policies in place which protect students from harmful materials. Email and websites are filtered so that content from inappropriate sites is blocked. For more information on CIPA, please visit <https://fcc.gov/consumers/guides/childrens-internet-protection-act>.

Our school utilizes several computer software applications and web-based services operated by third parties. In order for our students to use these programs and services, certain basic information (generally student name, username, and email address) must be provided to the website operator. Under the federal Children's Online Privacy Protection Act (COPPA) law, these websites must notify parents and obtain parental consent before collecting information from children under 13 years of age. For more information on COPPA, please visit <https://ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

The law permits schools, such as ESI, to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider. When email addresses are utilized, it is important to note that students in grades K-6 can only email ESI staff members from their school accounts and cannot receive email from any outside email address. Outside individuals and companies will not be able to communicate with children in these grades.

Under the Children's Online Privacy Protection Act (COPPA), verifiable parental consent is required for students under the age of thirteen (13) if accounts containing this information are created for them on third party websites or online services. Limited information for your child consisting of first name, last name, birth date, username and email address may be provided to the online resource for the purpose of securing confidential credentials and access for the student. This information will remain confidential and will not be shared except for providing online programs solely for the benefit of students and the school system. Under no circumstances will student information be used by third party websites for commercial purposes.

Official student accounts utilize the Google Suites applications, which includes, but is not limited to, email, Google Documents, YouTube, Chat, Blogger, Hangouts, and Meet.

Use of Technology Resources in Instruction

The Edison School of Innovation provides access to technology for students to facilitate greater opportunities to learn, communicate, and develop 21st-century skills that will prepare them for their lives as adults. The Edison School of Innovation provides technology to its staff to improve instructional outcomes and better manage the school.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technology, or when using personal devices on the school's campus.

- The Edison School of Innovation's network is intended for educational and business purposes.
- All activity over the network or using school technology may be monitored and retained.
- Access to online content via the school network will be restricted in accordance with school policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- The Edison School of Innovation makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users are expected to alert Information Technology staff immediately of any concerns for safety or security.
- The use of personal devices to support educational experience is not a necessity, but a privilege. With respect to the rules, the privilege will enhance the learning environment.
- Students take full responsibility for their devices. The school is not responsible for the security of personal technology devices.
- Devices cannot be used during assessments, unless otherwise directed by a teacher.

Technologies Covered

The Edison School of Innovation may provide internet access, desktop computers, laptops, tablets, mobile computers or devices, online collaboration capabilities, message boards, email, and more. The policies outlined here are intended to cover all available technology, not just those specifically listed.

Usage Policies

All technologies provided by the school are intended for education and school business purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection

measures; use good common sense; and ask if you don't know.

Web Access

The Edison School of Innovation provides its users with access to the internet. That access will be restricted in compliance with school policies and CIPA regulations. Web browsing will be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow school protocol to alert an Information Technology staff member or submit the site for review.

Email

The Edison School of Innovation may provide users with email accounts for school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; and should only communicate with other people as allowed by the school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and stored indefinitely.

Social / Collaborative Content

The Edison School of Innovation may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Activity on such sites may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

The Edison School of Innovation may provide users with mobile computers or devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the Information Technology staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personal Devices

- Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in "silent" mode and put away when asked by teachers.
- Students are not permitted to record, transmit or post photographic images/videos of any person on campus on public and/or social networking sites. Doing so will not only violate

school policy, it may be a crime that must be reported to law enforcement.

- Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Charging will be available on a limited basis and is up to teacher discretion.
- To ensure appropriate network filters, students will only use the wireless (Wi-Fi) connection in school and will not attempt to bypass the network restriction by using a 4G or 5G (cellular) network.
- Users understand that bringing devices on premises or infecting the network with a virus, Trojan or other program designed to alter, damage, destroy, or provide access to unauthorized data or information is in violation of the Acceptable Use Policy and will result in disciplinary actions. The school has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infections.
- Information Technology staff can provide connection assistance to the school wireless network but cannot support hardware malfunction, software upgrades, etc. on personal devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert Information Technology. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from the Information Technology staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Web Etiquette

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online, there also is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet. Users should also remember not to post anything online that they wouldn't want parents/guardians, teachers, or future colleges or employers to see.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images from the internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online.

Submitted work maybe uploaded to a plagiarism screener. Research conducted via the internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental/guardian permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent/guardian if you're using the device at home) immediately.

Personal Information

Students should never share personal information over the internet without adult permission. Adult users should hesitate to share personal information unless absolutely necessary. Adult users should not share personal information regarding minors without proper authorization from the office. The office will decide whether such information can and should be shared based on Federal Regulation and school policy.

Unlawful Activity

Users should not try to access systems they are not authorized for or bypass any protections set up for them. Users should not engage in any unlawful activities using school technology.

Engaging in these behaviors will result in severe disciplinary action and loss of privileges. In some cases when a crime is committed it will be reported to the proper authorities. Remember that your activities are monitored and retained.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Limitation of Liability

The Edison School of Innovation will not be responsible for damage or harm to persons, file, data, or hardware. While the Edison School of Innovation employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Edison School of Innovation will not be responsible, financially or otherwise, for

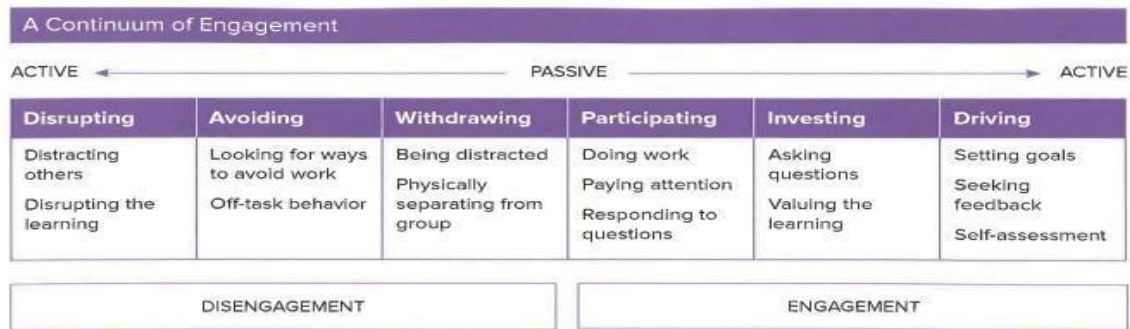
unauthorized transactions conducted over the school network.

Violations of this Electronic Information Services User Agreement may have disciplinary repercussions, including:

- Notification of parent/guardians
- Computer use being limited to in-class, assignment-related use
- Suspension of home use privileges on school assigned devices
- Suspension of network, technology, or computer privileges
- In-school suspension
- Out-of-school suspension
- Legal action and/or prosecution

Classroom Management Plans

All teachers develop classroom management plans that are approved by school administration and communicated to students and parents. Classroom plans outline procedures and expectations specific to individual classroom environments.



Source: Berry, A. (2020). Disrupting to driving: Exploring upper primary teachers' perspectives on student engagement. *Teachers and Teaching*, 26(2), 145–165. doi:10.1080/13540602.2020.1757421

Court Unified Truancy Suppression Program (CUTS)

The CUTS Program was developed to more appropriately respond to the growing issue of truancy in Maricopa County. The Juvenile Probation Department has targeted truancy as one of the primary indicators that youth are at risk or are participating in risk taking behavior. CUTS is a diversion program that assists first and second truancy offenders by providing services which educate and address the individual needs of the child and family. By addressing truancy issues at the juvenile's school with their parent/guardian and a school representative involved, the child is held responsible, the parent is empowered and communication barriers are removed to ensure that the juvenile is successful and receives an appropriate education.

