



# 2025-26 Parent & Student Handbook

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EDUPRIZE retains the authority to revise this Handbook at any time in alignment with its established policies and procedures. This Handbook supersedes all previous editions. The most current version of the Handbook can be accessed on EDUPRIZE's website.

The policies and procedures outlined in this document are not exhaustive. EDUPRIZE reserves the sole discretion to interpret, modify, or discontinue any of the policies and procedures contained herein, in whole or in part.

EDUPRIZE has made every effort to ensure that the policies in this Handbook comply with all relevant state and federal laws and regulations. Should any policy in this Handbook conflict with applicable law, the law will prevail over the Handbook policy. If any section of the Handbook is found to be unenforceable for any reason, that section will be considered severable, and the remainder of the Handbook will remain fully enforceable.

By enrolling in EDUPRIZE, the Parent/Legal Guardian and Student acknowledge that they have reviewed and understood the contents of this Handbook. Furthermore, they agree to adhere to all EDUPRIZE policies and procedures outlined in this Handbook or communicated elsewhere during the Student's enrollment at EDUPRIZE.

This Handbook is a dynamic document, subject to ongoing review and updates. Any revisions to this document will be communicated to students, staff, and parents.

PHILOSOPHY, MISSION, & VALUES.....	6
ENROLLMENT & ADMISSIONS.....	7
APPLICATION PROCESS.....	7
KINDERGARTEN ENROLLMENT POLICY.....	8
STUDENT RECORDS.....	8
CUSTODY CONCERNS, ENROLLMENT & STUDENT RECORDS.....	8
EMERGENCY CONTACT INFORMATION.....	9
REQUESTS FOR TEACHERS AND/OR CLASSES (K-6).....	10
CLASS REQUESTS (7-12).....	10
SCHEDULE CHANGES (7-12).....	10
SIS ACCEPTABLE USE GUIDELINES.....	10
VISITORS & VOLUNTEERS.....	11
VISITORS.....	11
VOLUNTEERS & CHAPERONES.....	13
ATTENDANCE.....	14
ATTENDANCE LINE EXTENSIONS.....	14
ABSENCES.....	14
TARDINESS.....	15
CHECKING STUDENTS IN & OUT OF SCHOOL.....	16
STUDENTS ON CAMPUS.....	16
STUDENT LATE PICK-UP POLICY.....	17
CLOSED CAMPUS POLICY.....	17
CARPOOLS & TRANSPORTATION.....	18
CARPOOL PROCEDURES.....	18
TRANSPORTATION.....	19
STUDENT CODE OF CONDUCT.....	19
GENERAL SCHOOL RULES.....	20
CLASSROOM RULES.....	20
SELF-HARM AND AT-RISK STUDENTS.....	21
LUNCH.....	21
FOOD ALLERGIES.....	22
LUNCH RULES.....	22
PLAYGROUND RULES (GRADES K-8).....	22
SCHOOL PROPERTY (GRADES K-12).....	22
GUIDELINES PERTAINING TO THE PLEDGE OF ALLEGIANCE AND THE MOMENT OF SILENCE.....	23
ELECTRONICS, TECHNOLOGY, & CELL PHONES.....	23

CELL PHONES & ELECTRONICS.....	23
TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY.....	24
DRESS CODE POLICY.....	25
UPPER BODY CLOTHING.....	26
LOWER BODY CLOTHING.....	26
OTHER.....	26
SPECIAL EVENTS/DANCES.....	27
DISCIPLINE GUIDELINES RUBRIC (DGR).....	27
SEARCH & SEIZURE.....	28
DUE PROCESS.....	28
ACADEMICS.....	29
INSTRUCTIONAL TIME.....	30
TOPS PROGRAMS.....	30
ONLINE LEARNING.....	30
PHYSICAL EDUCATION EXCUSES.....	32
COTTAGE & COTTAGE FAIR.....	32
FIELD EXPERIENCES & EXPECTATIONS.....	33
GRADING WEIGHTS AND SCALE.....	34
TEXT BOOKS.....	35
GRADES AND REPORT CARDS, Elementary K-6.....	36
GRADES AND REPORT CARDS, Secondary 7-12.....	36
HOMEWORK.....	36
EXTRA CREDIT.....	36
TUTORING (7-12).....	37
STUDENT RETENTION, PROMOTION, & ACCELERATION.....	37
CREDIT RECOVERY (GRADES 9-12).....	38
POST-SECONDARY CREDITS.....	38
HOMEBOUND INSTRUCTION.....	38
PARENT TEACHER CONFERENCES.....	38
PARENT/TEACHER COMMUNICATION.....	39
ASSESSMENTS.....	39
GENERAL ASSESSMENTS.....	39
STATE-MANDATED ASSESSMENTS.....	41
OTHER ASSESSMENTS.....	42
TEST RETAKES.....	42
MOVE ONE WHEN READING (MOWR).....	42
EXCEPTIONAL STUDENT SERVICES.....	43
GIFTED STUDENTS.....	43
ENGLISH LEARNERS.....	43

