

# Champion Schools Student and Parent Handbook 2017-2018



*Champion Schools builds a strong culture that supports students in making significant academic gains and excelling in athletics: an unbeatable formula for success.*

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*We believe that the discipline gained in sports activities supports academic performance and is transformative in young people.*

**Champion School's Vision**

It is the vision of Champion Schools to establish the premier learning environment that will develop students’ mental, bodily, and emotional intelligences. Our schools are designed to utilize the discipline gained in sports activities and the motivation gained through parental involvement and psychological support to augment the pursuit of academic excellence.

### **Strategic Initiatives**

Champion Schools creates and maintains effective academic, athletic, and psycho-educational programming geared toward building a solid foundation for student achievement and life-long inquiry and learning. To this end we will:

- Build powerful learning environments which include collaborative work, project-based learning, and hands-on experiences utilizing the community as a laboratory.
- Institute a comprehensive assessment system to measure students’ progress individually, by grade, class, and as a whole school.
- Establish a broad-based athletic training program that focuses on core strength (strength, speed, flexibility, conditioning, balance and agility), fine motor skills (precision, dexterity, visual perception, spatial orientation, and hand-eye coordination), sport-specific skills training, health, and wellness.
- Create a psychological support program to assist students and their families as they negotiate the social and emotional tasks of adolescence.
- Establish public and private partnerships that will enhance students’ academic, athletic, and emotional development.

Welcome, Students!

School is a time to thrive, learn, and discover your interests and talents. Whether you are a new student to our school, or you began your education here at Champion Schools in Kindergarten, this new school year represents a blank slate of opportunity. Approach the new school year with a positive attitude, and you will continue to develop your own unique strengths that you will take with you into high school and beyond.

Your personal pledge to do your best is reflected in your attitude, your effort, and in the respect you show for your teachers, parents, and fellow students. Although much of your time at school is spent in the classroom, you will find that by taking part in extracurricular activities, such as our athletics program, your school year will be enriched.

Whether you are just entering our school, or have attended for many years, we hope that you will become actively involved in activities that interest you and pursue them with passion. Remember that this year will only happen once. Use it to improve on the last year and prepare for the next. Most importantly, enjoy the exciting possibilities that are presented now. We offer our sincere best wishes, and we look forward to your many successes in this coming year.

Best Regards,

Katie Bulger  
School Principal

Oliver Ross  
Athletic Director

Lindsay Bolton  
Director of Academics

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## **Academics**

### **Student Learning**

At Champion Schools, we strive to meet the full potential of students. As students enter our campus each day, they will be best suited for success in school by following these simple suggestions:

- Get a good night’s rest before school the following day.
- Eat a healthy breakfast.
- Be on time and prepared to learn.
- Come to school with a positive attitude.
- Strive for outstanding attendance.

- Have a designated place to complete school tasks and projects after-school.
- Share what you are learning with your family every day.
- Read at least 20 minutes outside of the regular school day.
- Provide a positive contribution to your school.
- Develop a relationship with your teachers, peers, and school. This is your home away from home.

### **Grades/Codes**

Kindergarten report cards identify four levels of student performance:

M=Mastered

P=Progress

MP= Minimal Progress

NP=No Progress

In 1st through 8th grades, the following percentage scale is used to determine grades:

90%-100% = A – Superior

80%-89% = B – Above Average

70%-79% = C - Average

60-69% = D – Below Average

0%-59% = F – Failing

### **Champion Schools Academic Standards**

After each term all student grades and participation will be evaluated. Those students who don't meet the requirements will have to participate in additional learning programs, such as mandatory Saturday School, mandatory before and/or after school tutoring, Reading Rocks, and/or Math Counts.

### **Guidelines**

- All students must maintain a “C” average in all classes to remain eligible to participate in sports teams & any school activity.
- Students who fall below a “C” average will be required to attend mandatory Saturday School & attend classroom tutoring or Title I intervention until their grade is raised.
- The teacher will provide student/parent with evidence of academic performance/progress throughout the reporting period.
- The grading system will be explained to students by the teacher.

### **Student Athlete Honor Roll**

Kindergarten through 8th grade students who meet high academic standards while participating in sports will be eligible for the Student Athlete Honor Roll. Qualifications will be calculated using grades from Reading, Language, Math, Science, Social Studies, and Writing. **Students must participate in a sport during the same term to achieve honor roll.**

3 levels of Student-Athlete Honor Roll

4.0 GPA

3.9-3.50 GPA

3.49-3.0 GPA

*Must maintain while participating in a sport during the same term.*

The following scale shall be used to determine grade point averages for Honor Roll:

A = 4.0 points

B = 3.0 points

C = 2.0 points

D = 1.0 points

F = 0.0 points

### **Parent/Teacher Conferences**

Formal conferences between parents and teachers are required and scheduled during the first and second grading terms of the school year. Parent/Teacher Conferences provide an opportunity to review children’s progress in all areas of their school experience. Parents are encouraged to meet with their child’s teacher for informal conferences outside the regular conference times by scheduling it with their teacher.

### **Monthly Academic Events**

Champion Schools will host monthly academic events during the school year. These events will provide parents an opportunity to come to campus and see the students’ academic success.

- July 24th- 1st Day of School
- Aug 2nd- Parent Night: Title 1 & Curriculum
- Aug 17th- Spaghetti Dinner Night
- Aug 18th- Progress Report 1
- Sept 4th- Labor Day No School
- Sept 18th- Progress Report 2
- Sept 27th- Parent Night- History Museum
- Sept 29th- History Museum
- Oct 2nd-13th- Fall Break No School
- Oct 25th- Parent Night Biographer’s Tea

- Oct 26th- Biographer’s Tea
- Oct 27th- Fall Festival
- Oct 30th- Term 1 Ends
- Nov 2nd-3rd- Parent/Teacher Conference (Noon Dismissal)
- Nov 10th- No School Observance of Veteran’s Day
- Nov 15th- Parent Night Turkey Trot
- Nov 22nd- Turkey Bowl: Noon Dismissal
- Nov 23rd-24th- No School
- Nov 30th- Progress Report 3
- Dec 13th- Parent Night Around the World
- Dec 19th- International Potluck
- Dec 20th-Jan 5th- No School Winter Break
- Jan 11th- Spelling Bee
- Jan 15th- No School Martin Luther King Day
- Jan 17th- Progress Report 4
- Jan 24th Parent Night Leap Into Literature
- Feb 9th- Sweetheart Dance
- Feb 14th- Term 2 Ends
- Feb 19th- President’s Day No School
- Feb 22nd 23rd- Parent/Teacher Conference (Noon Dismissal)
- Feb 23rd- Science Fair
- Feb 28th- Parent Night Science Fair
- March 12th-23rd- Spring Break No School
- March 28th- Progress Report 5
- March 28th- Parent Night AzMerit
- March 29th- Olympic Day
- March 30th- Good Friday No School
- April 25th- Parent Night Invention Convention
- April 26th- Progress Report 6
- May 4th- Invention Convention
- May 16th- Parent Night Let’s Roll Out
- May 25th- Last Day of School

### **Report Cards**

- Each child’s educational progress is evaluated regularly and reported to parents/guardians three times each year. Grade report forms vary with the child’s grade assignment and, in most cases, includes a report of the child’s effort as well as the grade.
- We will issue 3 report cards throughout the year.
- **Report Card Dates: November 1st, February 20th, May 21st**

### **Progress Reports**

- In addition to the formal report card, a progress report will be issued at approximately the middle of each term. Progress reports must be signed by the parent and returned to the homeroom teacher.
- We will issue 6 progress reports throughout the year.

**Progress report dates:**

- **Sep. 28, 2017, Nov. 30, 2017, Jan. 19, 2018, Mar. 1, 2018, Apr. 20, 2018**  
( **Grades and Progress can be accessed daily through Familylink**)

**State Testing**

The new Arizona state test is a state administered assessment of the Arizona Academic Standards in the areas of math, reading, writing, and science. All Arizona public schools, including district schools and charter schools, are required by law to administer the state mandated assessment. The test is administered in the spring (April) and the results are reported to the school in late summer.

- All students in grades 3<sup>rd</sup> through 8<sup>th</sup> are tested on reading, mathematics and writing.
- All students in grades 4<sup>th</sup> and 8<sup>th</sup> are also tested on science.

Meeting the requirements of the Department of Education essential skills is very important in demonstrating that your child has learned and retained the academic content taught throughout the academic school year. Failure to do so may result in retention.

**Move on When Reading**

Move On When Reading is based on a student’s reading proficiency on the statewide assessment. In 2014, the MOWR law was amended to specify that a student may be promoted from 3rd grade if data on the statewide reading assessment is not available by the beginning of the school year. Students promoted due to delayed assessment data which subsequently shows the student should have been retained must be provided intervention strategies and supports under the law. This year, AzMERIT results will not be available until after the start of the 2016 school year. Any student promoted to 4th grade who would have been held back in 3rd grade if test results had been available will be entitled to receive intervention strategies and supports required under the law.

**Saturday School**

Saturday School will be assigned to students who have a 70% or lower in any academic subject or multiple missing assignments. **Saturday school is mandatory for those students.** This program is designed to provide students the opportunity to raise their grades and complete missing assignments. Any assignment that is completed in Saturday School will be submitted to the assigning teacher to be graded and the score received will replace the 0 or lower score previously earned.

Saturday School will be held from 8:00am to 12:00pm.

### **Tutoring**

Tutoring will be available before school, after school, and during workout for students who are below grade level or struggling with certain performance objectives. Teachers have the authority to make tutoring mandatory if a student is receiving a 70% or lower in any academic subject or has multiple missing assignments.

### **Math Counts**

An academic club that is designed to help students increase their academic achievement in the content area of mathematics. The club will be available in the mornings before school from 7:00 am to 8am and after school from 3:30pm to 4:30pm, Monday through Thursday.

### **Reading Rocks**

An academic club that is designed to help students increase their academic achievement in the content area of reading. The club will be available in the mornings before school from 7:00am to 8am and after school from 3:30pm to 4:30pm, Monday through Thursday.

### **Contacting Teachers**

If parents would like to talk with their child’s teacher, they should call either before classes begin or after the students are dismissed. Parents may call during class hours and leave a message with the school receptionist. The teacher will return your call within 24 hours. Every teacher will issue out their school email address as well.

### **Academic Integrity**

#### **Cheating**

Any form of deception, including but not limited to, the use of notes, cheat sheets, obtaining answers ahead of time, or sharing information with other students is not tolerated.

#### **Plagiarism**

All student work presented for credit shall be the original work of that student. Any material that is quoted or summarized from other sources shall be credited to the original source. Shared projects should represent the work of the entire group.