In order to foster and promote long-term changes, consequences are specifically designed to educate and reintegrate the child back into school with the support of school officials. At a CUTS Hearing, a Juvenile Probation Officer, a juvenile, their parents/guardian and a school representative come together as a team in order to resolve a truancy citation. In order to be eligible, the juvenile must admit to being truant and be willing to take responsibility for missing school which includes discussing the issues surrounding their absences. The Probation Officer can then assess the case and provide an appropriate consequence. Possible consequences include truancy education classes, community service hours, and tutoring. The Juvenile Probation Officer may also intervene by assigning services such as counseling. Consequences and services are monitored by the Juvenile Probation Officer. The juvenile is held accountable if non-compliant by suspending their driver's license until 18 year of age, and/or requesting that a hearing be set.

The Edison School of Innovation will recommend students to CUTS if they reach over 18 absences during the 180 instructional day year pursuant to ARS 15-803. The school will send out CUTS warning letters to parents at the following intervals:

Instructional Day	Number of Absences
20	2
40	4
60	6
80	8
100	10
120	12
140	14
160	16
180	18

If a student reaches 10% or above of instructional days at each interval a CUTS warning letter will be sent home.

Custody & Legal Guardianship

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If a court order limits the right of one parent in custody matters, a copy of that order must be on file in the school office. If no court order is provided, it is assumed that both parents have equal rights. Parents must provide schools with specific parenting time schedules in order for schools to comply.

Only a parent who has legal custody can make school decisions for a child. Unless there is a court order stating otherwise, the non-custodial parent has the right to review student records and meet with teachers.

Definition of School Grounds

ESI defines school grounds as the property on which a school is located, along with any property where a school sponsored event is occurring, regardless of location.

When appropriate, the school may discipline students for disorderly conduct on the way to and from school. (Ref. A.R.S. 15-341)

Department of Child Safety

School personnel are often the source of referral for child abuse allegations because of their extensive contact with children on a daily basis. They are often the first people to whom children disclose abuse or who suspect abuse because they recognize behavioral or physical changes in the children. School personnel are required by law to report all cases of suspected abuse. Therefore, school personnel should be familiar with the legal requirements for the identification and reporting of child abuse.

The Arizona mandatory reporting law, A.R.S. 13-3620 requires that school personnel, or any person who has responsibility for the care or treatment of a minor, who reasonably believes that a minor has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect shall immediately report or cause a report to be made of this information to the Arizona Department of Child Safety (DCS) and the police. This means that if there are any facts from which one could reasonably conclude that a child has been the victim of one of the above listed offenses, the person knowing those facts is required to report those facts to the appropriate authorities. This immediate report is to be made regardless of who the alleged perpetrator is. Their duty is to report, not to investigate. If school personnel fail to report known or suspected child abuse or neglect, then they have committed a crime that is punishable under Arizona state law.

In addition to the mandate in A.R.S. 13-3620, A.R.S. 15-514 states that any certified person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certified by the State Board of Education has engaged in conduct involving minors that would be subject to the reporting requirement of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but no later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Both statutes (A.R.S. 13-3620 and A.R.S. 15-514) grant immunity from civil damages to those making reports, provided the report was made in good faith. A.R.S. 13-3620 also grants immunity from any

criminal proceeding to those making reports, unless the reporter has been charged with or is suspected of committing the abuse or is acting with malice.

Dress Code

Edison School of Innovation recognizes that student dress and grooming are generally a matter of personal choice. However, ESI also recognizes that there is a relationship between student dress and grooming, and such things as school pride, self-esteem, the safety and general welfare of the students and staff and the accomplishment of curriculum goals and educational objectives. The standards for elementary school dress reflect “common sense” and a concern for each child’s comfort, safety, cleanliness, and sense of modesty. All students, kindergarten through 8th grade, should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

- Footwear should ensure the safety of students during regular school activities. Closed shoes are to be worn on campus at all times.
- Being shoeless or wearing flip-flops on campus (by students) is prohibited.
- Platform shoes should not increase a student’s height by more than one inch.
- Heelies and rollerblades are prohibited.
- Student clothing should be appropriate for an educational environment and should not distract from learning.
- *Clothing must cover from the top of the shoulder and extend down to mid-thigh.*
- *Rips or tears in clothing should be lower than mid-thigh.*
- *See-through or mesh garments must not be worn without clothing underneath that meets the minimum dress code requirements.*
- *Tight-fitting clothing must be covered with a garment that meets the minimum dress code requirements.*
- Pants will not be worn in a fashion that prevents students from full and active participation in physical education and other regular school activities.
- Pants must fit at the natural waistline without a belt. Undergarments may not show.
- Length and size of pants cannot compromise safety. No oversized baggy or saggy pants are allowed.
- Clothing that displays obscene language or symbols is prohibited.
- Tobacco, alcohol, and/or drugs will not be displayed. Messages or pictures depicting vulgar or discriminatory inferences or messages (implied or stated) unacceptable to the general school population will not be acceptable.
- Shirts that show the chest area are not acceptable. The midriff of students will be covered at all times. Halters and spaghetti straps are unacceptable.
- Any attire related to negative group behavior (gangs, etc.) will not be permitted.
- Earrings and other jewelry are permitted unless deemed unsafe .
- Spikes, chains and wallet chains are prohibited.
- Hats/hoods are considered outdoor gear.
- Other fashion items or trends, which might create disruptions, may also be limited at the school’s discretion.

Any educational distraction due to dress will be addressed on an individual basis. If a student is found in violation of the dress code policy, an effort to notify a parent to bring a change of attire will be made.

Suspension/Expulsion Disciplinary Record Keeping

1. Discipline—Discipline is administered by the Principal/designee, the faculty and the staff.
2. Referral—Students will be referred to the Principal/designee for violations outlined in the "Discipline Guidelines" section of this handbook and when their disruptive behavior interrupts the educational process.
3. Appeal Process— The School does not have an appeal process for student discipline. However, if the parent/guardian disagrees with a disciplinary action, the parent/guardian may submit a request in writing to the School's Governing Board for consideration. The Governing Board can be contacted at board@edisonschoolaz.org.
4. Short Term Suspension—Short Term Suspension is defined as any suspension of ten (10) days or less. If the Principal or designee decides that the alleged misconduct warrants a consequence of a suspension for ten (10) days or less, the Principal/designee shall give the student an informal hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be given the opportunity to present to the Principal/designee his or her defense or position concerning the alleged violation. After the termination of the informal hearing, the Principal/designee, upon the basis of all facts and information learned, shall determine the guilt or innocence of the student. If the student is found to be guilty, a consequence or suspension may be imposed for a period of time not to exceed ten (10) days. If a suspension is imposed, the Principal/designee imposing the suspension shall keep a record of the aforesaid proceedings.
5. Long term suspension—Long term suspension is defined as any suspension in excess of ten (10) days. If the Principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be suspension in excess of ten (10) days or expulsion, there shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of ten (10) days or an expulsion. When a student is charged by the Principal/designee with misconduct, which may result in suspension in excess of ten (10) days or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period.
6. Suspension Due to Clear and Present Danger—If in the best judgment of the Principal/designee after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the Principal or designee may suspend the student from the school.
7. Expulsion—Expulsion is defined as permanent removal from school and all school activities. The Principal/designee may recommend that a student be expelled from the school. That recommendation will be forwarded to the Governing Board, who will act on it.
8. Readmission—When a student is expelled, the student's parent(s)/legal guardian(s) may request to the Governing Board that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.
9. Student Disciplinary Record-Keeping—Each Principal or designee shall keep and retain records of pupil disciplinary actions. Records regarding pupil disciplinary actions shall be retained for at least four (4) years after promotion or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall

include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for pupils subject to disciplinary action should contain an entry of:

- Pupil's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to affect an adjustment, including the specialized help secured before referral, i.e., conferences with parent(s)/legal guardian(s), conference with Principal, conferences with other school personnel, referrals to department of pupil, personnel services, etc.
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent(s)/legal guardian(s) if either wishes.