STUDENTS WITH DISABILITIES.....	43
HEALTH SCREENINGS.....	45
ILLNESS POLICY.....	45
IMMUNIZATIONS.....	47
MEDICATIONS AT SCHOOL.....	48
DIABETES CARE ASSISTANTS.....	49
SELF-ADMINISTRATION OF PRESCRIPTION MEDICATIONS.....	49
FEES.....	50
EDUCATION ENHANCEMENT FUND.....	50
LIFE FUND.....	51
ECA TAX CREDITS.....	51
EXTRACURRICULAR ACTIVITIES.....	52
STUDY ABROAD (GRADES 9-12).....	53
DANCES (GRADES 7-12).....	53
SCHOOL COMMUNICATION.....	54
AUDIO & VIDEO RECORDING POLICY.....	54
EDUPRIZE SOCIAL MEDIA POLICY.....	55
EMERGENCY PREPAREDNESS & DRILLS.....	55
STUDENT INSURANCE.....	56
UNAUTHORIZED ENTRY/TRESPASSING/LOITERING.....	56
LEGAL NOTICES.....	56
CHILD ABUSE REPORTING.....	56
MCKINNEY VENTO HOMELESS ASSISTANCE NOTICE.....	57
NOTICE OF NON-DISCRIMINATION.....	57
TITLE IX.....	58
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) AND DIRECTORY INFORMATION; STATE RECORDS PRIVACY.....	58
FREE APPROPRIATE PUBLIC EDUCATION.....	59
TEACHER RESUMES.....	59
PARENTAL RIGHTS HANDBOOK.....	59

## PHILOSOPHY, MISSION, & VALUES

### PHILOSOPHY

The EDUPRIZE mission is to provide educational excellence to our community of learners through the use of multiple modality instruction and a strong differentiated curriculum. Students will grow socially and academically in an environment where both leadership and collaboration are stressed. Students will acquire knowledge and ability in mathematics and language arts through our science-based, thematic approach to applied learning. Our project-based focus better ensures that students will excel across the curriculum providing competencies for career and college readiness.

### MISSION

In partnership with families, to foster a personalized learning environment where all students are known, valued, and thrive.

### VALUES

The EDUPRIZE system champions six core (THRIVE) values that inform our operations, pedagogy, and instructional model. They are as follows:

Trust  
Heart  
Respect  
Inquiry  
Value  
Excellence

## ENROLLMENT & ADMISSIONS

In compliance with A.R.S. §15-184, EDUPRIZE admits all students who submit an application within the designated time frame, unless the number of applications exceeds the capacity of a program, class, grade level, or facility. Enrollment preference is extended to the following students in the following order of preference:

- Children, grandchildren, or legal wards of the Board of Directors or employees of EDUPRIZE
- Siblings of a current EDUPRIZE student enrolled at another campus
- Siblings of students currently attending the same campus
- Students transferring from one EDUPRIZE campus to another

EDUPRIZE does not restrict admission based on race, ethnicity, national origin, religion, gender, gender identity, income level, disability, English proficiency, or athletic ability.

EDUPRIZE reserves the right to deny admission to any student who has been expelled or is in the process of expulsion from their previous school (see A.R.S. §15-184(i)).

EDUPRIZE uses a lottery system for enrollment if applications for enrollment exceed capacity. The EDUPRIZE Enrollment and Lottery Policy is available upon written request and takes precedence over any previously established enrollment policies. For more details, please refer to the EDUPRIZE Enrollment and Lottery Policy.