**Any student involved in academic cheating/plagiarism shall be subject to disciplinary action.**

### **Acceptable Use of School Computers & Personal Computers:**

The student must:

- Use the electronic information system for educational purposes only.
- Agree not to submit, publish, display, or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or deliberately inaccurate material; nor shall students provide direct links to such materials or encourage the use of controlled substances.

- Agree not to download, archive, distribute, or share any software or digital files (such as movies, music, or text) that would constitute a violation of copyright laws, including any trademark and or license restrictions.
- Agree not to plagiarize any material found using technological resources.
- Agree not to attempt to harm, modify system files or data belonging to other users.

Student use of information systems is acknowledged to be a privilege, not a right. Students must adhere to strict guidelines. Administrators will deem what is appropriate and inappropriate use of information systems. Any action by a student determined to constitute an inappropriate use subjects the student to disciplinary action. Depending on the seriousness of the user’s offense, consequences will be administered as stipulated in the Student Handbook. Students will also be subject to all applicable state and federal laws.

Students and parents/guardians must understand that their student may have access to the Internet. Through the use of filtering software and supervision, Champion Schools limits access to inappropriate materials on the Internet.

Personal technology, such as Kindle Fires, iPads, Chromebooks, and other tablets that can be used for research are allowed to be used in classrooms with permission of teachers at necessary times.

Student cell phones must be on silent and remain in student backpacks at all times when on school grounds. Cell phones are NOT considered appropriate research materials.

**Champion Schools**  
“Where Champions Are Made”

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We're glad you and your child have decided to be a part of Champion Schools - Athletics. We have a lot of great things planned for this year. It's going to take a lot of hard work and discipline from myself, the coaches, players, and parents, to accomplish our goals and dreams for the season. Being a member of a team is a special honor, and along with that honor come great responsibilities.

As a Student Athlete of Champion Schools, your child will be held to a higher standard. We expect him/her to always be on their best behavior. We will not tolerate them getting in any type of trouble, especially at school. We reserve the right to dismiss any child from the program if we believe they aren't holding up to the standards we have set forth.

Parents, we hold you to a high standard as well. Therefore, we need your full support in implementing our rules and regulations while your child is away from school.

As Athletic Director, I will hold anyone who is a part of any of our teams to this standard. This includes coaches, staff, parents, and players. Following this code of conduct doesn't guarantee your child success, but it will give them a better opportunity to have success as a Student-Athlete.

Parents and Student- Athletes, we are very strict, but fair. Players must earn and show that they deserve to be a member of the Champion Schools- Athletics programs.

Please read the additional sports pages for all rules and regulations expected for your son/daughter.

Thank you,

Oliver Ross  
Athletic Director

**Athletics**

### **Sports Requirement**

**It is mandatory at Champion Schools that every student must participate in a Sport during the school year.**

Students in Kindergarten -3<sup>rd</sup> grade are required to participate in one sport during the 1<sup>st</sup> two terms. (fall or winter).

Students in 4<sup>th</sup> -8<sup>th</sup> Grade are required to participate in 2 sports during the three terms. (fall, winter, spring)

### **The Difference between Varsity & Junior Varsity:**

Only 5<sup>th</sup> -8<sup>th</sup> grade students are allowed to try-out for our Varsity Teams. Varsity is a much more rigorous time schedule and the program is designed for the more advanced athletes. Varsity teams will play in the Canyon Athletic Association (CAA).

Junior Varsity is broken up between two grade groups. K-3<sup>rd</sup> division and 4<sup>th</sup> -8<sup>th</sup> division. JV is used to improve student skills and knowledge of sports, preparing them for the varsity team in the future.

### **Varsity Team Practices:**

All Varsity teams will practice or play games every day during the fall season (Monday -Thursday).

Due to the heavy practice and game schedule, parents for Varsity level Student-Athletes will be required to pick their son/daughter up after practice or games at the campus.

There will not be a late Bus after practice or games for varsity teams.

All Varsity teams will practice or play games every day during the fall season. Starting July –November (Monday –Thursday only)

### **Junior Varsity Team Practices:**

All Junior Varsity Student Athletes Practices are between: 3:40pm – 4:40pm.

4<sup>th</sup> -8<sup>th</sup> grade practices on Monday/ Wednesday.

Kinder-3<sup>rd</sup> practice on Tuesday/Thursday.

There will be a late bus for any JV Student-Athletes at the end of practice to designated school stops or the Boys & Girls club. Students who get picked up by parents must be picked up promptly at 4:40 pm.

All Junior Varsity Games are played on Saturday Mornings.

### **Student-Athlete Code of Conduct:**

- Must maintain a “C”/ 2.5 GPA, at the minimum, to participate on a team.
- Must have all homework done and turned in on time.
- Must display good citizenship and behavior at school.
- Must be able to give 100% commitment to the team and school.
- Must be able to attend scheduled practices and games.
- Must bring all required equipment daily.
- Must have a positive attitude.
- Must have a willingness to learn.
- Must be a team player.
- Must be a competitor.
- Must love to have FUN!!!

### **Parents**

- Must attend mandatory meetings.
- Must inform coaches about issues ahead of time. (Absences, etc.)
- Please support the coaching staff’s decisions.
- Must be able to give 100% commitment to the team & school.
- Must be willing to up hold all team and school rules.

### **Coaches**

- Coaches must conduct themselves in a professional manner at all times.
- Must be a leader on and off the playing field.
- Must make sure your team is prepared for practices/games.
- Must inform your players and parents about changes to schedules.
- Must be able to give 100% commitment to the team & school.

### **Varsity/Junior Varsity Uniform Rules:**

1. We will provide the team uniforms for games, which may include jerseys, shorts, T –shirts, socks, etc depending on the sports season. **Players must have their whole uniform set to play in the game. If any player does not, have their whole uniform set, they will not play or travel. The uniform is only to be worn on game days.**

Parents, you are responsible for washing the uniforms. Please be careful, and remember Varsity teams have multiple games a week.

2. We will provide certain additional equipment for the varsity team, such as mouth pieces, knee pads, etc. We will only provide them once. If an athlete loses them it will come with additional fee. If a varsity athlete loses any part of their uniform they won’t play and can be dismissed from the team.

3. At the end of the sport season, the Varsity players must return their uniform set. Coaches will let players know what items they can keep. Junior Varsity players may keep their uniform at the end of the season.

### **Fundraising:**

The Athletic Department has planned some amazing activities for the Student-Athlete's. However, it's going to take a team effort to help us raise the money for these events. We plan to have school wide fundraiser, car washes, bake sales, concession stands, etc. throughout the year. Any other suggestions are more than welcome. The money raised will take care of the team expenses like field trips, parties, uniforms, etc. **Attendance and participation at these events will be mandatory for all athletes and teams. Varsity player are required to fundraise a minimum amount of \$150.00.**

### **Student-Athlete Attendance**

School attendance is expected of all student-athletes on the day of the game. Parents should communicate in advance with the Coach and Administration on special circumstance absences. Absences on the day of the game may result in students being ineligible for the day's athletic event.

### **Sports Offered 2017-2018 School Year**

#### **Fall Sports: July- October**

Varsity Football (5<sup>th</sup> -8<sup>th</sup> Grade)  
Varsity Volleyball (5<sup>th</sup> -8<sup>th</sup> Grade)  
JV Volleyball (4<sup>th</sup> -8<sup>th</sup> Grade)  
JV Football (4<sup>th</sup> – 8<sup>th</sup> Grade)  
JV Soccer (K-3<sup>rd</sup>)  
JV Cheer (K-3<sup>rd</sup>)  
Girls on the Track (6<sup>th</sup> -8<sup>th</sup>)

#### **Winter Sports: December-February**

Varsity Boys Basketball (5<sup>th</sup> -8<sup>th</sup> Grade)  
Varsity Girls Softball (5<sup>th</sup> -8<sup>th</sup> Grade)  
JV Basketball (4<sup>th</sup> -8<sup>th</sup> Grade)  
JV Kickball (4<sup>th</sup> -8<sup>th</sup> Grade)

#### **Spring Sport: March- May**

Varsity Soccer Co-Ed (5<sup>th</sup> -8<sup>th</sup>)  
Varsity Girls Basketball (5<sup>th</sup> -8<sup>th</sup> Grade)  
Varsity Boys Baseball (5<sup>th</sup> -8<sup>th</sup> Grade)  
Varsity Track Co-Ed (5<sup>th</sup> -8<sup>th</sup> Grade)

### **School Attendance**

#### **Enrollment/ Re-enrollment**

Champion Schools is an open enrollment school. All students must have their applications completely filled out in order to be eligible for enrollment. *Arizona law requires that students can apply for enrollment based on available classroom space (A.R.S. 15-816.01).*

**Champion Schools does not accept students who have been expelled from other schools.**

**Notice of Non-Discrimination:** *Champion Schools do not discriminate on the basis of race, color, national or ethnic origin, religion, gender, disability or age in its hiring and enrollment practices, nor in the administration of any of its programs or activities.*

### **Attendance**

Champion Schools believes that academic excellence is achieved first and foremost by students being regular in attendance and on time. These are two important factors that foster a positive attitude toward school. Students who uphold perfect attendance during each term will receive a \$5 cash reward. Students able to maintain perfect attendance all school year will receive a \$20 cash reward.

### **Legal Requirements**

*Arizona law requires that students between the ages of six and sixteen years of age must attend school every day. (A.R.S. 15802A).*

### **Absences**

Students are expected to be at school every day. It is very important that the school is notified as soon as possible if a student will be absent or tardy. We do understand that not every absence requires a doctor’s visit. However, should your child go to the doctor, please provide the appropriate documentation for their absence. This can be accomplished by placing a telephone call to the school office 480-664-3379 and notifying them your child will be absent.

Students who are absent more than 30 days of the school year have to be retained by Arizona law.

After 10 consecutive absences, students will be automatically withdrawn from Champion Schools.

### **Tardies**

All students who arrive to school after 8:15 am will be marked tardy. They will need a tardy slip in order to enter their classroom. The following consequences will result in the specified amount of tardies per term.

3 Tardies- School community service during recess time for a total of 30 minutes.

6 Tardies- One completed Saturday school.

9 Tardies- 1 day suspension

### **Make-Up Work**

It is the student’s responsibility to ensure that all work is requested and made up when he or she returns to school from any absence. Students will have the amount of time equivalent to the number of days absent to complete and turn in his or her assignments.

### **Withdrawal of Students**

If you are withdrawing your student from Champion Schools, you must come in person to complete the official withdraw documentation. The office staff will need a minimum of three working days in order to prepare student information. Your cooperation is greatly appreciated.

## **Champion School's Disciplinary Code**

The student discipline code will be reviewed each year and modified as necessary to maintain a fair, effective, and consistent system of rules for student conduct throughout the district.

At times, consequences not set forth in the code may be developed if the proposed alternatives are viewed by the school official and parent as useful and appropriate.