Electronic Devices/Cell Phones

Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibilities of ensuring that those items are not used inappropriately or at inappropriate times on campus. If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption. Unless approved by staff, these items must be in the off/silent position and be kept out of sight from drop off to pick up. Misuse of electronic devices will result in discipline procedures in addition to the confiscation of the device. Students may pick up the device from the school office at the end of the school day for the first incident, but a parent/guardian must pick up the device from the school office for all subsequent incidents.

This is intended to promote the responsible use of all personally owned electronic devices at Edison School of Innovation. Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto ESI property or to ESI sponsored activities.

Students should understand that they bring an electronic device on campus at their own risk. ESI assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

Emergencies on Campus

Edison School of Innovation has an Emergency Response Plan written specifically for its site. This plan contains information needed for an emergency and is kept within reach of administration. In the off chance that an emergency occurs, your child's school office staff is equipped and ready. This Emergency Response Plan was written in partnership with local law enforcement and is continually updated. Drills are conducted on a monthly basis to properly train students.

When the news breaks that an emergency is taking place at a school, every parent's first reaction is to rush to the campus to pick up his or her child. The fact is, numerous parents arriving at a school at the same time can increase the risk to students. If an emergency occurs at your child's campus, you will be notified immediately through either text, email, or voice mail with the most current information available along with

procedures to follow. Please be sure that your most current contact information is on file at the school office.

Family Educational Rights & Privacy Act (FERPA)

Annual Notification to Parents Regarding Confidentiality Of Student Education Records [34 C.F.R. 300.561 and 300.572]

Dear Parent,

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act);
- No Child Left Behind Act of 2001 (NCLB);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- A.R.S. 15-141 and 15-142

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research.

The students’ records maintained by the school may include—but are not limited to—identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the school under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent (34 C.F.R. 99.7).

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for four (4) years after the date your child was last enrolled in this school.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information (34 C.F.R. 99.7). Parents who wish to review their children’s records should contact the Principal for an appointment or submit to the Principal a written request that

identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading (34 C.F.R. 99.7(a)(1)). You should write the Principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of a right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA (34 C.F.R. 99.7). The name and address of the office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Food & Nutrition

Edison School of Innovation participates in the National School Lunch Program and is required by USDA to provide the opportunity for households to apply for free or reduced-price meals. ESI will provide parent letters, household applications and application instructions for all households of children attending school in the enrollment packet each year. Additional parent letters, household applications and application instructions will be available at the school office.

Cafeteria expectations are that students remain seated and clean up their space at the appropriate time. If a student needs to leave their seat for any reason, they should raise their hand and wait for a supervising adult to give them permission. In addition, students should talk at a conversational level and walk (not run) when lining up. Proper table manners and self-regulation are expected, and inappropriate cafeteria behavior may result in loss of cafeteria privileges.

Classroom parties are exempt from the Smart Snacks Standards. Maricopa County Environmental Services states that only store-bought items can be served in the classroom. The store-bought items should not require refrigeration and must arrive in the classroom sealed. (For example, parents cannot open the package of cupcakes to add extra decorations.) Students and parents can bring in and serve fruits and vegetables that are washed and cut in the classroom to be served immediately.

Students are encouraged to bring water to drink throughout the day. Please label the water container with the student name and grade level. Non-water beverages are not allowed in the classrooms. Gum is not allowed on campus.

Gang Activity or Association

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the school's position that such activities and dress also present a clear and present danger to other students and to staff members.

Any activity involving initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the schools shall be subject to disciplinary action.

Hazing

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to Edison School of Innovation within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until transfer, promotion or withdrawal from the school.

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

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accordance with

statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor in a timely manner of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others.

Homeless Students

The McKinney-Vento Homeless Student Assistance Act protects the rights of all homeless students. The act defines homeless children and youth as those who lack a fixed, regular and adequate nighttime residence. Examples are:

- Live in a hotel or motel;
- Live in a shelter/transitional housing program;
- Share housing with another family due to loss of housing, stemming from financial hardship;
- Live in a trailer park or campsite due to the lack of adequate living accommodations;
- Live in an abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live with another person due to the death or incarceration of a parent
- Live as a youth on their own due to abandonment or runaway status

Students are identified through referrals made by school employees, community members, city agency employees or self-referrals. If you think your children may be eligible, contact the school office to find out what services and supports might be available.

Immunization Requirements

Immunization requirements can be found online at:

<https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/immunization/school-childcare/school-immunization-requirements.pdf>. The ADHS form is also available in the school office.

Parents and guardians should contact their physician, the Arizona Immunization Program Office (602-364-3630) or the school office if they have questions or would like clarification. Copies of the immunization form are available at the school office. The form includes a place for certification of religious, medical or personal exemptions, if appropriate.

Pupils who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the Arizona Department of Health Services or local health department. The Department of Health Services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the pupils.

For information on free immunization clinics, please call the Maricopa County Department of Public Health at 602-506-6767 or visit <https://www.maricopa.gov/1809/Locations>.

Individuals with Disabilities Education Act – IDEA Special Instructional Programs

Edison School of Innovation will ensure that all children enrolled at the school who have suspected disabilities are identified and evaluated. The process of identifying and evaluating students with disabilities is important to the provision of educational opportunities for all students. Children, aged birth through three years, suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services. Children aged 2.9 years – 5 years are screened by the child’s district of residence. It is the process of identification, evaluation, and development of program, placement, and the provision of services – its sensitivity, its accuracy – that will determine much of what happens with students during the remainder of their educational lives.

This process is guided by a variety of laws and regulations regarding identification, evaluation, development of program, placement, and the provision of services enacted at both the state and federal levels.

Procedural Safeguards

Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards notice shall be given to the parent upon initial referral for evaluation. If you suspect your child of having a disability, birth – age 22, contact the school office for information.

If the school and parents or guardian do not agree on the identification, evaluation, education placement of a child with a disability, and provision of FAPE (free appropriate public education), either the school or parent/guardian may request any of the following through the Arizona Department of Education - Exceptional Student Services:

- Mediation – The Arizona Department of Education (ADE) will provide a facilitator trained in the mediation process to assist both the school and parent/guardian in resolving the issues.
- Early Resolution – The Arizona Department of Education will provide trained staff to assist both the school and parent/guardian in resolving the issues. This is normally handled by phone and the final resolution provided in writing by ADE.
- State Complaint – The Arizona Department of Education provides trained investigators to review all records when a parent/guardian files a state complaint in writing. ADE will determine if the school is or is not in compliance and issue the findings in writing.
- Due Process – A parent/guardian or the School may initiate a due process hearing. A due process hearing is overseen by a hearing officer and is the most formal method of resolution.

Individuals with Disabilities Education Act – IDEA Student Discipline

When a student is receiving special education services, is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination review conference must be held.

A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination review conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent(s)/legal guardian(s) is notified in writing that a possible suspension and/or expulsion is being considered.

For the manifestation determination review conference to occur, a manifestation determination review (MDR) team is convened. The MDR team is comprised of members of the IEP team on the school staff that are knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent(s)/legal guardian(s) per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services). The student and the student's parent(s)/legal guardian(s) are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP if student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Review of any other data or information relevant to the situation.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parents/legal guardian(s) per IDEA and ADE/ESS, the team must develop, review, and/or revise the behavior plan within ten (10) days of the action. If the behavior is caused by, or substantially related to the disability, then suspension and/or expulsion cannot occur. However, the student's educational program will be reviewed and revised and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519 – 300.526)

If the behavior is not caused by, or substantially related to the disability, suspension and/or expulsion can occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program can occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, or home setting, as determined by the IEP team. The findings and all conference notes are forwarded to the school's hearing

officer. If necessary, special education staff may be invited to the hearing.

If the parent(s)/guardian(s) do not agree with the findings of the IEP conference, they can pursue administrative remedies available to them under IDEA. The school, if it is deemed that the student is a threat to the educational environment, may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519 – 300.526)

Injunctions Against Harassment

An Injunction Against Harassment is a civil order issued by a court. The order prohibits a person from harassing or annoying another person. Occasionally, a student will petition a court to issue an injunction against another student on that campus. If the court issues the order, please keep in mind the following:

The injunction is effective only when the defendant is served with a copy of the injunction.