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## APPLICATION PROCESS

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Applications may be submitted at any time. However, priority is given to applications received during the open enrollment period prior to the start of each school year. The dates for open enrollment for the upcoming school year will be posted on EDUPRIZE's website and available in the front office of each campus.

Application forms are accessible on EDUPRIZE's website or can be obtained from the front office at any campus. All applications must be fully completed to be considered officially received. Applications will be time-stamped when submitted.

After receiving an acceptance notification, students have 24 hours to confirm their acceptance and 10 days to provide all required enrollment documents. Failure to submit the required documentation within this timeframe may result in the loss of priority. Complete documentation is essential for accurate course placement.

The enrollment process is finalized when parents/legal guardians submit an electronic enrollment form, proof of residency, immunization records or a completed waiver, home language survey, proof of birth using one of the statutorily allowed documents, and any other required documents in compliance with A.R.S. §15-828. EDUPRIZE may also request additional documents, such as IEPs, 504 Plans, or other necessary records, which are optional but assist the school in providing a continuity of necessary services.

Providing false information or omitting required details on enrollment forms, including misrepresenting eligibility for priority enrollment, may result in the withdrawal of enrollment offers.

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## KINDERGARTEN ENROLLMENT POLICY

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Students must turn five years old on or before August 31st of the current school year to qualify for "Regular Kindergarten Enrollment." Students with birthdays between September 1st and December 31st may be eligible for "Early Kindergarten Enrollment" but must pass an aptitude proficiency test to be considered. Admission for Early Kindergarten Enrollment is determined on a case-by-case basis by campus administration, based on test results and the child's best interests. Students who turn five after December 31st of the enrollment year will not be admitted to EDUPRIZE.

If a waitlist exists, priority will be given to students with birthdays on or before August 31st over those with birthdays on or after September 1st. Among Regular Kindergarten Enrollment students, those with older siblings already enrolled at EDUPRIZE will receive priority. Similarly, Early Kindergarten Enrollment students with siblings currently attending EDUPRIZE will have priority over those without siblings enrolled.

Both Regular and Early Kindergarten Enrollment students are also subject to the additional requirements outlined in EDUPRIZE's Enrollment Policy.

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## STUDENT RECORDS

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In accordance with EDUPRIZE's Enrollment and Lottery Policy, all official school records and documents generated through the school's Student Information System (SIS) will reflect the student's full legal name and gender as listed on their official birth certificate. This includes, but is not limited to, report cards, transcripts, attendance records, and school correspondence. However, upon request, school staff will address the student by a preferred nickname approved by the student and their parents/legal guardians.

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## CUSTODY CONCERNS, ENROLLMENT & STUDENT RECORDS

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EDUPRIZE, its teachers, and its staff do not engage in or take sides in custody disputes or negotiations.

If a student's parents share legal decision making about educational issues and disagree about the student's enrollment at EDUPRIZE, the school will enroll the student, and the parents must either reach an agreement or seek court intervention. If the parents disagree about the student's withdrawal from EDUPRIZE, the school will not proceed with the withdrawal until both parents reach a written agreement regarding the student's attendance and submit this agreement to the school or they provide a court order related to the student's school enrollment.

Unless restricted by a court order, both parents have equal rights to access information about their student's education, including school records, upon reasonable request. It is the responsibility of the parents to provide the school with a current copy of any custody orders or parenting plans. Parents will need to meet with campus administration to review the documents and sign a EDUPRIZE Policies & Procedures of Court Documents form. The school will attempt to assist parents in complying with the current court order, but the school is not bound by the court order – the parents are – and is not obligated to comply with any terms.

In cases where a non-parent has been granted legal guardianship, the guardian is responsible for informing school officials of the terms of the guardianship and submitting all relevant documentation. If a person other than the parent or legal guardian has permission to discuss the student's academic performance, behavior, or other pertinent matters, the school will require written authorization from the parent or legal guardian.

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## EMERGENCY CONTACT INFORMATION

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Each school year, parents are required to complete and/or update the Emergency Contact Information on Infinite Campus every year or when changes occur. This information ensures that we can quickly reach a parent or another approved adult in the event of illness or injury during school hours.