Students referred for discipline are guaranteed the following due process rights:

- The right to be informed of accusations against them
- The opportunity to admit or deny accusations
- The right to hear evidence on which accusations are based
- An opportunity to present an alternative factual position
- The right to appeal a disciplinary decision

Dealing with student behavior is part of our job. Champion Schools believes that all students can exhibit appropriate school behaviors. Our job is to not only tell them what those behaviors are, but to teach them what positive behavior looks like. Students will learn these expectations at different times based on their developmental level and their experiences outside of school. Students should expect consequences as part of learning what is right and wrong. We must work together with families to model and teach appropriate behavior.

After a teacher observes problem behavior in a student, he/she will conference with the student. If the problem behavior persists, a series of classroom based verbal or nonverbal interventions are implemented. After a number of interventions are implemented and fail, the student will earn a community service. Community service may vary from cleaning to doing extra workouts before school, lunch time, and after school. Community service is used to present an opportunity for children to reflect on their behavior, hold them accountable, and problem solve so that we can eliminate these behaviors from occurring in the future. If further problem behaviors are observed, the student will then earn additional discipline action before or after school from 6:00am- 7:00am or 3:30pm-4:30pm. If these strategies are ineffective and not changing behavior, alternative strategies such as suspension or expulsion will be used.

When dealing with discipline, parents and students must remember...*Each Day is a New Day!*

## **Champion Schools Disciplinary Steps**

### **Grades K-8 Grade students**

Step 1: Students will receive a warning and be redirected to fix their behavior/action.

Step 2: Students who receive a 2<sup>nd</sup> warning or 2<sup>nd</sup> redirection will lose one of the following: recess, lunch break, or will do Community Service with their teacher that same day. (Per the Teacher's Choice)

Step 3: Students who receive a 3<sup>rd</sup> redirect will have their parents be notified either by a phone call, email, or text. Additional consequences could result in Community Service or being sent to another classroom (Max 30 minutes).

Step 4: Students who receive a 4<sup>th</sup> redirect will automatically receive a referral to the office and in addition a consequence of a call to parents, Community Service, or Suspension.

If a student refuses to follow directions or is unwilling to cooperate with the staff member on any of the Steps 1 through 3, that student will be sent straight to Step 4.

### **School Referrals**

If your student receives a referral, they will be sent home with a copy of the referral. This needs to be signed and return the next school day, or the student’s consequence will continue until it is returned signed by a parent.

All referrals are kept on file and will accumulate to school suspension.

If a student receives 3 referrals without being suspended, they will be issued a 1 day suspension.

The 4<sup>th</sup> referral will result in a 2 day suspension.

The 5<sup>th</sup> referral will result in a 3 day suspension.

The 6<sup>th</sup> referral the student must appear in front of the discipline committee for an expulsion hearing.

### **Suspensions**

Students placed on suspension may not be at any school-sponsored event during the suspension.

A suspension period would encompass the hours before, during, and after school. Students in violation of this policy will have additional days added to the suspension.

### **Discipline Regulations**

Students, who consistently show an indifference to school policy, which are unable or unwilling to comply with school policies, or those who exhibit attendance violations or other behavior patterns that are disruptive to the educational process and/or adversely affect the welfare or rights of other students, will be considered in violation of the student conduct code.

- The student’s total disciplinary and/or attendance record may be used when imposing disciplinary action for violation of this regulation.

### **Definition of Offenses**

This list is not inclusive of all punishable infractions. A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the school administration.

Disciplinary actions of any type and of any magnitude will be aligned to the steps according to the discipline pyramid used school wide.

**ALCOHOL VIOLATION** Using, under the influence of, in possession of or intent to be in possession of alcoholic beverages or any substance being represented as alcohol. Giving, selling, offering, providing, or intending to provide alcoholic beverages or any substance being represented as alcohol.

**ARSON (Structure/Property)** Intentional burning of property belonging to the school, school personnel or another person on campus.

**ASSAULT** Intentionally, knowingly or recklessly causing any physical injury to another person; placing another person in reasonable apprehension of imminent physical injury; or touching another person with the intent to injure, insult or provoke such person.

**BOMB THREAT** Threatening to cause harm using a bomb, dynamite, explosive or arson-causing device.

**BULLYING** Repeated acts, over time, that involve a real or perceived imbalance of power. Bullying can be physical in form (e.g., pushing, hitting, kicking spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

**BUS MISCONDUCT** Not following district bus rules and regulations.

**CHEATING OR PLAGIARISM** Taking someone else’s work for one’s own, practicing fraud or deception with relation to school work or responsibilities or using electronic devices to inappropriately retrieve or disseminate classroom information.

**COMPUTER, TELECOMMUNICATION or NETWORK INFRACTION** Inappropriate use of computers, telecommunications and network resources.

**COMBUSTIBLES** Possessing a substance or object that is readily capable of causing bodily harm or property damage (e.g., matches, lighters, firecrackers, snap caps, poppers, stink/smoke bombs, and lighter fluid).

**DANGEROUS ITEM** (e.g., airsoft/bb gun, knife with blade less than 2.5 inches, laser pointer, razor blade/box cutter, etc.) Bringing/possessing on school campus any dangerous item including on the person or in a backpack. Using or threatening to use any dangerous item to inflict harm on another person.

**DEFIANCE OF AUTHORITY** Refusing to comply with a reasonable request of school officials, including refusal to follow directions, talking back or showing disrespect.

**DISORDERLY CONDUCT** Use of profanity, obscene behavior, unsafe behavior or any conduct, which is in any way disruptive to the educational process of the school.

**DRESS CODE VIOLATION** Wearing clothing/apparel that does not fit within the dress code guidelines stated by school or district policy.

**DRUG VIOLATION** The unlawful use, possession or intent to possess, any controlled drug or narcotic substance, or substances represented as such, or equipment used for preparing or taking drugs or narcotics. Includes being under the influence of drugs or a substance that causes

impairment. Includes the inappropriate possession/use of over-the-counter medications and any substance that causes impairment. Giving, selling, offering, providing, or intent to provide any controlled drug or narcotic substance, or substances represented as such, or equipment used for preparing or taking drugs or narcotics. Includes providing/selling of over the-counter medications and substances that cause impairment. This category does not include tobacco or alcohol.

**ENDANGERMENT** Recklessly endangering another person with a substantial risk of physical injury or imminent death.

**EXTORTION** Knowingly obtaining or seeking to obtain property or services by means of a threat to inflict harm in return for protection.

**FIGHTING** Mutual participation in an incident involving physical violence, where there is no major injury.

**FIREARM** The possession, use, or threat to use, any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive.

**FIRE ALARM MISUSE** Intentionally ringing fire alarm when there is no fire.

**FORGERY** Writing and/or using the signature or initials of another person, to include electronic transmittal. Impersonating another person on the telephone or electronically with regard to attendance or other school related matters also falls within this category.

**GAMBLING** Participating in games of chance for the purpose of exchanging money or something of value.

**GANG CLOTHING, SYMBOLS, PARAPHERNALIA** The wearing of hats, bandanas, tattoos and/or other clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.

**HARASSMENT/INTENDED HARASSMENT (Non-Sexual)** Anonymously or knowingly communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. This includes, but is not limited to, physical appearance, racial, religious, ethnicity, or handicapping conditions. Continues to follow/stalk another person in or about school for no legitimate purpose after being asked to desist.

**HARASSMENT (Sexual)** Sexual harassment is unwelcome conduct of a sexual nature that can include unwelcome sexual advances, remarks and statements regarding sexual orientation, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

**HARASSMENT (Sexual with Contact)** Sexual harassment that includes unwanted physical contact of non-sexual body parts.

**HARMFUL SUBSTANCE** Knowingly adding a harmful or foreign substance to food, drink or medicine.

**HAZING** Any intentional, knowing or reckless act committed by a student(s), against another student(s), which contributes to or causes a substantial risk of potential physical injury, mental harm or degradation in connection with an initiation, affiliation or maintenance of membership in any organization.

**HORSEPLAY/ROUGHHOUSING** Non-serious but inappropriate physical contact (e.g., hitting, poking, pulling, pushing) including boisterous play or behavior.

**INCITING** Use of language or gestures that may incite another person or other people to fight or engage in other acts of inappropriate behavior.

**LEAVING SCHOOL GROUNDS WITHOUT PERMISSION** Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of school officials.

**PHYSICAL AGGRESSION** Tussles, minor confrontations, pushing, shoving or other physical provocation.

**PUBLIC DISPLAY OF AFFECTION** Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.

**THEFT** Taking or attempting to take money or property belonging to another person or the school.

**THREATS OR INTIMIDATION** Indicating, by word or conduct, the intent to cause physical injury or serious damage to a person or their property.

**TOBACCO/NICOTINE DELIVERY DEVICES VIOLATION** Use, possession, or intent to possess, tobacco products of any kind. This includes electronic cigarettes and other similar devices.

**VANDALISM** Willful destruction or defacement of personal or school property.

**WEAPONS POSSESSION** (e.g. billy club, brass knuckles, knife w/blade length at least 2.5 inches). Bringing/possessing on school campus any weapon, including on the person in a backpack, or anywhere else. Using or threatening to use any weapon to inflict harm on another person.

## **Uniform Policy**

To promote an attitude of good grooming, healthful living, and a positive learning environment, the following personal appearance standards have been established:

## **Student Uniform Policy**

Champion Schools believes it is beneficial to create a uniform policy that will assist in creating a successful environment for Student-Athlete learning at Champion Schools.

### **Uniform Tops**

- Girls and boys must wear a school APPROVED shirt that can be purchased during Open House or in the office.
- The only APPROVED shirt colors are red, yellow, grey, blue, and black.
- K-3<sup>rd</sup> students will wear T-Shirts,
- 4<sup>th</sup> -8<sup>th</sup> students will wear Collared Shirts
- Boys and Girls Uniform shirts must be tucked in at all times. Girls are not allowed to tie their shirts.

### **Uniform Bottoms**

- Shorts or pants, the only approved colors are navy blue, khaki and black. (No Jeans)
- Belts are optional as long as the shorts and pants fit the student correctly.

Girls additional attire

- Skirts, skorts, capri's are optional, The only approved colors are navy blue and khaki and black.
- A-line jumpers are acceptable in uniform colors as long as they are worn with shorts and school uniform underneath.
- Shorts and skirts may not be more than 4” above the knee.
- Leggings will not be allowed with additional attire, such as shorts, skirts, or over the top of the leggings.

### **Dress Code**

All clothes need to be:

- Clean and neat.
- The appropriate size (not too tight or too big).
- Not be torn, tattered or written on.

### **Jackets/ Coats/ Sweaters/ Sweatshirts will be:**

- Restricted to school appropriate designs that is not vulgar, violent, obscene, or gang related.