- A copy of the court order must be given to the school.
- The injunction expires one year from the date the order was served, unless otherwise stated on the order.

We are legally obligated to educate both students and, simultaneously, abide by the order of the court. Therefore, when possible, every attempt will be made to keep the students separated as much as possible while at school. If the order is violated, school officials will notify local law enforcement.

Interviews, Searches, & Arrests

Interviews

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by a law enforcement officer or another peace officer.

If a Department of Child Safety worker or peace officer enters the campus requesting to interview a student attending the school, the personnel of the school will cooperate with the investigating Department of Child Safety worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent could not be reached or did not consent within the school day of the request, the peace officer will then be directed to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" includes all substances or materials prohibited by school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- any material or item which presents an imminent danger of physical harm or illness, and/or
- any materials otherwise not properly in the possession of the student involved.

School lockers, desks, and student storage areas are school property, which the school has made available for use by students for educational purposes and school officials have the right to inspect lockers, desks, and student storage areas in discharge of their duties.

Reasonable efforts shall be made to notify the student's parent(s)/legal custodian(s)/guardian(s) and secure his/her presence before a search is made. When prior notification will result in a delay, which will impede the purposes of the search, or when efforts to notify are unsuccessful, the school official conducting the search shall notify the student's parent(s)/legal custodian(s)/guardian(s) of the search as soon after as practicable.

Personal searches may be conducted by a school official when there is reasonable suspicion that a particular student is in possession of contraband, materials, or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- searches of the pockets, shoes and socks of the student
- any object in the student's possession such as a purse, backpack, or briefcase

When extreme emergency conditions require a more intrusive search of the student's person, the school official shall contact the local law enforcement agency.

Contraband materials as identified in the Introduction above may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent or guardian of the student from whom the items were seized;
- offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized;
- turned over to law enforcement officers; or destroyed

Search Warrants

If a search warrant is served, school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

Arrests

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, and complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall

cooperate with the officer in locating the student within the school. Unless asked not to by a peace officer, school officials will notify parents/guardians about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known.

Law Enforcement on Campus

Law enforcement officers are commonly invited to school as classroom guests, to assist with traffic, or to assist with other law enforcement needs. It is expected that law enforcement officers will maintain a professional presence as law enforcement while at school facilities or attending school events. Additionally, it is expected that law enforcement officers will be professionally equipped with standard issued gear and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

Medications on Campus

All prescription medications must be stored in the school office:

- Forms are available in the school office if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the school office.
- Inhalers and self-administered “Epi-Pens” may be carried if the proper medication form has been filled out and placed on file in the Health Center.

All over-the-counter medications must be stored in the school office:

- Forms are available in the school office if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the school office.

Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.

Parent Contact

When a student is referred to the Principal/designee for a discipline infraction, the administrator conducts a conference with the student(s). The administrator may then, dependent upon circumstances, contact the parent/guardian by phone. When a student requests that his/her parent or guardian be contacted by phone, the administration will do so at that time. If the administration is unable to reach the parent/guardian at the time of the conference, he/she will continue to conduct the investigation in a timely manner.

In all cases, a parent/guardian will be notified of disciplinary consequences by a written referral form. The administrator will also make a personal phone call to notify parents of suspensions and expulsions.

Parents' Right to Know Notification

Edison School of Innovation is pleased to notify you that in accordance with the "Every Student Succeeds Act", you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

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

If you would like to receive this information, you are free to request the information from the school office and we will provide the information to you in a timely manner.

Personal Property

Edison School of Innovation assumes no responsibility for student personal items that are lost, stolen, or damaged on school property or at school sponsored events.

Physical Education Participation Consent

Physical education at Edison School of Innovation includes any physical activities as a part of a class, recess, lunch, break or any other activities during the school day, as well as any school-sponsored clubs or school events outside of normal school hours. All students are expected to participate in classes with appropriate clothing and shoes. By enrolling your child, you agree to hold Edison School of Innovation, its Board of Directors, its employees and authorized volunteers harmless should any mishap occur. Edison School of Innovation and staff will do all possible to provide for the safety of your child. In the event of an accident in which your child is injured, you also give your express consent for the Edison School of Innovation staff to obtain medical treatment and you will bear all expenses incurred on behalf of your child.

If the student has a medical condition or need that exempts the participation in Physical Education activities, a waiver form needs to be completed by a licensed physician, or other licensed medical personnel, and given to the school office to be exempted from the applicable physical activities. If no waiver form is provided in advance, you acknowledge that your child does not have any medical condition or needs that exempt her/him from participating fully in all such activities.

Positive Behavior Interventions & Supports (PBIS) Overview

PBIS is a philosophical approach with an emphasis on acknowledging students who promote positive peer, social, cultural, and community interactions. ESI is extending the application of this methodology when addressing students who express values that are inconsistent with building a positive academic community. Because discipline is often considered a negative approach when interacting with adverse student behaviors, providing opportunities for students to learn and practice positive social skills will be considered and incorporated into consequences given when appropriate.

Why does PBIS work?

Research shows that when a school environment is positive and predictable, students feel safer, have better academic performance, higher test results and make better behavior choices. Schools also show a gain in instructional time, reduction in out of school suspensions and discipline referrals and show a decrease in referrals to Special Education.

Is it a curriculum?

No. PBIS is not a curriculum, but a process of planning and problem solving that includes direct teaching of social behaviors like academics. The basic PBIS approach is to use proactive, research-based strategies to teach clearly defined behavioral expectations. Most importantly, it establishes ongoing behavior supports that can be used by ALL students, staff, volunteers, parents and community members.

For additional information about PBIS and positive practices, please visit <https://www.pbis.org>, www.azed.gov/specialeducation/pbis/ and <http://www.koi-education.com>

Progressive Discipline

Progressive discipline may be used in cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the School.

Progressive discipline is discipline that is carried over year to year. For example, if a student is disciplined once for Endangerment during his/her 6th grade year and then again for Endangerment during his/her 8th grade year, the later incident may be categorized as a second offense and may warrant a more severe consequence than the minimum consequence listed in the discipline guidelines in this handbook.

Public Concerns & Complaints

Most concerns and complaints can be resolved at the school level. Therefore, it is the expectation that when a community member has a concern or complaint, the chain of command guidelines in this handbook (A Guide to Problem Solving) will be followed. However, in the event that a concern or complaint is not resolved to the community member's satisfaction at the school level, he/she may submit a written complaint to the Governing Board. The Governing Board may be contacted at board@edisonschoolaz.org.

References for Key Rules on Behavior

- A teacher may remove a student from a classroom who is disruptive or abusive. (A.R.S. 15-841.A.2)
- A school may reassign a student to an alternative program if the student refuses to comply with rules. (A.R.S. 15-841.E, A.R.S. 15-841.F)
- A student may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in A.R.S. 13-105, use or possession of a gun, or excessive absenteeism. (A.R.S. 15-841.B)
- A school may refuse to admit any student who has been expelled from another public school. (A.R.S. 15-841.C)
- A school may discipline students for disorderly conduct on the way to and from school. (A.R.S. 15-341.A.13)

A.R.S. 15-841: SUSPENSION AND EXPULSION OF PUPILS (Teacher Refusal to Readmit)

A teacher may refuse to readmit a student to class for either of the following conditions:

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

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.

A.R.S. 15-507: ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL

A person who knowingly abuses a teacher or other school employee on school grounds or while teacher or employee is engaged with the performance of his/her duties is guilty of a class 3 misdemeanor.

Pursuant to A.R.S. 41-151-12: Please consider this official notification that all Education Records will be destroyed in four years according to A.R.S. 41-151.12 unless parents contact the school office. Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Retention & Promotion-Parent/Legal Guardian Information

The Statutes

The statutory authority to retain or promote a student in an elementary grade is set forth in A.R.S. 15-701.