Please include the following information:

- Emergency contact names and phone numbers
- Current home address, phone number, and email
- Business and mobile numbers
- Any known health conditions, including allergies (e.g., to food, medication, or insect stings)
- A mobile number capable of receiving emergency text alerts

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## REQUESTS FOR TEACHERS AND/OR CLASSES (K-6)

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For students in grades K-6, EDUPRIZE does not permit parents or legal guardians to request specific teachers or classes. All student placement decisions are made exclusively by the School Administration.

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## CLASS REQUESTS (7-12)

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Parents or legal guardians of students in grades 7-12 at EDUPRIZE may have the opportunity to select specific courses for their students. However, EDUPRIZE retains the authority to make final placement decisions based on factors such as availability, class size, capacity, and other relevant considerations. Requests for a teacher or core course change may be reviewed within the first two weeks of the semester if the following conditions are met:

- The parent/legal guardian and the teacher have communicated about a potential need for replacement
- Evidence from student performance data indicates that the student is experiencing academic difficulties in the course
- Approval has been granted by a School Administrator

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## SCHEDULE CHANGES (7-12)

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Schedule changes may be made during the first two weeks of the school year under the following circumstances:

- A period or lunch is missing from the schedule
- The student has been placed in the wrong course
- A prerequisite course is missing
- A required course for graduation is not included

Additionally, the School Administration may adjust a student's schedule if extenuating circumstances arise, such as the addition of new teaching staff.

## SIS ACCEPTABLE USE GUIDELINES

EDUPRIZE Schools uses Infinite Campus (IC) as its Student Information System (SIS). The IC Portal serves as a direct line of communication between EDUPRIZE and parents or legal guardians. Through this portal, users can access information about their student, including grades, attendance, schedules, school fees, immunizations, and an access log.

EDUPRIZE retains the authority to determine student and parent/legal guardian access to Infinite Campus. The school reserves the right to deny or revoke access at any time, with or without prior notice, for reasons such as misuse of the portal, court orders, or legal proceedings restricting access to private educational data. All users are expected to comply with school guidelines and applicable laws.

Access to Infinite Campus is a privilege, not a right. All users must adhere to the following expectations:

- Users must act responsibly, ethically, and in accordance with the law.
- Users are responsible for maintaining the confidentiality of their Infinite Campus passwords and should take reasonable steps to prevent unauthorized access to their account.
- Passwords must not be shared with anyone, including family members.
- Users should not set their devices to automatically log into Infinite Campus.
- Security issues with Infinite Campus must be reported to the campus front office immediately, without demonstrating the issue to others.
- Users must not attempt to gain unauthorized access to Infinite Campus or exceed their authorized access. This includes logging into another person's account or accessing someone else's files.
- Users must not intentionally disrupt the functionality of Infinite Campus or destroy data within the system.
- Users must not deliberately damage school computer equipment or the network, or assist others in doing so.
- Users must not attempt to harm or destroy data belonging to other users, the school, or the network through methods such as spreading viruses.
- Infinite Campus must not be used for illegal activities, including violations of data privacy laws. Violators may face civil and/or criminal prosecution.

Parents, legal guardians, and students are responsible for their use of Infinite Campus. EDUPRIZE and its staff do not guarantee that Infinite Campus will be error-free or without defects. The school will not be held responsible for any damages incurred as a result of using Infinite Campus or the information provided through it.

## VISITORS & VOLUNTEERS

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### VISITORS

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#### PARENT OF CURRENT STUDENTS

Parents and legal guardians of current EDUPRIZE students are welcome and encouraged to support our teachers through volunteering. Classroom visits must not interfere with the

academic schedule, student learning, blackout dates including state assessment testing, or other student test schedules. Visits must be arranged at least two school days in advance, unless the teacher's schedule allows for an earlier visit.

## PARENT OF PROSPECTIVE STUDENTS

Parents or guardians wishing to enroll their child at EDUPRIZE are encouraged to visit and observe classrooms with an administrator. These visits are subject to the same requirements as those for the parents of current students.

All visitors, whether parents of current students or parents of prospective students, are expected to be considerate of the learning environment and should refrain from interacting with students or staff during their observation. Visitors are not permitted to assist students with their work. Additionally, visitors are prohibited from taking photos, videos, or audio recordings unless granted prior written permission from School Administration. While on campus, visitors should dress appropriately, avoid inappropriate language, and conduct themselves in a professional and cooperative manner with staff and students. Disruptive behavior will not be tolerated. All communication with parents, visitors, and staff, whether through email, letters, personal conversations, or social media, should remain professional.