### **Jewelry/ Piercings will be:**

- Need to be kept to a minimum.
- Include only appropriate neckwear, bracelets, belts, and sweatbands.
- No excessive number of wristbands, bracelets, or anklets.
- All jewelry is worn at your risk.

### **Footwear will be:**

- Closed toe shoes are required at all times.

- No shoes or sandals with open backs due to safety concerns.

**Headwear will be:**

- Only worn outside the building(s).
- Restricted to school appropriate designs that are not vulgar, violent, obscene, or gang related.
- "Do-rags" or, bandanas will not be allowed.

**Special Dress Day**

**Dress Down Day**

We will have **designated** school fundraisers throughout the year, where students can pay \$1 to dress down.

**Spirit Week**

We will have school spirit weeks every term. Students can dress according to spirit week or wear school uniform during these weeks.

**Field Trips**

Students will have an assigned uniform shirt by the teacher or school to wear on field trips.

**UNIFORM POLICY VIOLATIONS**

All uniform policy violations will result in consequences associated with Champion Schools student code of conduct.

Grades K-8<sup>th</sup> violations will result in a consequence including, Uniform Referral to the office, call to parents, and possibly suspension from school.

**Students who violate the school dress code will not be allowed in class until they're in compliance with the school's dress code.**

**Parents will be called and required to bring proper school attire.**

**School suspension will result after three uniform referrals given.**

**Drug Policy**

It shall be the responsibility of all school employees to report all reasonably suspected instances of the non-medical use of drugs to the principal or her designee.

Possession, Use or Sale of Drugs On or Near School Grounds (Drug-Free Zone): It is unlawful for a person to intentionally be present with one or more persons within 300 feet of a school or its accompany grounds, or to be present on any public property within 1000 feet of a school or its accompanying grounds, or a school bus stop to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug. It is unlawful for a person to intentionally be present on a school bus to possess, use or sell marijuana, a dangerous drug, or a narcotic drug.

All property surrounding Champion Schools has been designated as drug, alcohol and tobacco free zones. We will seek strong penalties against anyone who possesses, uses or sells drugs or drug paraphernalia and alcohol on or near our campus.

### **Distribution or Selling of Drugs**

The sale or distribution of alcohol, non-prescribed/prescribed drugs or inhalants on or within 300 feet of school property or school sponsored events by students is prohibited. Whenever the principal is reasonably certain that a student is involved in the distribution or selling of non-prescribed/prescribed drugs or alcohol, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.

If it has been determined that a student is involved in the distribution of alcohol or non-prescribed/prescribed drugs, he/she shall be disciplined as follows:

**1<sup>st</sup> Offense:** Suspension up to 9 school days. Conference with parents. Police will be notified. Possible long-term suspension/expulsion.

### **Drugs, Alcohol and Inhalants**

**Regulation:** The possession, use, or being under the influence of non-prescribed/prescribed drugs or alcohol on or near school property or school sponsored events by students is prohibited.

**1<sup>st</sup> Offense:** Suspension up to 9 school days/expulsion. Police will be notified and charges may be pressed.

### **Forbidden Items at School**

The following items have no place at school:

**1<sup>st</sup> Offense:** Suspension up to 9 school days/expulsion. Police will be notified and charges may be pressed.

- Knives
- Weapons or replicas of weapons of any kind
- Lighters
- Matches
- Cigarettes
- Tobacco products of any kind
- Drugs
- Alcohol

- Pornography

### **Harassment/Bullying/Racial-Ethnic Insults/Intimidation**

The Champion Schools environment must be free from racial/ethnic verbal insults and/or intimidation. Harassment of any type, whether it is gender based, racial, sexual, or in the form of hazing will not be tolerated. Intimidating and/or bullying others on school grounds, school property, school sponsored events, or activities will never be tolerated.

A student being bullied is when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It involves 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 (e.g. pushing, hitting, kicking, spitting, stealing); verbal (e.g. making threats, taunting, malicious teasing, name calling); or psychological (e.g. social exclusion, extortion, intimidation, spreading rumors, manipulating social relationships).

Students are encouraged to immediately report these types of incidents to a school official. It is required that the school official follow procedures to investigate a student bullying claim and resolve the incident with appropriate sanctions. Such behavior disrupts the education process and climate of the school and must be reported to school administration immediately.

Any parent who suspects their child is a victim of bullying or harassment shall notify school officials and make a report. Forms to report these incidents are located in the school office.

### **School Bus Transportation Rules**

Children third grade and under MUST be accompanied by a parent or adult to the Bus Stop to pick up their student at drop offs or students will be taken back to the school.

#### **BUS RULES**

- All school rules apply on bus.
- All rules apply for students riding to field trips as well.
- No standing on bus until driver gives ok.
- No switching seats.
- Assigned seats only as needed.
- No loud talking – this includes yelling.
- No eating – this includes gum chewing.
- No drinks with exception of water.
- No horse playing.
- No fighting.
- Proper sitting position only (example: bottoms on seat, knees forward, and feet flat on floor).
- No pushing or shoving while entering or exiting the bus.
- Person in front exits the bus first.
- No throwing of objects.
- Do not distract driver, unless there is an emergency.
- No littering.

“Where Champions Are Made”

- No loitering - students must not be around bus unattended or without supervision.
- Stand in designated areas until released to enter the bus.

**5 Steps of Disciplinary action the bus driver takes:**

**Any offense students will be required to write sentences. Parents must sign the sentences before student is allowed back on the bus.**

- *First offense - A Referral sent home.*
- *Second offense - Contact parent*
- *Third offense - One day suspension from bus.*
- *Fourth offense - Two day suspension.*
- *Fifth offense - Suspension for the remainder of school year off the bus.*

## **General Information**

### **School Hours**

Kindergarten- 8<sup>th</sup> grade: 8:00-3:30pm

\*Friday School Hours: 8:00am-12:00pm

### **Office Hours**

Front Office: 7:30am-4:30pm

Principal by Appointment: 8:00am-4:30pm

Teachers Hours Flex From: 7:30am-4:30pm

Athletic Director by Appointment: 10:00am-2:00pm

Academic Director by Appointment: 7:30am-4:30pm

### **Before Care**

The Before Care program will be offered from 6:30-7:45 am. Any student who wishes to participate in the program must be enrolled. Any student who is not enrolled in the program will not be able to attend and must arrive to school at the designated start time of 7:45. Students are expected to follow handbook behavior and uniform rules while attending Before Care. Any students that are not following the rules will be subject to discipline or removal from the program.

### **After Care**

Champion schools **does not** provide an after-care program. All of our students may attend Boys & Girls Club. A separate information packet is required for parents to fill out. It is available in the school office upon request. Students must be picked up after school, or directly after their sports practice.

### **Visitors/Volunteers**

All visitors must obtain a pass from the office and must check in and out with the office each time they enter or leave the campus. Brothers, sisters, and other young adults are never permitted to visit unless a parent or an emergency contact over the age of 18 accompanies them.

We ask that arrangements be made with the school prior to visiting classrooms. All visitors are expected to conduct themselves in an appropriate manner. **Any person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a Class 3 misdemeanor. (ARS 15-1507) All long term volunteers must complete a Champion Schools volunteer packet and pass a background check.**

### **Lost and Found**

Please be sure students' clothing and other items brought to school are clearly marked with his/her name. Items that are not claimed within three months will be donated to a local charitable organization. Champion Schools cannot be responsible for personal belongings brought to school by students.

### **Telephone**

Students are allowed to use the telephone **only in case of an emergency**. At that time, they must secure a pass from their teacher to come to the office and make the call. Students are not permitted to make calls from the classroom. Student cell phones must be put away with power off, until the end of the school day.

### **School Property (A.R.S. 13-2911)**

Any student who cuts, defaces, or otherwise injures any school property is subject to suspension or expulsion and, upon complaint of the Board, the parents of such students shall be liable for the damages.

### **Safety of the School**

Any persons engaging in behavior or actions that threaten the safety or security of the campus will be disciplined according to the Champion Schools Discipline Code, or Phoenix Police Department. This includes any physical/verbal/written statements or gestures that may be construed as threatening to the safety of the school.

### **School Books and Supplies**

Champion Schools will provide students with textbooks, subject matter materials and supplementary books free of charge. Pupils using Champion School's texts, software and supplementary books are responsible for the loss or damage thereof.

### **School Property Searches**

Cubbies, desks, and storage cabinets provided for student use are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security and content of their cubbies and storage areas. School authorities may conduct inspections of lockers and storage areas at any time for any reason without notice, without

student consent, and without a search warrant. Champion Schools is not responsible for loss of personal items.

### **General Field Trips**

Learning experiences outside the classroom are important. Our classes have numerous field trips and study tours throughout the year as appropriate for each grade level. These trips are carefully planned to be relevant to the curriculum. Parents are encouraged to assist in all aspects of fundraising, preparation, and supervision. This is a great opportunity to share group experiences with your student.

Field trips and study tours are for students only. No siblings or friends can participate. Students must be in good standing in their classroom in order to participate. Homework assignments, projects and other classroom criteria must be met. Students must be in good health and physically able to participate in the field trip or study tour that is scheduled.

Students may be required to wear school T-shirts on field trips or study tours. Students must wear appropriate footwear or jackets if required.

Students who pose a safety threat to themselves or others may not attend field trips or study tours. They may be disqualified up until departure time for these behaviors.

### **Health**

The goal of the school health program is to help each child realize his full potential to become a physically, mentally, emotionally, and socially integrated individual. The student health assistant recognizes that a child is ill health cannot learn to the maximum of his/her ability, and are well oriented in the use of nursing skills in the school setting. All of the student health assistants at Champion Schools are professionals who work with parents, physicians, and other school personnel to achieve the above goal.

### **Administration of Medication**

In order for students to receive medication at Champion Schools, the following policy will apply:

- Parent/guardian will supply medication
- A permission form supplied by Champion Schools must be completed by the parent/guardian.
- Medication may not be administered if the requirements of ARS 15-344 and policy as outlined are not met.

### **Administration of Medication Prescribed by a Physician**

The law (A.R.S. 15-344) requires medication must be delivered to the front office in the prescription container as prepared by the pharmacist. The school health assistant may document the number of pills upon receipt.

- The prescription label must bear the student’s name, current date, and name of medication, dosage and the time to be given.

- Please ask your pharmacist to provide you with three containers: one for home, one for school, and one for a single dose on field trips.
- It is recommended that no more than a 30-day supply is maintained at school.
- With parent/guardian written consent, the school health assistant may consult with the physician regarding medication or immunizations.

### **Administration of Non-Prescription Medications**

The law (A.R.S. 15-344) requires medication must be delivered to the nurse in the original container as packaged by the manufacturer and labeled with the student’s name.

- Dosage must be in keeping with the manufacturer’s recommendations as printed on the label.
- The school health assistant may request a medical evaluation and may require a physician’s order giving permission to administer nonprescription medication.