A.R.S. 15-701 states: E. A teacher shall determine whether to promote or retain a pupil in grade in a common school as provided in section 15-521, paragraph 3 on the basis of the prescribed criteria. The Governing Board, if it reviews the decision of a teacher to promote or retain a pupil in grade in a common school as provided in section 15-342, paragraph 11, shall base its decision on the prescribed criteria.

Parental or Legal Guardian Rights

A.R.S. 15-102 states: 7. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following: (e) The promotion requirements prescribed in A.R.S. 15-701.

A.R.S. 15-342 states: 11. Notwithstanding title 38, chapter 3, article 3.1, the Governing Board shall review the decision of a teacher to promote a pupil to a grade or retain a pupil in a grade in a common school or to pass or fail a pupil in a course in high school in executive session unless a parent or legal guardian of the pupil or the pupil, if emancipated, disagrees that the review should be conducted in executive session and then the review shall be conducted in an open meeting.

Process for Parents or Legal Guardians

If a parent or legal guardian chooses to contest the teacher's decision to retain or promote a student:

1. Within five days from the notification of intent to retain or promote, parent or legal guardian will complete a Retention Appeal form or Promotion Appeal form, submit it to the school Principal and schedule a meeting.

2. The appeal process will start immediately upon the parent/legal guardian's completion and submission of an Appeal form.
3. The teacher must fill out a Teacher Promotion or Teacher Retention Justification Form and attach the required documentation.
4. The Principal collects all forms, with the required documentation, and forwards the packet to the Governing Board for review.
5. If warranted, the Governing Board will then schedule a hearing conference.

Section 504 of the Rehabilitation Act of 1973

It is the responsibility of the school to identify and evaluate students who may need special services or programs in order that such students may receive the required free appropriate education.

A student who may need special services or programs under Section 504 of the Rehabilitation Act of 1973 (Section 504) is one who:

- Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under state and federal laws and regulations.

Social & Emotional Learning

Current research indicates the significance of emotional intelligence (EI), and its impact on student academic performance. ESI recognizes that students are unique and manage very complex life situations, both in and out of their learning environments. Therefore, ESI strives to provide a safe, supportive learning environment that builds not only academic skills, but fosters social and emotional supports when identified.

Social and emotional learning programs are designed to promote interpersonal and intrapersonal values and civic virtues through the intentional and focused effort to help students understand, care about and act upon core ethical values. Social and emotional learning refers to knowledge, habits, skills, and ideals that are at the heart of a child's academic, personal, social, and civic development. They are necessary for success in both school and life (Lickona, 1992). This type of learning enables individuals to recognize and manage emotions, develop caring and concern for others, make responsible decisions, establish and maintain positive relationships, and handle challenging situations effectively (Collaborative for Academic, Social and Emotional Learning, 2004).

ESI focuses on developing the Essential Skills of Gratitude, Flow, Self-Regulation, and Grit, with an overarching emphasis on developing a Growth Mindset.

Student Concerns, Complaints, & Grievances

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

- Violation of the student's constitutional rights.
- 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.
- Discrimination on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Students may present a complaint or grievance provided that:

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

The guidelines to be followed are:

- 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.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- The allegation shall be reported on forms with the necessary particulars as determined by the school administrator. Forms are available in the school office.
- 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 questions concerning whether the complaint/grievance falls within this policy shall be determined by the Governing Board.

Complaints by middle school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

Student Records – Directory Information

During the school year, school staff members may compile non-confidential student directory information specified below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the school is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing

students of educational and occupational opportunities available to them, unless you request in writing not to release the student's information without your prior written consent. If you do not opt out of releasing the below-designated information, then the school must provide military recruiters, upon request, directory information containing the students' names, addresses and telephone listings.

If you do not want the below-designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the school through the school Principal in writing of that fact, either by marking the appropriate box on the Acknowledgements & Verifications Form accompanying this handbook or under separate cover. If the school does not receive this notification from you within two weeks of your receipt of this form, it will be assumed that your permission is given to release your son's/daughter's designated directory information listed below:

- The student's name
- The student's grade level
- The student's major field of study
- The student's address and telephone listing
- The student's dates of attendance
- The student's enrollment status (e.g., part time or full time)
- The student's participation in officially recognized activities and sports
- The student's weight and height if a member of an athletic team
- The student's honors and awards received
- The student's most recently attended educational agency or institution
- The student's date and place of birth
- The student's image in photographs or video

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), media (TV/radio/newspaper, etc.), social media, publications, promotional materials, web pages, applications for scholarships and honors, and responses to military recruiters.

Please Note: School yearbooks are considered a source of Directory Information. If you do not give ESI permission to release Directory Information on your child, your child's class photo will not be published in his/her school's yearbook.

Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected. All students have the responsibility to:

- Attend school to receive an education.
Students must attend school daily unless ill or legally excused. Students will not be allowed to participate in school sponsored activities if they are not in attendance for that school day.
- Be on time for all classes.
Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work.
- Come to class with necessary materials.
A teacher should not have to delay instruction because a student comes to class unprepared. This

interferes with the rights of others to learn and study.

- Complete all in-class and homework assignments and meet all deadlines.

The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete all assignments.

- Obey school rules and school personnel.

No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.

- Cooperate with school staff.

Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

- Respect the person and property of others.

Treat people and their property with respect.

- Respect public property.

Schools are a community investment and resource for young people. People who damage school property will be held responsible, including financial restitution, for lost, stolen, or broken school-owned and leased equipment.

- See that school correspondence to parents reaches home.

Education is a partnership between home and school. Students must do their part by delivering home progress reports, attendance information and report cards, and any other school correspondence.

Student Rights

A right is a privilege to which one is justly entitled. Equal Educational Opportunity

Schools must provide all students the opportunity to receive a quality education.

Each student has the right of access to a professional staff and the facilities necessary for an instructional and cocurricular program.

Edison School of Innovation does not discriminate among its students on the basis of race, sex, color, disability, religion, or national origin.

Policies expressly prohibit behavior on school property that will disrupt the educational process and/or damage the dignity, self-esteem, integrity and safety of any individual.

Right to Access Educational Resources

A student has the right to be informed of school board policies, school regulations, and the rules of the student's school and classrooms.

A student is entitled to be informed of the academic requirements of courses, to be advised of progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

Students have the right to use buildings, grounds, equipment, and instructional materials necessary to meet the requirements and needs of their curricular and co-curricular programs in accordance with procedures established by the administration.

The student exercising the right to use the resources provided shall also accept the responsibility for the preservation and care of the property. Any unauthorized use or deliberate destruction or defacing of the property shall be deemed a violation of student conduct.

Privacy and Property Rights

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not bring onto school property any substance, object, or material prohibited by law or school board policy. School officials may inspect such items on school property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as backpacks, purses, and cars parked on campus, if school officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials.

Freedom of Expression

Every student has the right to form, hold and express his or her own ideas and beliefs. The encouragement of this right requires that each student be permitted to disclose or express an idea in the proper educational setting without penalty, embarrassment, or any reflection in academic evaluation. The administration and faculty of each school have the obligation to maintain an environment conducive to the free exchange of ideas and to study and learning. This is not to be construed to mean that students will not be graded for their acquisition of information, its organization into useful systems, and generalizations or conclusions drawn from it.

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, school regulations, and school rules.

Obscene, vulgar, and profane expressions of any kind and any expression that advertises or promotes the use of drugs, alcohol, or tobacco are prohibited.

No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom and transportation activities.

Right to Due Process

Students in the school have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them.
- Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis for the accusations.
- Must have a chance to present an alternative factual position if the accusation is denied.

Parents will be contacted and given the opportunity to provide information that may be useful to the administrator in providing appropriate interventions or consequences.

Upon request, parents/guardians will be given redacted copies of all incident reports or statements containing the name of their student when the incident results in disciplinary action against that student.