School Administration reserves the right to authorize visits, and these permissions may be adjusted depending on current public health concerns. We ask that visitors who are feeling unwell refrain from coming to campus and follow the illness policy outlined in this handbook.

Under no circumstances is anyone without an Identity Verified Fingerprint Clearance Card allowed to be alone with a student, unless the visitor is the parent or legal guardian of the student.

Failure to comply with these behavioral expectations may result in the termination of a visit and/or restrictions on future campus visits and access.

Visitors must adhere to the following requirements:

- Sign in at the front office.
- Present a valid, government-issued photo ID.
- Be listed as an Emergency Contact in the school's Student Information System (SIS), or be accompanied by an Emergency Contact. Alternatively, visitors who do not have children currently enrolled at EDUPRIZE may be approved if they have a scheduled tour, visit, or observation.
- Complete a background check.
- Allow staff to accompany them throughout the visit, as deemed necessary by the School Administration.
- Wear a volunteer badge at all times.
- Sign out upon leaving the campus.

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## VOLUNTEERS & CHAPERONES

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In alignment with EDUPRIZE's philosophy of collaborating with parents/legal guardians to support their children's education, we strongly encourage active participation in the various activities and events held throughout the school year. If you are interested in volunteering, please reach out to your student's teacher for more information.

### VOLUNTEERS

Volunteers must:

- Sign in at the front office upon arrival at the campus each time
- Present a valid, government-issued photo ID
- Undergo a background check through the school-approved system
- Wear a volunteer badge for the duration of their time on campus

EDUPRIZE is dedicated to fostering a learning environment where students feel safe and free from external distractions. Volunteers are expected to dress appropriately, avoid inappropriate language, and engage in a professional, respectful manner with both EDUPRIZE staff and students while on campus or at school events. Disruptive behavior will not be tolerated. All other communications, including emails, letters, conversations, and social media interactions, should remain professional.

Volunteers are not allowed to be alone with any students other than their own child. If a volunteer is expected to be alone with students at any time, they must obtain an Identity Verified Fingerprint Clearance Card. The parent/legal guardian is responsible for covering any fees associated with obtaining this clearance.

The approval of visitors and volunteers is at the discretion of the School Administration and may be subject to restrictions in response to public health concerns. We ask that volunteers who are feeling unwell refrain from coming to campus and follow the illness policy outlined in this handbook.

### CHAPERONES

Chaperones are vital to EDUPRIZE's mission to provide students with field experiences each year. Certain standards must be met and documentation must be on file in the school office in order to ensure the safety of our students and for a chaperone to participate in a field trip. Chaperones must comply with the behavioral standards indicated above for volunteers.

Parents who participate in field trips must provide a valid, government-issued photo ID and be subject to an instant background check on the day of the field trip.

Failure to comply with the behavioral expectations for volunteers and/or chaperones may result in the termination of a campus visit, restrictions on future campus visits, and/or ability to volunteer or chaperone in the future.

## ATTENDANCE

All students are required to attend school on each day that classes are in session. For students in grades K-6, attendance is taken promptly in the morning. For grades 7-12, attendance is recorded at the beginning of each class period. If a student is absent, it is the responsibility of the parent/legal guardian to notify the school by calling the appropriate attendance phone number provided by the school. Notification must occur within 24 hours of the absence for it to be considered "excused," assuming that the absence falls within one of the "excused absence" categories allowed by state law and school policy. Please note that emailing a teacher directly is not considered proper notification. If the school does not receive timely notice, the absence will be marked as "unexcused."

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### ATTENDANCE LINE EXTENSIONS

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Gilbert Campus	Queen Creek Campus
480-813-9537	480-888-1610 Ext. 1200
g.attendance@eduprizeschools.net	qc-frontdesk@eduprizeschools.net

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### ABSENCES

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EDUPRIZE Schools share the belief that students need to be in school in order for effective learning to happen. Attendance is vital for effective learning, social development, and retention of material. An absence may be considered excused under the following circumstances: illness, medical or dental appointments, bereavement, family emergencies (such as a death or court appearance), OSS, and religious observances. A note may be required for any of the above absences to be marked as excused.