### **Communicable Diseases**

The control of communicable disease during the school year is a difficult problem. Please keep your child at home if he/she shows any of the following signs of illness:

- Restlessness during the night
- Temperature higher than 100 degrees
- Runny nose with discolored nasal drainage
- Severe coughing
- Severe sore throat
- Rash with a fever, or that follows a fever
- Nausea/vomiting/diarrhea
- Pink eye, watery eyes
- Severe headache
- Swelling of face/glands
- Lice/Ringworm

Please keep your child at home for 24 hours following a fever, vomiting, lice, or diarrhea. If you have any questions regarding symptoms mentioned, please call your doctor.

### **Morning Arrival Procedure for Students**

Students may begin to arrive at 7:45 am. All students are to enter through the front doors of the school. These doors will remain unlocked until 8:15 am. Students will receive tardy slips any time after 8:15 a.m. Parents will not be permitted to walk the student to the classroom door. Parents may schedule appointments with the teacher by request.

### **Early Dismissal of Students Due to Illness or Injury**

When illness or injury occurs at school and remaining at school is not in the student’s best interest, parents/legal guardians or their designee will be contacted. If you would like the school nurse to contact you in the event of all injuries, please notify the school health assistant in

writing or by phone at the beginning of the school year. Parents will be called in the event of any **serious accident or illness**. For their safety, students are not allowed to walk home during the school day. A parent, legal guardian or authorized emergency contact must sign them out of school.

Students will only be released to parents, legal guardians or authorized emergency contact; every attempt will be made to notify parents first. When illness or injury occurs, and it is determined that it is not serious and the student remains in school, notification of the parent/legal guardian will be at the school health assistant’s discretion.

### **Emergency Information Update**

Each school year, you will be asked to complete an emergency card update for each child in your family. You are asked to provide school personnel with current information so that you can be reached in the event of any illness/injury. Please let school personnel know how and where to reach you during school hours. **Please keep school personnel informed of any changes in this information during the school year.**

### **Health Records**

The school health assistant establishes and maintains a health record for each student. The health record contains immunization status, screening results, health history and other information at the discretion of the school health assistant.

### **Health Screening**

Health screening programs may include:

- Vision
- Hearing
- Scoliosis
- Dental
- Height and weight
- Blood pressure

If any abnormalities are discovered as a result of the screening, parents/legal guardians will be notified and recommendations made for further evaluation. Parents may choose not to have their child screened. Please contact the school health assistant.

### **Immunizations**

Documentary proof of immunizations must be presented to school personnel at the time of enrollment. Immunizations must be current for the age of the child. Please keep the school health assistant informed of any new immunizations your children receive so the health records will be current.

Children who are not adequately vaccinated against preventable diseases will be excluded from school in the event of a disease outbreak. The following is the immunization requirement for school enrollment (Maricopa County Department of Health):

- Arizona State Law requires that a child, upon entering school, must have a record of immunizations against preventable childhood diseases. These are: diphtheria, tetanus,

whooping cough (DTP); Polio (OPV or IPV); measles, mumps, rubella (MMR), and Hepatitis B.

- Students in preschool, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grades must have the Varicella (chicken pox) immunization if they have not had chicken pox. Eventually, all students who have not had chicken pox will need to have the Varicella vaccine for school enrollment. Students ages 11-12 must have the MCV4 vaccine (meningitis).
- A waiver or deferral, in part or in full, will be granted in medical or religious cases, or for personal beliefs. You must request an exemption form directly from the school health assistant. School office staff cannot offer an exemption form.

## **Procedures**

### **Emergency Drills**

An emergency drill is signaled by a loud, continuous sound and/or specific directions given over the public address system. Drills are held monthly to teach students the safest, quickest route from school buildings. Whenever a class leaves a room for any emergency, students stay with their teachers until they hear the signal that means “time to return”. In addition, the school has an Emergency Preparedness Plan on file that details student and staff procedures in the event of a school emergency.

It is important to follow the teacher’s instructions quickly and quietly in an emergency drill.

During the emergency drill:

- Follow the directions of your teacher.
- Leave all work and line up immediately to exit from your room.
- Know the emergency exit route from each room in which you have a class (your teacher will have the route posted).
- Walk in line until your group has reached its designated area.
- Remain in line until your teacher directs you to return to your classroom.
- Return to your room in a quiet and orderly fashion.
- If an actual fire or lockdown situation occurs, the fire department and/or police department, in conjunction with Champion Schools, will be in control of the situation.

### **Pets**

Pets come in all shapes and sizes. Before students can bring their pets on campus, a parent must contact the classroom teacher for permission. Remember that many children (as well as teachers) are allergic to pets. Parents are not to bring pets to school when dropping off and picking up children.

### **Sign Out**

For the safety and protection of the child, we cannot allow parents to take students from the room before our regular dismissal time without the parent first coming to the office, displaying a

picture I.D. and signing the child out. We will then call the student from class. We will not excuse a student early on the basis of a note or telephone call from the parents.

*No child will be released to parent, guardian or any other person not listed on the Emergency Contact card. Written authorization must be given to the school for a student to leave campus.*

## **Special Instructional Programs**

### **Individuals with Disabilities Education Act –IDEA**

Champion Schools will ensure that all children who have suspected disabilities are identified, located, and evaluated. The process of identifying, locating, and evaluating students with disabilities is important to the provision of educational opportunities for all students.

Children, aged birth through three years, and suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and if appropriate, services.

Once school age, 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.

### **Section 504 of the Rehabilitation Act of 1973**

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).

It is the responsibility of Champion Schools 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 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 an impairment

## **Arizona Revised Statutes (Laws) Related to Public Schools**

### **Alcohol and Drug Violations and Arizona Drug Law (A.R.S. 15-507)**

Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to Champion School’s “good neighbor” policy will result in disciplinary action by school officials, notification of parents, and possible involvement of

police. The following provisions of Arizona’s Drug Law are offered as a warning. Arizona judges have no discretion it impose less than mandatory prison sentences and fines.

**Medical Drugs (A.R.S. 32-1901, 15-345)**

Students who need to have access to medical drugs in school must leave them with the school nursing personnel, along with parental permission, and the written direction of a physician concerning their use. Students who are in the possession of medically approved drugs, but have not followed the directions prescribed above, shall be warned for the first offense. All succeeding offenses he/she should be disciplined according to normal school disciplinary policies. Students who distribute such drugs to others will be considered under the policy as distributing drugs for non-medical purposes.

**Smoking and Use of Tobacco Products (A.R.S. 36-798-03)**

Prohibits the possession of tobacco products on all school grounds, buildings, parking lots, playing fields, buses and at off-campus school sponsored events. This law applies to all students, staff and visitors. Violations of this law are a “petty” criminal offense, punishable by a fine of up to \$300. Smoking or possession of tobacco products is not permitted on or within 300 feet of school property ( school grounds, inside school buildings, in school parking lots or playing fields, in school vehicles) or at off-campus school sponsored events.

**Discipline for violation of this use shall include the following:**

1. Parents will be notified.
2. Student may be disciplined on campus.
3. Student may be suspended for not more than nine days and/or in lieu of a suspension, the student may participate in a tobacco education diversion program.
4. The student may be referred to the police and prosecuted for a petty offense, with a fine up to \$300.
5. Cumulative violations could result in a formal hearing and recommendation for suspension.

**Suspected Child Abuse Notification ( A.R.S. 13-3620)**

School personnel will comply with laws regarding child abuse and reporting to the department of Child Protective Services.

**Teacher’s Authority to Remove a Student from Class ( A.R.S. 15-841)**

Gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from his/her class by documenting abusive , threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher’s recommendation to remove the student from class, the principal shall remove the student unless he/she can produce evidence that the basis for recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal:

1. Arrange for placement of the student in another class or an alternative setting.
2. Contact the parents to inform them of their child’s removal from class and an explanation of procedures.

3. Arrange for appropriate continuation of the student’s instructional program by securing individual lesson plans, learning objectives, and activities from the referring teacher.
4. Arrange for a meeting of the school placement review committee to be conducted within three days of removal.

## **Family Educational Rights and Privacy Act (FERPA)**

The No Child Left Behind Act of 2001 amended the Protection of Pupil Rights Amendment (PPRA) to require that the Department of Education notify annually each state educational agency and each local educational agency of their obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA). The general requirements placed on each local educational agency by law are required to notify parents and students of their rights.

### **Notification of Rights under FERPA**

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. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the school receives a request for access. Parents or eligible students should submit to the school administration a written request that identifies the records they wish to inspect. The administration will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school administration clearly identify the part of the record they want to change, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. 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.

Upon request, the school discloses education records without parent consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Champion Schools to comply with the requirements of FERPA. 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 20202-5920

## **Protection of Pupil Rights Amendment (PPRA)**

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Non-Discrimination Statement**

Champion Schools does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. The policy is in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex-equality), Section 504 of the Rehabilitation Act of 1973 and the ADA-Americans with Disabilities Act (pertaining to the handicap), Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the District’s programs and activities, including vocational education.

## Homeless Children and Youth Education Policies and Procedures

### Introduction

The McKinney-Vento Act requires all state and local educational agencies to develop, review and revise their policies to remove barriers to the enrollment and retention in school of children and youth experiencing homelessness<sup>(1)</sup>. A Local Educational Agency (LEA) policy is designed to help schools comply with this mandate.

Champion Schools, servicing as a Local Educational Agency (LEA), has adopted a policies and procedures to meet the requirements of the reauthorized McKinney-Vento Act and Elementary and Secondary Education Act (ESEA), and U.S. Department of Education regulations and guidance. It has taken such “broad and specific” content and adapted to accommodate the needs in order to serve as an LEA. Champion Schools has taken such policies and procedures referenced and adapted or abbreviated to develop its own policies and procedures.

### Champion Schools Community

The Champion Schools community will be involved in adhering to its established policies and procedures. These Include:

- Immediate enrollment of Homeless students, regardless of missing documentation.
- Transportation is provided to & from the “school of origin.”
- Homeless children and youths are not stigmatized or segregated on the basis of their status as Homeless.

In addition, any revisions to the adapted policies and procedures are subject to be revised by such community. The “community” will/could include:

- School Principal
- Title I Coordinator
- Parent/ Homeless Liaison

The Community will be involved to ensure:

- communication, support, and adherence to the requirements of the McKinney-Vento Act from which the Champion Schools’ policies and procedures have been so enacted
- sharing of positive results with school and parents and how the Champion Schools’ policies and procedures affect a child, students, parents, and our school
- following of the McKinney-Vento Act requirements.

## **Champion Schools’ Policies and Procedures**

Champion Schools’ policies and procedures are to ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our school. Children and youth will be seen as individuals therefore will not be referred to as homeless; it will instead use the term ‘children and youth in transition.’”