Right to Assemble

School sponsored activities and meetings (student government, pep rallies, etc.) are scheduled to take place during the school day. In addition, students shall be given the opportunity to organize and hold student meetings at reasonable times, other than during those hours when classes are being held. Such gatherings must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, school policy, or school rule.

Right to Freedom from Harassment

Students may expect to be provided with an atmosphere free from harassment. Any student who is subjected to harassment from other students, visitors, or school staff should immediately inform a teacher or other staff member.

The school will neither allow nor tolerate retaliation in any form by any employee, student, or others against any complaining employee, student, or corroborating witness.

Student Exercise of Rights and Privileges

Any student who believes his/her rights have been violated should immediately notify appropriate school personnel (teacher, counselor, or building administration).

Each student is responsible for moderating his/her own exercise of rights and privileges so as not to disrupt the educational program and school activities or infringe on the rights of others.

Student & Staff Self Defense

Student Use of Physical Force in Self Defense

Reasonable 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:

- when made in response to verbal provocation alone;
- when assistance from a school staff member is a reasonable alternative;
- when the student has a reasonable opportunity to remove him/herself from the situation or otherwise flee;
- 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.

Use of Physical Force by Supervisory Personnel

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical force shall not be construed to constitute corporal punishment. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel and in the prevention and termination of the commission of theft or criminal damage to

the property of the school or the property of persons lawfully on the premises of the school.

Student Surveys

In order to serve our students better, ESI may occasionally survey students. Per A.R.S. 15-117, if a survey contains personal information and may be retained longer than a year, parental consent is required annually in order for your child to participate in these types of surveys. By enrolling your child, you give consent for your child to participate in ESI surveys.

Threat Management Process

Every threat of violence to others or self will be taken seriously. In general, a threat situation will be deemed to exist when, following investigation by school administration, a student has been determined by admission or by reliable informant(s)/evidence to have communicated a death threat against self or others, a threat of mass violence, a threat involving weapons or explosive devices, a threat against school property, or exhibited behaviors that suggest a substantial risk of lethal violence, with or without direct communication of a threat.

Parents need to discuss with their children the ramifications of making any type of threat. Every infraction that impacts the safety and health of students will be dealt with to maintain a secure learning environment for students. We fully intend to assign consequences to those students who engage in behaviors that disrupt the learning and safety of others. This includes making false reports or deliberately disrupting the learning environment with rumors or fabricated information. When situations warrant, police will be contacted and criminal charges may be filed.

School and school administration may utilize the Threat Assessment Process to evaluate threats made toward others or to self. Using the Threat Assessment Process guides a school to complete the following:

- Protect potential victim(s)
- Notify parents
- Contact law enforcement if necessary
- Refer for intervention
- Discipline as appropriate
- Refer student for support services (mental health assessment, counseling, etc.)
- Complete a written plan (Risk Management Plan)
- Maintain contact with student
- Revise the plan

The intention of the Threat Assessment Process is to assess and reduce the potential for future violence toward other or to self. It is not a disciplinary process. The following is a summary of steps that are followed during a threat assessment:

1. A Threat Assessment Referral form is immediately completed by reporting staff member and delivered to

the school administrator or designee.

2. The school administrator reviews the referral and makes an initial determination as to whether the situation presents ANY potential for harm. If NO potential for harm exists, the student is given an appropriate discipline outcome and is returned to class in accordance with that outcome.

3. If clear and imminent danger obviously exists, the school administrator or designee initiates an immediate protective response to secure and stabilize the threat situation. Protective responses may include (but are not limited to) making a 911 emergency call/police notification, notifying mental health crisis teams, and/or implementing the ESI Safe Schools Procedures (e.g., lockdown, evacuation, etc.).

4. The school administrator or designee immediately notifies the school office for threats of targeted violence.

5. If potential for harm exists, but clear and imminent danger is not obvious, the school administrator or designee initiates a Threat Assessment Inquiry within one (1) school day to determine the level of threat. This assessment is completed by a school safety team. The inquiry process includes a student interview and a parent interview.

6. If the school team evaluates the situation as a category 1 (no risk), the school administrator or designee provides an appropriate discipline outcome and the student is returned to class in accordance with that outcome.

7. If the school team evaluates the situation as a category 2 or 3 (minimum-moderate risk), the school administrator or designee creates a Student Safety Plan that will outline a plan of action to minimize further incidents.

8. Once the plan is developed and implemented, the school administrator or designee may, at their discretion, rescind any days remaining in the on-campus reassignment or suspension period (if any) and the student may return to class at that time under the provisions of the Student Safety Plan.

9. If the school team evaluates the situation as a category 4 or 5 (high risk) and the school team concludes that the existing risk cannot be safely managed on-site, administration may place/extend the student in an on-campus reassignment status for ten (10) days, immediately suspend/extend the student off-campus for a period of ten (10) days, or place the student into an appropriate alternative placement setting while the threat assessment is being conducted. School support includes review by a psychologist review team within 24 hours. The psychologist review team will provide additional guidance on assessing the threat level and creating the Student Safety Plan. Additionally, a school threat assessment team may be deployed to the school to provide an additional support.

After school review of the threat, the school administrator or designee establishes the threat level status and creates a Student Safety Plan if the student is returned to campus. If the threat assessment level indicates that the risk is too great to return the student to campus, administration will begin the process to change the student's educational placement or pursue long-term suspension or expulsion.

Victim Assistance

Edison School of Innovation is committed to providing a safe and orderly environment where students can focus on learning. Sometimes, students make inappropriate choices that interfere with the learning of others. The following information is provided to assist students who are victims of bullying, threats, intimidation, verbal or physical abuse, or any other action by another person that interferes with safety. Parents are encouraged to review this information with their child.

Whenever a student feels bullied or threatened, he/she should tell a parent, teacher, or other school employee immediately. The most important step a victim must take to stop bullying is to report it. Students should not wait to see if someone else notices the bullying. The student should tell someone he or she trusts and who is able to help them. If the student does not feel that he or she can report the bullying or threat in person, he or she should write a note explaining the situation.

The student should:

- Tell what happened to him and his response to the event.
- Tell who bullied her and who saw it happen.
- Tell where the incident happened and how it happened.
- Write down everything that happened.
- Get help from a person in authority such as a teacher.
- See the office manager if the bullying or threat is physical in nature.

Students may report an incident of bullying to any adult on the school campus. The person contacted will inform the school administration and an investigation will begin. The definition and consequences for bullying are outlined in greater detail in this handbook.

Video Surveillance Policy

ESI recognizes that maintaining the safety and security of students, staff and district property is best implemented with a multifaceted approach. To the extent modern technology provides tools to maintain safety and security, the use of technology such as video surveillance cameras is supported by the school. Video surveillance may be utilized in and around school, on district property and on school transportation vehicles. Cameras may be equipped with audio recording capabilities as well. Video surveillance shall be in accordance with applicable laws pertaining to such use. The school also shall comply with applicable law related to maintaining video recordings.

Visitors to School

ESI welcomes visitors to our campus. All visitors are required to report to the school office upon arrival on campus. All visitors will be issued a visitor's badge and must sign in and out upon arrival and leaving. For those who wish to visit a classroom during the school day, it is expected that the teacher and the Principal be contacted in advance to arrange a day and time for such a visit so as to avoid any conflicts with the school schedule. No person may enter onto school premises, including visits or audits to a classroom, without approval by the Principal.

Parents requesting an observation of their child's classroom need to complete a Permission for Visitation/Observation Form, available from the school's office, and submit it to the school's administration

for approval. School administration/designee will then notify parents of the scheduled observation time and accompany them to the observation.

School administrators are happy to meet with visitors. Because everyone's time is valuable, please contact the school office to schedule a date and time to meet that works for all parties.

Visitors to our campus are expected to adhere to the same policies and procedures as our students and staff. If a visitor causes a disruption or otherwise violates a policy, procedure, or law while on the ESI campus and the campus administrator deems it necessary for the safety and security of students, staff, and other visitors, the visitor will be immediately removed and local law enforcement may be contacted.