Families taking vacations that include educational, cultural, or religious learning opportunities may fill out an Absence Request Form (available under Parent Resources on our website) to have their student's absences marked as excused. These forms are due at least two weeks before the requested absence dates and must be signed by the student's teachers and the

principal. Students who are on the D/F report will not have approval for family vacation absences.

Excused absences related to out-of-school suspension (OSS) must not exceed 10% of the total instructional days scheduled for the school year. For religious observances, prior documentation is required; please contact the front office for further details. Family vacations or extended holidays taken outside of scheduled school breaks will be marked as unexcused unless prior approval has been granted by an Administrator, with an agreement to complete all missed assignments within the designated excused timeframe.

To ensure absences are considered excused, the school must be notified in advance or at the time of the absence by the parent or legal guardian, as per A.R.S. §15-807(B). The school will document the date, reason, and the person reporting the absence. If the absence is due to illness, including chronic illness, medical appointments, bereavement, family emergencies, or an Administrator-approved family vacation, it will be recorded as excused as long as the school is notified appropriately.

Absences may be deemed excessive if the total number of absences, both excused and unexcused, exceeds 10% (18 days) of the attendance days required by the state. Students with excessive excused absences may be required to provide medical documentation in order to continue excusing further absences. Any absence not explicitly outlined in this policy will be marked as unexcused. \*Exceptions: Absences or tardiness due to a chronic illness, as documented on a current Chronic Illness Form signed by a physician, will be marked as excused when the parent indicates the illness is chronic. This exception applies only to chronic illness-related absences or tardiness. Updated chronic illness forms must be submitted each academic year. Please contact the school's Health Office for additional information.

Students who are absent for more than 50% of the school day will not be permitted to attend any activities scheduled for that day, including sporting events, after-school events or parties, or extracurricular activities.

As required by Arizona law, students who are absent for ten consecutive school days, excluding the above-mentioned excused absences, will be withdrawn from school effective on the last day they were present or the last excused absence. Students who wish to be readmitted to the school following a withdrawal for unexcused absences will not be given a priority, but will be added to the waitlist.

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## TARDINESS

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Students are expected to be in their classrooms and seated when classes begin. Any student who arrives after the start of school or class will be marked as absent. The School Administration is responsible for enforcing disciplinary measures for tardiness. In some cases, a tardy may be counted as an absence.

Excessive tardies, whether excused or unexcused, could lead to consequences such as detention, Saturday school, in-school suspension, meetings with Administrators, an Attendance Contract, loss of eligibility for extracurricular activities, loss of academic credit (for students in grades 7-12), or additional administrative actions, including making up seat time after Friday release.

Tardiness may be excused for reasons such as illness, doctor or dental appointments, religious observances, family emergencies (such as a death or court appearance), or other circumstances beyond the student's control. A note from the parent or legal guardian may be required. Parents or legal guardians may receive notifications via email regarding unexcused tardies, and in some cases, a follow-up phone call may be made.

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## CHECKING STUDENTS IN & OUT OF SCHOOL

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Any student arriving after school has begun must be checked in by a parent, legal guardian, or another authorized individual. The same procedure applies when checking a student out of school. The School Administration will exercise care and caution when releasing students during the school day. If a student needs to leave before the end of the school day, a parent or legal guardian must sign the student out in person at the front office. A valid government-issued ID must be presented to verify identity. Only individuals listed as authorized contacts in the school's student information system (Infinite Campus) may check students in or out of school.

Students who are 17 years or older may sign themselves out for appointments if their parent or legal guardian has contacted the school in advance via email and phone to confirm the appointment and approve the early release.

Please note that students who leave campus before a designated time may be marked absent for part or all of the school day, in compliance with the absence policy discussed above. Students are not allowed to leave campus within 30 minutes of the school day's end, unless there is an emergency.

In the case of illness, parents or legal guardians, or emergency contacts will be responsible for picking up their student(s) as soon as they are contacted by the school's health office. It is essential to keep the school office informed of any changes to phone numbers or emergency contact information.