Under federal law and under Champion Schools enacted policies and procedures children and youth will be:

- given access to appropriate education at Champion Schools
- given full opportunity to meet state and local academic achievement standards
- included in state- and school-wide assessments and accountability systems
- free from discrimination, segregation, and harassment.

Descriptive information is provided in the following pages of the Champion Schools’ policies and procedures

## **Policies and Procedures Distribution**

Champion Schools will distribute their policies and procedures by:

- providing to all students upon enrollment
- posting at the school so it is visible
- posting at other places where children, youth, and families in transition receive services

Champion Schools will implement these policies and procedures so as to ensure children and youth in transition are provided appropriate public education benefits.

## **Definitions**

*Children and youth in transition* means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and lack a fixed, regular, and adequate nighttime residence, including:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, camping grounds or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings

- children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting and migratory children and youth who are living in a situation described above.

A child or youth shall be considered to be in transition for as long as he or she is in a living situation described above.

*Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The more general term *youth* also includes unaccompanied youth.

*Enroll* and *enrollment* mean attending school and participating fully in school activities.

*Immediate* means without delay.

*Parent* means a person having legal or physical custody of a child or youth.

*School of origin* means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

*Liaison* is the staff person designated by our LEA and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act.

## **Identification**

In collaboration with school personnel and community organizations, the Champion Schools’ Parent/Homeless Liaison will identify children and youth in transition in the school.

The Liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the Liaison.

The Liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon the enrollment and withdrawal of every student, and to forward information indicating homelessness to the Liaison.

The Liaison will keep data on the number of children and youth in transition in the district, where they are living, their academic achievement (including performance on state- and district-wide assessments), and the reasons for any enrollment delays, interruptions in their education or school transfers.

## **Section II**

### **School Selection**

Each child and youth in transition has the right to remain at his or her school of origin, or to attend any school that housed students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Once Champion Schools is selected as school of choice, children and youth in transition shall remain at the school to the extent feasible, unless that is against the parent’s or youth’s wishes. Students may remain at Champion Schools the entire time they are in transition, and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years.

Feasibility shall be a child-centered determination, based on the needs and interests of the particular student and the parent’s or youth’s wishes. Potential feasibility considerations include:

- safety of the student
- continuity of instruction
- likely area of family’s or youth’s future housing
- time remaining in the academic year
- anticipated length of stay in temporary living situation
- school placement of siblings and whether the student has special needs that would render the commute harmful.

### **Enrollment**

Champion Schools will not deny or delay enrollment due to the lack of any document normally required for enrollment, including:

- proof of residency
- transcripts/school records (Champion Schools must contact the student’s previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student’s age and information gathered from the student, parent and previous schools or teachers.)
- immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the Liaison to assist with obtaining immunizations and/or immunization and other medical records. Health records may often be obtained from previous schools or state registries, and school- or community-based clinics can initiate immunizations when needed.);
- proof of guardianship
- birth certificate
- any other document requirements
- unpaid school fees
- lack of uniforms or clothing that conforms to dress codes
- any factor related to the student's living situation.

Unaccompanied youth must also be immediately enrolled in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling or liaison.

### **Transportation**

At a parent’s request, Champion Schools shall provide transportation to and from the school of origin for a child or youth in transition. Transportation shall be provided for the entire time the child or youth has a right to attend that school, as defined above, including during the pendency of disputes. The Liaison shall request transportation to and from the school of origin for unaccompanied youth. The length of the commute will only be considered in determining the feasibility of placement in Champion Schools. Parents and unaccompanied youth must be informed of this right to transportation before they elect to attend Champion Schools.

Requests shall be processed and transportation arranged without delay. If the student in transition is attending Champion, then the school shall arrange transportation.

### **Services**

Children and youth in transition shall be provided services comparable to services offered to other students at Champion Schools, including:

- transportation (as described above)
- Title I (as described below)
- educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- school nutrition programs
- before school programs
- after school program at Boys and Girls Club

Champion Schools recognizes that children and youth in transition suffer from disabilities at a disproportionate rate, yet frequently are not evaluated or provided appropriate special education and related services. To address this problem, evaluations of children and youth in transition suspected of having a disability shall be given priority and coordinated with students’ prior school as necessary, to ensure timely completion of a full evaluation. When necessary, Champion Schools shall expeditiously designate an advocate for unaccompanied youth suspected of having a disability. If a student has an Individualized Education Program (IEP), Champion Schools shall immediately implement it. Any necessary IEP meetings or re-evaluations shall then be conducted expeditiously. If complete records are not available, the Champion Schools IEP team must use good judgment in choosing the best course of action, balancing procedural requirements and the provision of services. In all cases, the goal will be to avoid any disruption in appropriate services.

When applying Champion Schools’ policies and procedures regarding tardiness or absences, any tardiness or absence related to a child’s or youth’s living situation shall be excused. Champion will follow state procedures to ensure that youth in transition and youth who are out of school are identified and accorded equal access to appropriate secondary education and support services. Champion personnel shall refer children and youth in transition to appropriate health care services, including dental and mental health services. The Liaison will assist the school in making such referrals, as necessary.

Champion Schools’ personnel will also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children’s education. All parent information required by any provision of this policy will be provided in a form, manner and language understandable to each parent.

### **Section III**

#### **Disputes**

If a dispute arises over any issue covered in these policies and procedures, the child or youth in transition shall be immediately admitted to Champion Schools in which enrollment is sought, pending final resolution of the dispute. The student shall also have the rights of a student in transition to all appropriate educational services, transportation, free meals and Title I services while the dispute is pending.

If such dispute arises, Champion Schools shall provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and shall immediately refer the parent or youth to the Liaison. The Liaison shall ensure the student is enrolled in the school of his or her choice and receiving other services to which he or she is entitled and shall resolve the dispute as expeditiously as possible. The parent or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute. The Liaison shall keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth in transition.

The parent or unaccompanied youth may appeal the Liaison's decision as provided in the state’s dispute resolution process.

#### **Free meals**

On the day a child or youth in transition enrolls in Champion Schools, the student’s name will be submitted for immediate processing and enrollment in the school lunch program.

#### **Title I**

Champion Schools shall reserve such funds as are necessary to provide Title I services to children and youth in transition. Reserved funds will be used to provide educationally related support services to children and youth in transition and to remove barriers that prevent regular attendance.

The Champion Schools’ Title I plan will be coordinated with the McKinney-Vento services, through collaboration between the Title I Coordinator and the Liaison. Children and youth in transition shall be assessed, reported on and included in accountability systems, as required by federal law and U.S. Department of Education regulations and guidance.

## **Training**

The Liaison will conduct training and sensitivity/awareness for the school staff at least once each year.

The trainings will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.

References:

Sample Local Educational Agency Policy to Implement the McKinney-Vento Act

### **Champion Schools- Español**

#### **Los niños sin hogar y las políticas de juventud Educación y Procedimientos**

##### **Introducción**

La Ley McKinney-Vento requiere que todas las agencias educativas estatales y locales para desarrollar, evaluar y revisar sus políticas para eliminar los obstáculos a la matriculación y permanencia en la escuela de los niños y jóvenes sin hogar viviendo (1). Una Agencia Educativa Local (LEA) La política está diseñada para ayudar a las escuelas a cumplir con este mandato. Escuelas Champion, prestan servicios como Agencia Educativa Local (LEA), se ha adaptado a las políticas y procedimientos para cumplir con los requisitos de la reautorización de McKinney-Vento y la Educación Primaria y Secundaria (ESEA), y EE.UU. regulaciones del Departamento de Educación y orientación. Se ha tomado esta "amplia y específica" contenido y adaptado para satisfacer las necesidades con el fin de servir de LEA. Campeón Schools ha tomado tales políticas y procedimientos referidos y adaptada o abreviada para desarrollar sus propias políticas y procedimientos.

Campeón de las Escuelas de la Comunidad

La comunidad Campeón escuelas estarán involucrados en la adhesión a las políticas y procedimientos establecidos. Estos incluyen:

- inscripción inmediata de los estudiantes sin hogar, sin importar la documentación faltante.
- Se ofrece transporte desde y hacia la "escuela de origen".
- Los niños y jóvenes sin hogar no son estigmatizados o segregados en función de su condición de personas sin hogar.

Además, todas las revisiones de las políticas adaptadas y procedimientos están sujetos a revisión de dicha comunidad. La "comunidad" será / podría incluir:

- Director de la Escuela
- Coordinador del Título I
- El padre / Enlace de Personas sin Hogar

La Comunidad participará para asegurar:

- La comunicación, el apoyo y la adhesión a los requisitos de la Ley McKinney-Vento de que las políticas de las Escuelas del campeón y los procedimientos han sido promulgadas para
- Compartir los resultados positivos con la escuela y los padres y cómo las políticas de las Escuelas del campeón y procedimientos de afectar a un niño, los estudiantes, los padres y la escuela

- Después de los requisitos McKinney-Vento.

#### Políticas Escuelas Champion y Procedimientos

Escuelas de Campeones de políticas y procedimientos para asegurar que todos los niños y jóvenes reciban una educación pública gratuita y apropiada y se les da oportunidades significativas para tener éxito en la escuela. Los niños y jóvenes serán vistos como individuos por lo tanto no se hará referencia a como personas sin hogar, sino que en su lugar se utilizan a los niños el concepto de «y los jóvenes en transición».

Bajo la ley federal y en las escuelas del campeón promulgado políticas y procedimientos de los niños y los jóvenes serán los siguientes:

- tener acceso a una educación adecuada en las Escuelas del campeón
- plena oportunidad de cumplir con los estándares académicos estatales y locales de logro
- incluido en el estado y en toda la escuela las evaluaciones y los sistemas de rendición de cuentas
- libre de discriminación, la segregación y el acoso.

La información descriptiva se presenta en las páginas siguientes de las políticas de las Escuelas del campeón y los procedimientos

Las políticas y procedimientos de distribución

Escuelas Champion distribuirán sus políticas y procedimientos a través de:

- Proporcionar a todos los estudiantes al inscribirse
  - Publicar en la escuela por lo que es visible
  - publicar en otros lugares donde los niños, jóvenes y familias en transición reciben servicios
- Escuelas Champion implementarán estas políticas y procedimientos para asegurar que los niños y jóvenes en transición se proporcionan beneficios adecuados de educación pública.

#### Definiciones

Los niños y los jóvenes en transición significa que los niños y jóvenes que de otro modo serían legalmente derecho o con derecho a una educación pública gratuita, incluida la preescolar, y carecen de una residencia fija, regular y adecuada, incluyendo:

- Los niños y jóvenes que comparten la vivienda de otras personas debido a la pérdida de vivienda, problemas económicos o una razón similar, que viven en moteles, hoteles, campings o parques de remolques, debido a la falta de alternativas de alojamiento adecuado, viven en situaciones de emergencia o refugios temporales; son abandonados en los hospitales, o están en espera de la colocación de cuidado de crianza
- Los niños y jóvenes que tienen una residencia nocturna primaria que es un lugar público o privado no diseñado para o generalmente usado como un alojamiento regular para dormir para los seres humanos
- Los niños y jóvenes que viven en un automóvil, parque, espacio público, edificio abandonado, vivienda precaria, autobús o la estación de tren, o similar, y los niños migrantes y los jóvenes que viven en una situación descrita anteriormente.