Volunteers on Campus

Volunteering is a scheduled, pre-arranged activity. When a volunteer expresses an interest in working at school and wants to assist with the type of jobs for which help is needed, there are school guidelines that must be followed for safety and legal reasons before a volunteer begins to work. For the purposes of these guidelines and procedures, volunteers are defined as those people who donate time in schools or with students on a regular or reoccurring basis or serve as chaperones. Guest speakers or those who assist with a single event are not subject to these guidelines unless that single event falls into one of the fingerprint categories.

Volunteers may not bring other children to school while volunteering in a classroom, the office or on a field trip. Family members volunteering in employee work areas must meet the following criteria:

- Over eighteen (18) years of age
- High School graduate
- Be approved by the Principal

All volunteers must:

- Complete Basic Training.
 - Complete a Volunteer Service Agreement to be kept on file at the school.
 - Sign in when on campus and sign out when leaving.
 - Wear an identification badge provided by the school.
 - Volunteers with no familial connection to the school must also complete an application and provide references.
 - Follow all school rules.
-

Discipline Guidelines

- Administration will exercise discretion when determining infraction(s) and consequence(s) and may assign a more or less severe consequence than outlined in the guidelines below.
- An asterisk (*) indicates that the violation must be reported to law enforcement.
- Administration may, after considering the circumstances, report any violation to law enforcement.
- Administration may determine that a violation warrants completion of a Threat Assessment.
- Any infraction directed at a staff member may warrant a more severe consequence.
- If the infraction occurs on a bus, a suspension or termination of bus-riding privileges may be assigned in lieu of or in addition to the consequences outlined in the matrix for that infraction.
- Federal privacy laws prohibit the school from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.
- Parental notification is expected for all discipline referrals.

Infraction	Definition	Recommended Consequence	
		Minimum	Maximum
*Aggravated Assault	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. 13-1204)	Long term suspension	Expulsion
Aggression, Other	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Conference	Long term suspension
Alcohol Violation (sale or distribution)	The sale or distribution of alcohol as defined below.	10 day suspension	Expulsion
Alcohol Violation (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	5 day suspension	Expulsion

*Armed Robbery	A person commits armed robbery if, in the course of committing robbery as defined above, is armed with a deadly weapon or a simulated deadly weapon or uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. (A.R.S. 13-1904)	Expulsion	
*Arson of an Occupied Structure	Damaging an occupied structure or property by knowingly causing a fire or explosion. (A.R.S. 13-1704) An occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. (A.R.S. 13-1701)	Long term suspension/ Restitution	Expulsion/ Restitution
*Arson of a Structure or Property	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. 13-1703)	Long term suspension/ Restitution	Expulsion/ Restitution
Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person at risk of imminent physical injury; or (3) knowingly touching another person with the intent to injure. (A.R.S. 13-1203)	3 day suspension	Expulsion
Attendance Violation, Other	Being absent from class or school ten percent of the school year, or having five unexcused absences.	Parent/student/ administrative conference	Loss of credit/CUTS
*Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	10 day suspension	Expulsion

*Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology. (A.R.S. 13-2921)	Conference	Expulsion
*Burglary (First Degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. 13-1508)	10 day suspension/ Restitution	Expulsion/ Restitution
*Burglary or Breaking and Entering (Second or Third Degree)	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. 13-1506 and A.R.S. 13-1507)	Restitution	Expulsion/ Restitution
Cheating	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Loss of credit	5 day suspension/ Loss of credit
*Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	10 day suspension	Expulsion
Combustible	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluids.	Conference	Long term suspension

Computer/ Network Infraction/ Telecommunication Device	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any school facility. This includes tampering or unauthorized access of any computer, computer system, or network.	Conference/ Restitution	10 day suspension/ Restitution
Contraband	Any item whose use, possession, sale or distribution is prohibited because it may disrupt the learning environment.	Conference	Long term suspension
Dangerous Items	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. These may include but are not limited to air soft guns, bb guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, pepper spray, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas, and other dangerous items. NOTE: A dangerous item used to cause bodily injury or to threaten or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement.	3 day suspension	Expulsion
Defiance or Disrespect Towards Authority	Treating school personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of school personnel.	Conference	Long term suspension

Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. 13-2904)	3 day suspension	10 day suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. 13-2911)	Conference	Long term suspension
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school or school policy.	Change of clothes	3 day suspension
Drug Paraphernalia	Any equipment, products or materials of any kind which are used, intended for use or designed for use in growing, processing, packaging, concealing, containing or ingesting a drug as defined below. (A.R.S. 13-3415)	5 day suspension	Expulsion
Drug Violation (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school's policy for such medication. Medication for cessation of smoking must be checked through the health center; otherwise, it will be considered a drug. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs" includes anything that looks like drugs.	3 day suspension	Expulsion

*Drug Violation (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. (A.R.S. 133451)	10 day suspension	Expulsion
*Drug Violation (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	Long term suspension	Expulsion
Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm.	1 day suspension	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S. 13-1804)	3 day suspension	Long term suspension
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	1 day suspension	Expulsion
*Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	3 day suspension	10 day suspension

*Firearms	Any loaded or unloaded handgun, pistol, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. This includes explosive, combustible or poisonous gas. (A.R.S. 13-3101 and A.R.S. 133111)	Expulsion	
Forgery	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent. This includes identity theft.	Conference	10 day suspension
Gambling	Playing games of chance for money or to bet a sum of money.	Conference	5 day suspension
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted or sprayed on walls or other surfaces in public places.	1 day suspension/ Restitution	Expulsion/ Restitution
Harassment, Nonsexual	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. (A.R.S. 13-2921)	Mediation	Expulsion

Harassment, Sexual	The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	3 day suspension	Expulsion
*Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	5 day suspension	Expulsion
Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution, and (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (A.R.S. 132301)	Mediation	Expulsion
*Homicide	Intentionally or recklessly causing the death of another person (A.R.S. 13-1101)	Expulsion	
*Indecent Exposure or Public Sexual Indecency	For definition of Indecent Exposure, refer to A.R.S. 13-1402. For definition of Public Sexual Indecency, refer to A.R.S. 13-1403.	3 day suspension	Expulsion

Language, Inappropriate	The use of profanity or any derogatory language stated publicly.	Conference	10 day suspension
*Kidnapping	Knowingly restraining another person with the intent to (1) hold the victim for ransom, as a shield or hostage, or (2) hold the victim for involuntary servitude; or (3) inflict death, physical injury or a sexual offense on the victim or to otherwise aid in the commission of a felony; or (4) place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person; or (5) interfere with the performance of a governmental or political function; or (6) seize or exercise control over an airplane, train, bus, ship or other vehicle. (A.R.S. 13-1304)	Expulsion	
Leaving School Grounds without Permission	Leaving school grounds or being in an "out-of bounds" area during regular school hours without permission of the Principal or Principal designee.	Parent/student/administrative conference	3 day suspension
Lying	To make an untrue statement with intent to deceive.	Conference	5 day suspension
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Conference	10 day suspension
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group which manifests malice towards others based on their race, gender, or ethnicity. This includes hate speech and gang activity.	Conference	Long term suspension

Plagiarism	To steal and pass off the ideas or words of another as one's own.	Loss of credit	5 day suspension/ Loss of credit
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Conference	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Conference	3 day suspension
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others	Conference	Long term suspension
*Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property. (A.R.S. 13-1902)	5 day suspension/ Restitution	Expulsion/ Restitution
School Policy, Other Violation of	An incident that cannot be coded in one of the other categories but did involve a school, school-sponsored event or school-sponsored transportation.	Conference	Long term suspension
School Threat, Other	An incident that cannot be coded in one of the other categories but did involve a school threat. This includes death threats.	Mediation	Expulsion
*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	For definition of Sexual Abuse, refer to A.R.S. 13-1404. For definition of Sexual Conduct with a Minor, refer to A.R.S. 13-1405. For definition of Child Molestation, refer to A.R.S. 13-1410.	5 day suspension	Expulsion
*Sexual Assault (Rape)	For definition, refer to A.R.S. 13-1406.	Expulsion	

Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	1 day suspension	Long term suspension
Tardy	Failure to be at a designated location at a specified time.	Parent/student/administrative conference	3 day suspension
Technology, Other	The misuse of a cell phone, pager, media player or other electronic item, whether operational or non-operational.	Conference	5 day suspension
Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, electronics, etc., are not covered by school insurance. (A.R.S. 13-1802)	1 day suspension/ Restitution	10 day suspension/ Restitution
Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (A.R.S. 13-1202)	Mediation	Expulsion
Tobacco Violation	Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, or twist) and any and all delivery devices (e.g. e-cigarettes, hookahs, water pipes). NOTE: Possession of tobacco products on K-12	3 day suspension	10 day suspension

	public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. 36-798)		
Truancy	An unexcused absence of at least one class period during the day. NOTE: This definition pertains to students ages 6 to 16. (A.R.S. 15803)	Parent/student/administrative conference	Loss of credit/CUTS
Trespassing	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students serving a suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. (A.R.S. 151503)	1 day suspension	10 day suspension
Vandalism of Personal Property	Willful destruction or defacement of personal property.	3 day suspension/Restitution	Expulsion/Restitution
Vandalism of School Property	Willful destruction or defacement of school property.	3 day suspension/Restitution	Expulsion/Restitution
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	Conference	Long term suspension
*Weapons, Other	May include but are not limited to billy clubs, brass knuckles, knife with a blade length of at least 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101.	Long term suspension	Expulsion

Glossary of Consequences

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. Nevertheless, the school's approach to student discipline is progressive in nature, and this glossary is generally organized to present consequences of misconduct in order of increasing severity.

Conference

A teacher or administrator will talk with the student about expected behavior and the consequences of misconduct.

Parent Involvement

A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.

Loss of Privileges

Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. Loss of privileges may include the student's right to be enrolled in a class, or participation in extracurricular activity.

Detention

Detention is mandatory time spent in an assigned location and may be assigned before school, during the lunch period or after school. Parent/guardian will be notified prior to assignment of school detention.

Behavioral Contract

A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school official are required. In some instances, parent or guardian will also be expected to sign, indicating agreement to terms of the contract.

On Campus Suspension (Short Term)

With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's assignments will be provided. The student's access to school services, facilities and personnel will be limited to the on-campus suspension area. The student is not permitted to participate in or attend any school sponsored events during the period of suspension.

Off Campus Suspension (Short Term)

With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's assignments will be provided.

The student is not permitted to participate in or attend any school sponsored events during the period of suspension.

Long Term Suspension Hearing

A Long term suspension is a withdrawal of the privilege to attend school that exceeds ten school days in duration and extends for a specified period of time.

Off Campus Suspension (Long Term)

A school administrator may deny all school privileges to a student for a period of eleven days or more.

Expulsion

Acting upon the recommendation of a school administrator, the Governing Board may permanently deny all school privileges to a student.

Manifestation Hearing

Before the 11th day of suspension is imposed, the IEP Team, including the parents and the Principal must meet to review the relationship between the child's disability and the behavior subject to the disciplinary action to determine whether or not the behavior in question was a manifestation of the student's disability.

Restitution

When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences.

HANDBOOK ACKNOWLEDGEMENTS AND VERIFICATIONS

By enrolling your child at the school, you are acknowledging and verifying that you have taken the responsibility to review with your child the Edison School of Innovation Student Handbook. As a parent of Edison School of Innovation, you have the right to a quality education for your child/children. To make sure that every student enjoys that right, the school has established procedures regarding disruptive behavior. The procedures for student responsibility are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair, and they are the same in each classroom. We ask that you carefully read the infractions and disciplinary actions for conduct with your child.

Student’s Name (Print): _____ Grade: _____

Parent/Guardian Name (Print): _____

Please Note: Federal privacy laws prohibit the school from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students. Please refer to the discipline matrix for guidance on infractions and consequences.

Parent/Guardian Signature

Date

Student Signature

Date

A copy of this signature page must be completed and turned into the school office (physically or electronically) within the first 10 calendar days of the student’s start date.

By enrolling a student at the school, the parent/guardian consents to the policies listed in the student handbook, regardless of whether or not the Handbook Acknowledgements and Verifications page was signed.

NOTICE TO PARENTS/GUARDIANS REGARDING DIRECTORY INFORMATION

Directory information may consist of the student’s name, address, date and place of birth, photograph, video, grade level, participation in extracurricular activities, weight and height if a member of an athletic team, honors and awards received, and names of parents or guardians.

Family Educational Rights and Privacy Act (FERPA) allow schools to disclose directory information without consent to the following parties or under the following conditions:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Review and initial one of the following statements:

___ I give permission to Edison School of Innovation to release directory information regarding my child for non-commercial purposes. (This includes permission for your child to appear in individual and class photos, newsletters, yearbooks, newspapers, articles, programs, media, social media, publications, promotional materials, and web pages.)

___ I do not give permission to Edison School of Innovation to release Directory Information regarding my child. (I understand that my child’s photo will not be published in the school yearbook, nor will his/her name or image be used in publications such school newsletters/papers, recognition award announcements or other such events.)

If the school does not receive notification within the first 10 calendar days of the student’s start date to opt-out of directory information, consent will be given to release your child’s directory information.

Parent/Guardian Signature

Date

Student Signature

Date

DISCLAIMER:

*The following information is not part of the Student Handbook
and is presented here for informational purposes only.*

SCHOOL-PARENT COMPACT

The Edison School of Innovation, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2023-2024 school year.

School Responsibilities

The Edison School of Innovation will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Positively support all students to ensure they learn and grow at high levels.
 - Develop understanding of the purposes of the instructional strategies in the curriculum and implement them effectively.
 - Observe self and others and reflect on the effectiveness of the instructional practices being used, replacing the ineffective ones with highly effective strategies.
 - Collaborate with other staff, parents, and students on strategies to ensure that all students succeed.
 - Follow detailed lesson plans that include learning targets and success criteria for essential standards in each content area.
 - Follow the adopted curriculum with fidelity.
 - Have consistent high expectations for learning for all students, regardless of sub-group status, home environment, or student behaviors.
 - Follow an agreed upon school-wide homework policy to ensure that all students receive appropriate practice and feedback to support them to learn at high levels inside and outside the classroom.
 - Be supportive and encouraging to every member of the school community, with a desire to help others and solve problems through the appropriate channels.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

August 30, 2023 (Family Data Meeting)
January 24, 2024 (Family Data Meeting)

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

State Assessment Reports:
August 30, 2023 (Family Data Meeting)

Benchmark Testing Reports in ClassDojo:
August 30, 2023 (Family Data Meeting)
January 24, 2024 (Family Data Meeting)

Benchmark Testing Growth Reports (paper copy):
May 20, 2024

Progress Reports (in ParentVue and paper copy):
September 8, 2023
November 17, 2023
February 9, 2024
April 26, 2024

Quarterly report cards (in ParentVue and paper copy):
October 20, 2023
January 12, 2024
March 29, 2024
May 22, 2024

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Any time through email or ClassDojo
Between 7:00 am and 7:15 am by appointment
Between 2:45 pm and 3:30 pm by appointment

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parents may participate in their child's class and observe classroom activities by pre-arranging the visit/volunteering through the classroom teacher and school office.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance by making sure my child is dropped off and picked up on time, doctor's notes are provided for unexpected absences, appointments are scheduled outside of school hours as much as possible, and classwork for pre-planned absences is requested at least one week prior to the absence, completed by my child, and returned to the teacher when my child returns to school.
- Reporting my child's absences by calling or texting the school office or by filling out the absence form on the school website.
- Making sure that homework is completed.
- Monitoring the amount of screen time my child has each day.
- Participating in school events.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either written or digital and responding, as appropriate.

Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners or other school advisory or policy groups.