Un niño o joven se considera que está en transición durante el tiempo que él o ella está en una situación de vida descrito anteriormente.

Los jóvenes no acompañados: un joven que no la custodia física de un padre o tutor, quien se encuentra en transición como se ha definido anteriormente. Los jóvenes término más general también incluye jóvenes no acompañados.

Inscribirse y asistir a la escuela significa inscripción y participar plenamente en las actividades escolares.

Medios inmediatos sin demora.

Padres significa una persona que tenga la custodia legal o física de un niño o joven.

La escuela de origen significa que la escuela del niño o joven asistió cuando permanentemente alojados, o la escuela en la que estaba inscrito el niño o joven pasado.

Enlace es el miembro del personal designado por nuestro distrito y cada LEA en el Estado como el responsable de llevar a cabo las tareas que le asigna el enlace por la Ley McKinney-Vento.

Identificación

En colaboración con el personal escolar y organizaciones comunitarias, las Escuelas de Padres Champion / Enlace sin hogar será identificar a los niños y jóvenes en la transición de la escuela. El enlace se capacitará al personal escolar sobre los posibles indicadores de la falta de vivienda, la sensibilidad en la identificación de las familias y los jóvenes, en transición y los procedimientos para la transmisión de información que indica la falta de vivienda para el enlace.

El enlace también instruirá a los registradores escolares y secretarios para preguntar acerca de la falta de vivienda sea posible después de la inscripción y la retirada de todos los estudiantes, y que transmita la información que indica la falta de vivienda para el enlace.

El Enlace mantendrá datos sobre el número de niños y jóvenes en transición en el distrito, en la que viven, sus logros académicos (incluido su desempeño en las evaluaciones estatales y del distrito), y las razones de los retrasos de inscripción, la interrupción de su educación o traslados escolares.

Sección II

Selección de la escuela

Cada niño y los jóvenes en transición tiene el derecho a permanecer en su escuela de origen, o para asistir a cualquier escuela que los estudiantes alojados que viven en el área de asistencia en la que el niño o joven está viviendo actualmente son elegibles para asistir.

Una vez que las escuelas Champion se selecciona como escuela de elección, los niños y los jóvenes en transición deberán permanecer en la escuela a la medida de lo posible, a menos que sea en contra de los deseos de los padres o en la juventud. Los estudiantes pueden permanecer en las escuelas Champion todo el tiempo que están en transición, y hasta el final de cualquier año académico en el que se convierten alojados de forma permanente. Lo mismo se aplica si un niño o un joven pierde su vivienda entre los años académicos.

Factibilidad será una determinación centrada en el niño, en base a las necesidades e intereses del alumno en particular y los deseos de los padres o en la juventud. Los posibles consideraciones de viabilidad son:

- La seguridad del estudiante
- continuidad de la enseñanza
- zona probable de familia o vivienda en el futuro de la juventud
- El tiempo restante en el curso académico
- duración prevista de la estancia en la situación de vivienda temporal
- La escuela de colocación de hermanos y si el estudiante tiene necesidades especiales que harían el viaje perjudicial.

Inscripción

Escuelas campeón no voy a negar o retrasar la inscripción debido a la falta de cualquier documento que normalmente se requiere para la inscripción, que incluye:

- prueba de residencia
- Transcripciones / registros escolares (escuelas campeón debe comunicarse con la escuela anterior del estudiante para obtener los registros escolares. Colocación inicial de estudiantes cuyos registros no están inmediatamente disponibles puede hacerse con base en la edad del estudiante y la información obtenida de las escuelas de los estudiantes, los padres y los anteriores o los profesores .)
- vacunas o inmunizaciones / salud / registros médicos / físicos (Si es necesario, la escuela debe referir a los estudiantes al Enlace para ayudar en la obtención de vacunas y / o inmunización y otros registros médicos. Registros de salud a menudo se puede obtener de las escuelas anteriores o de registros estatales, clínicas y la escuela o en la comunidad puede iniciar la vacunación en caso necesario).;
- Prueba de tutela
- Certificado de nacimiento
- las necesidades de documentos otros
- sin pagar las cuotas escolares
- la falta de uniformes o ropa que se ajusta a los códigos de vestimenta
- cualquier factor relacionado con la situación de vida de los estudiantes.

Los jóvenes no acompañados deben ser inmediatamente matriculado en la escuela. O bien puede ser empadronados o estar inscrito por un padre, no padre hermano portero, más viejo o de enlace. Transporte

A petición de los padres, las escuelas Champion proporcionará transporte hacia y desde la escuela de origen para un niño o un joven en transición. Transporte se proporcionará durante todo el tiempo que el niño o joven tiene derecho a asistir a esa escuela, como se ha definido anteriormente, incluso durante la tramitación de las controversias. La relación de cooperación debe solicitar el transporte hacia y desde la escuela de origen para los jóvenes no acompañados. La duración del trayecto sólo se tendrán en cuenta en la determinación de la factibilidad de colocación en las escuelas del campeón. Los padres y jóvenes no acompañados deben ser informados de este derecho al transporte antes de optar por asistir a las Escuelas del campeón. Las solicitudes se procesan y transporte organizado sin demora. Si el estudiante está asistiendo en transición Champion, entonces la escuela debe organizar el transporte.

Servicios

Los niños y los jóvenes en transición se proporcionará servicios comparables a los servicios que se ofrecen a los demás estudiantes en las Escuelas del campeón, que incluyen:

- transporte (como se describe más arriba)
- Título I (como se describe más adelante)
- Los servicios educativos para los cuales el estudiante cumple con los criterios de elegibilidad, incluyendo la educación especial y servicios relacionados y programas para aprendices del idioma inglés
- Los programas de nutrición escolar
- antes de los programas escolares
- después de la escuela en el Boys and Girls Club

Escuelas Champion reconoce que los niños y jóvenes en transición sufren de discapacidades a una velocidad desproporcionada, sin embargo, con frecuencia no se evalúan o suministrado educación especial y servicios relacionados. Para hacer frente a este problema, las evaluaciones de los niños y jóvenes en transición se sospecha que tiene una discapacidad gozarán de prioridad y en coordinación con la escuela de los estudiantes antes de que sea necesario, para asegurar la terminación oportuna de una evaluación completa. Cuando sea necesario, Escuelas Champion expedita designará un defensor de la menor no acompañado se sospecha que tiene una discapacidad. Si un estudiante tiene un Programa de Educación Individualizada (IEP), Escuelas Champion inmediatamente a ponerlo en práctica. Las reuniones del IEP necesarios o reevaluaciones entonces efectuada rápidamente. Si los registros completos no están disponibles, el campeón Escuelas equipo del IEP debe usar su buen juicio al elegir el mejor curso de acción, el equilibrio de forma y en la prestación de servicios. En todos los casos, el objetivo será el de evitar cualquier perturbación en los servicios apropiados.

Al aplicar las políticas de Campeones de Escuelas y procedimientos relativos a la tardanza o ausencias, tardanzas o cualquier ausencia relacionada con la de un niño o de la situación de la juventud vida deberá ser excusados. Campeón seguirán los procedimientos del Estado para asegurar que los jóvenes en transición y los jóvenes que van a la escuela se identifican y se otorga la igualdad de acceso a la educación secundaria apropiada y servicios de apoyo. Campeón del personal deberá remitir a los niños y jóvenes en la transición a servicios adecuados de atención médica, inclusive los servicios de salud dental y mental. El Enlace ayudará a la escuela en la toma de tales referencias, según sea necesario.

Personal de las Escuelas Champion también informará a los padres de todas las oportunidades de educación y afines disponibles para sus hijos y proveer a los padres con oportunidades significativas para participar en la educación de sus hijos. Toda la información de los padres por alguna disposición de esta política será proporcionada en una forma, manera y lenguaje comprensible para cada padre.

### Sección III

#### Controversias

Si surge una disputa sobre cualquier tema tratado en estas políticas y procedimientos, el niño o joven en transición será inmediatamente admitido en las Escuelas del campeón en el que se solicita la inscripción, en espera de la resolución final de la controversia. El estudiante también tendrá los derechos de un estudiante en transición a todos los servicios educativos apropiados, transporte, comidas gratuitas y servicios de Título I, mientras que el conflicto está pendiente.

Si la controversia se plantea, Escuelas Champion proporcionará al padre o joven no acompañado con una explicación por escrito de su decisión y el derecho de apelar y remitirá inmediatamente el padre o la juventud al enlace. La relación de cooperación debe asegurar que el estudiante está matriculado en la escuela de su elección y recibir otros servicios a los que él o ella tiene derecho y debe resolver el conflicto lo más rápidamente posible. El padre o el menor no acompañado se le dará la oportunidad de participar de manera significativa en la resolución de la controversia. La relación de cooperación debe llevar un registro de todas las controversias con el fin de determinar si las cuestiones particulares o escuelas son repetidamente retrasar o negar la inscripción de los niños y los jóvenes en transición.

El padre o joven no acompañado puede apelar la decisión del Enlace, según lo previsto en el proceso del estado de resolución de disputas.

## Las comidas gratuitas

En el día de un niño o joven se matricula en transición en las Escuelas del campeón, el nombre del estudiante será sometido para su procesamiento inmediato y la inscripción en el programa de almuerzo escolar.

### Título I

Escuelas Champion se reserva los fondos que sean necesarios para proporcionar servicios del Título I a los niños y jóvenes en transición. Fondos reservados se utiliza para proporcionar servicios de apoyo relacionados con la educación para niños y jóvenes en transición y eliminar las barreras que impiden la asistencia regular.

Las escuelas Título de Campeones de planeo se coordinará con los servicios de McKinney-Vento, a través de la colaboración entre el Coordinador del Título I y el enlace. Los niños y los jóvenes en transición se evaluará, informo sobre e incluidos en los sistemas de rendición de cuentas, según lo requerido por la ley federal de EE.UU., Departamento de Educación de los reglamentos y guías.

### Formación

El enlace llevará a cabo la capacitación y sensibilidad / sensibilización para el personal de la escuela por lo menos una vez al año.

Los entrenamientos serán diseñados para aumentar la sensibilización del personal de la falta de vivienda, facilitar la inscripción inmediata, garantizar el cumplimiento de esta política, y aumentar la sensibilidad de los niños y los jóvenes en transición.

### *Referencias:*

*Muestra Local de Política de la Agencia Educativa para aplicar la Ley McKinney-Vento*

## **Parents Right to Know**

### **Title I School-Wide**

### **Title I Targeted Assistance**

### **Programs**

To Champion Schools Parents:

Any parent of a child attending a school which conducts a Title I School-Wide or Title I Targeted Assistance Program may request information regarding the professional qualifications of the student's teacher.

The information must state:

- If the teacher meets Arizona State qualifications/ licensure requirements.
- If the teacher has a baccalaureate degree.

Information requests are available in the Front Office.

## McKinney-Vento Homeless Education Assistance Act

### Information for Parents

**Your children have the right to:**

Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.

- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

**When you move, you should do the following:**

- Contact the school district’s local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provided, or a social worker for assistance with clothing and supplies, if needed.

**Sus niños tienen el derecho a:**

Ir a la escuela, no importa donde usted vive o qué tanto tiempo hayan vivido allí. Se les debe dar acceso a la misma educación pública, incluyendo la educación preescolar, a condición de que los otros niños.

- Continuar en la escuela a la que asistió antes de quedarse sin hogar o a la última escuela que asistieron, si esto es su deseo y es práctico. Si una escuela envía sus niños a una escuela diferente a la que usted solicita, la escuela debe darle una explicación por escrito y ofrecerles la oportunidad de apelar la decisión.
- Recibir servicios de transportación a la escuela a la que asistió antes de llegar a quedarse sin hogar o a la última escuela que asistieron si ustedes o un guardián transporte petición tal.
- Asistir a una escuela y participar en programas escolares con niños que no tienen hogar. Los niños no pueden ser separados del programa regular de la escuela porque no tienen hogar.
- Inscribirse en la escuela sin dar una dirección permanente. Las escuelas no pueden exigir la prueba de residencia que pueda impedir o retrasar la matriculación en la escuela.
- Inscribirse y asistir a clases mientras que la escuela organiza para el traslado de la escuela y los registros de vacunación o cualquier otro documento necesario para inscribirse.
- Inscribirse y asistir a clases en la escuela de su elección mientras que la escuela y ustedes busquen resolver una disputa sobre la escuela seleccionada.
- Recibir los mismos programas y servicios especiales, si es necesario, que se ofrecen a todos los demás niños están recibiendo estos servicios.
- Recibir servicios de transportación a la escuela ya los programas escolares.

**Cuando se mude, usted debe hacer lo siguiente:**

- Comuníquese con enlace local del distrito escolar para la educación sin hogar (véase el número de teléfono más abajo) para obtener ayuda en inscribir a su hijo en una escuela nueva o hacer arreglos para que su hijo continúe en su escuela anterior. (Empleados de los albergues, de los servicios sociales, o la escuela puede dirigir a la persona a quien se deben comunicar.)
- Comuníquese con la escuela y proveer cualquier información que usted piensa será útil a los maestros para ayudar su hijo a adaptarse a las nuevas circunstancias.
- Pedir al oficial de educación para personas sin hogar, con el cobijo, o un trabajador social para obtener ayuda con ropa y suministrado, si es necesari.

**McKinney-Vento Homeless Education Assistance Act**  
**Information for School-Aged Youth**

**You have the right to:**

Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education, including preschool education, provided to other children.

- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district’s local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

**When you move, you should do the following:**

- Contact the school district’s local liaison for homeless education (see phone number below) for help in enrolling in a new school or arranging to continue in your former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Tell your teachers anything that you think they need to know to help you in school.
- Ask the local liaison for homeless education, the shelter provided, or a social worker for assistance with clothing and supplied, if needed.

**Usted tiene el derecho a:**

Ir a la escuela, no importa donde usted vive o qué tanto tiempo hayan vivido allí. Se le debe dar acceso a la misma educación pública, incluyendo la educación preescolar, a condición de que los otros niños.

- Continuar en la escuela a la que asistió antes de quedarse sin hogar oa la última escuela que asistieron, si esto es su deseo y es práctico. Enlace local del distrito escolar para la educación de personas sin hogar que le ayude, si es necesario, y le ofrecen el derecho de apelar una decisión con respecto a su elección de la escuela si va en contra de sus deseos.
- recibir servicios de transportación a la escuela a la que asistió antes de quedarse sin hogar oa la última escuela que asistió, si usted solicita dicho transporte.
- Asistir a una escuela y participar en programas escolares con estudiantes que no tienen hogar. Los estudiantes no pueden ser separados del programa regular de la escuela porque no tienen hogar.
- Inscribirse en la escuela sin dar una dirección permanente. Las escuelas no pueden exigir la prueba de residencia que pueda impedir o retrasar la matriculación en la escuela.
- inscribirse y asistir a clases mientras que la escuela organiza para el traslado de la escuela y los registros de vacunación o cualquier otro documento necesario para inscribirse.
- inscribirse y asistir a clases en la escuela de su elección mientras que la escuela y ustedes busquen resolver una disputa sobre la inscripción.
- Recibir los mismos programas y servicios especiales, si es necesario, que se ofrecen a todos los demás niños están recibiendo estos servicios.
- recibir servicios de transportación a la escuela ya los programas escolares.

**Cuando se mude, usted debe hacer lo siguiente:**

- Comuníquese con enlace local del distrito escolar para la educación sin hogar (véase el número de teléfono más abajo) para obtener ayuda en inscribirse en una nueva escuela o la organización a continuar en su escuela anterior. (Empleados de los albergues, de los servicios sociales, o la escuela puede dirigir a la persona a quien se deben comunicar.)
- Dígale a su nada maestros que crees que necesita saber para ayudarle en la escuela.
- pedir al oficial de educación para personas sin hogar, con el cobijo, o un trabajador social para obtener ayuda con ropa y suministrado, si es necesario.

## **Champion Schools-Student-Family Accountability Contract**

When you joined the Champion Schools Community, you joined a team. The goal of this team is getting our students/children the education they deserve. To achieve our goal, we must work together. We all

need to have a full and clear understanding of the responsibilities of the members of this team. This contract spells out many of the most important responsibilities.

## **School Commitment /Teacher**

### **HIGH QUALITY EDUCATION**

1. We will work tirelessly to ensure that our students get the excellent education that our children deserve. We will neither make nor accept excuses.
2. We will work longer school days, offer students extra help and support, and always offer our students the best we have.

### **RESPECT AND FAIRNESS**

3. We will encourage and respect every student. We will listen to students and their needs. We will not tolerate students disrespecting each other.
4. We will teach and enforce Champion School’s values consistently and fairly. We will communicate with families when students fail to meet expectations, just as when they exceed expectations. Decisions including consequences will be made in the best interest of our students.
5. We will give student’s recognition, incentives and privileges when they do well, and give consequences and remove privileges when they do not.

### **COMMUNICATION**

6. We will communicate regularly with families about their child’s progress and make ourselves available in person or on the phone.
7. We will return parent phone calls as soon as possible, usually within 24 hours.

### **HOMEWORK/ACADEMIC SUPPORT**

8. We will assign quality homework every night to reinforce and support skills and concepts learned in class.
9. We will support students with excellent teaching and additional help during the school day and after/before school as needed.

### **SAFETY**

10. We will always work to provide a safe learning environment.
11. We will always work to protect the safety, dignity, and rights of all individuals.

## **Parent/Guardian Commitment**

### **ATTENDANCE AND PROMOTION**

1. I will ensure that my child comes to school every day by 7:55am to be able to begin the daily activities at 8:00am.
2. I will make a strong effort not to schedule family vacations during school time. I will do my best to schedule important appointments for out of school time.
3. School commitments are mandatory, but my child may only be excused in case of an emergency.
4. I will adhere to Champion Schools Athletics Contract.

5. The school day ends at 3:30pm.
6. I understand that my child will be automatically retained if he/she fails two or more academic classes or is absent for more than 30 days of the school year.

**HOMEWORK AND ACADEMIC SUPPORT**

7. I will provide a quiet place to study and see that my child completes around one hour of homework or more and twenty minutes of ready nightly.
8. I will check my child’s planner and homework every night. If, and only if, Champion Standards have been met, I will sign my child’s planner.
9. I will help my child study for tests and quizzes and give them support when they need help and praise when they do well.

**BEHAVIOR AND DRESS CODE**

10. I will send my child in proper dress code every day. If my child arrives out of dress code, I will arrange for a family member to bring proper attire.
11. I understand that my child will be in- class suspended or out- of -school suspended if they violate the code of conduct.
12. If student behavior requires it, I (parent) will come to school immediately. understand that my child may be recommended for an expulsion hearing if they earn up to 9 days of out of school suspension.
13. I understand that my child may participate in the before school or after School Detention once they reach that step in Champion School's Discipline Plan.
14. I understand that Detention will be conducted Before or After school from 6:00am - 7:00am or 3:30-4:30pm and I will be responsible for arranging transportation.

**FAMILY SUPPORT AND COMMUNICATION**

15. I agree to work to as part as a team for the academic success and behavioral growth of my child. I will return phone calls, review and sign documentation that is sent home. I will attend Parent Teacher Conferences and meetings about my child.

**Student Commitment**

**EFFORT AND HELP**

1. I understand that my education is paramount. Being a student is my job. I will always work, think, and behave in the best way I know how.
2. I will do whatever it takes for my fellow students and me to learn. I will do all homework. I will work to exceed Champion School’s expectations.

3. If I need help, I will ask for it. If I can give help, I will give it. I won't criticize other students.

**ATTENDANCE AND UNIFORM**

4. I will come to school and ready to learn by 7:55am (Monday thru Friday) in order to complete my morning responsibilities and be seated by 8:00am.
5. If I need to miss class or school, I will ask for and make up all assignments. I will stay after school if/when I am required to do so.
6. I will follow Champion School's dress code every day and remain in dress code throughout the day.

**COMMUNICATION**

7. I will listen to directions. I will read and re-read directions before asking for help. If I cannot solve the problem myself I will raise my hand and ask for help. I will help my classmates if they need help. I will not make excuses. I will be honest with my teachers and myself.

**RESPONSIBILITY AND HONESTY**

8. If I make a mistake, I will tell the truth and accept responsibility for my actions. I will do the right thing, even when no one is watching.

**CHAMPION EXPECTATIONS**

1. I will respect my teachers, my peers, and myself. I will refrain from all disrespectful and disruptive behaviors.
2. I will follow the Champion Schools Standard. I will embody the motto of Champion every day.
3. I will follow the school rules to protect the safety and rights of all individuals and not detract from the educational opportunities of others.
4. I will accept the consequences if I do not meet our Champion Schools Expectations.



When you joined the Champion Schools Community, you joined a team. The goal of this team is getting our students/children the education they deserve. To achieve our goal, we must work together. We all need to have a full and clear understanding of the responsibilities of the members of this team. This contract spells out many of the most important responsibilities.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Parent Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Teacher Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student Signature

Date\_\_\_\_\_

***Sign & Return to your Teacher.***