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## STUDENTS ON CAMPUS

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Students are not permitted to remain on campus without supervision before or after the regular school day under any circumstances. In accordance with EDUPRIZE policy, students may arrive on campus no earlier than 7:00 AM for AM TOPS and 7th-12th, 7:30 AM for Regular Day and



10:25 AM for PM TOPS, unless they are enrolled in the before-care program at the school. Students who arrive before the designated time will not be allowed entry into the building or permitted to enter the campus grounds.

After the final bell, students are expected to leave campus unless they are participating in an approved activity, such as tutoring or another after-school program. Parents or legal guardians should ensure their student(s) are picked up within 15 minutes of the school day's conclusion. Any student not picked up within that timeframe will be escorted to a designated waiting area. This policy also applies to siblings of students involved in authorized activities, who are not part of that activity themselves.

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## STUDENT LATE PICK-UP POLICY

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Student safety is the highest priority for EDUPRIZE. Every effort is made to ensure all students are under appropriate supervision until they are returned to their respective parent/legal guardian at the end of the school day. Emergencies are unavoidable and there will be times when parents/legal guardians will not be able to pick their students up properly.

We are concerned about any student who remains after their dismissal time or program end time and therefore have made the following accommodations for their safety:

- Fifteen minutes after their dismissal time, students will be brought to the lobby to call their parents and to wait for the parents to arrive. At this time parents will be billed \$5 for being late. For every additional 5 minutes, an additional \$5 will be charged.
- Children will remain in the lobby of the main building under the supervision of personnel until a parent/legal guardian arrives to sign them out.
- At sign out, the parent/legal guardian will be informed what the late fee is for the day and that they may make payment to EDUPRIZE via Infinite Campus.
- Front Desks close at 4:00 PM, at which time students will be transferred to the care of the administrator on duty for the day. Students in after-care will remain with their program supervisor.
- Students who are picked up late must be signed out in order to record the time of pick up and the number of late incidents.
- There is no discount fee for the late pick-up of multiple kids in the same family. Each student who is picked up late will incur a late fee.
- Every effort will be made to reach the parent/legal guardian.
- After the third incident, parents/legal guardians may be asked to meet with an administrator to discuss options.

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## CLOSED CAMPUS POLICY

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The safety of students is a top priority at EDUPRIZE, and as such, the school maintains a closed campus. Students are not allowed to leave campus during school hours or after-school activities, except as allowed under the Student Check-In and Check-Out policy discussed above.

Anyone who enters the campus without official business will be considered trespassing. All visitors must report directly to the front office upon arrival, where they will need to sign in and obtain an official visitor's pass, which must be worn visibly at all times. Individuals not affiliated with EDUPRIZE are prohibited from entering any school buildings or property without prior approval from the School Administration. For more information, please refer to EDUPRIZE's Visitor Policy.

## CARPOOLS & TRANSPORTATION

Parents and legal guardians are responsible for ensuring the safe transportation of students to and from school. Carpooling is highly encouraged; however, EDUPRIZE is not liable for any matters related to the organization, coordination, or operation of carpool arrangements. EDUPRIZE does not offer bus transportation at this time.

It is the responsibility of parents or guardians to inform the school about individuals who are authorized to pick up their child for carpooling.

Substitute Rides Home: EDUPRIZE does not take responsibility for students who use substitute rides in their carpool. Parents or legal guardians should confirm with their child in advance whom they will be riding with before the school day begins.

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## CARPOOL PROCEDURES

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To ensure the safety of all students and maintain an efficient flow of traffic, all parents must utilize the designated drive-through carpool lanes during drop-off and pick-up times. The following guidelines must be followed:

- **Cell Phone Use:** All drivers must refrain from using cell phones while in the carpool lanes.
- **Carpool Identification:** Please display your carpool card clearly on the dashboard or visor for staff visibility.
- **Drop-off Times:** Students may be dropped off in designated areas no more than 15 minutes prior to their scheduled start time, once gates are open and supervision is available.
- **Curbside Pick-up Only:** Students must wait until your vehicle is fully stopped at the curb before approaching. Do not stop in the bypass lane. Always pull to the curb to ensure student safety and prevent traffic delays.

- **Curbside Entry/Exit:** Children must enter and exit the vehicle only on the curbside.
- **Vigilance:** Drivers must remain attentive to all students at all times.
- **Speed Limits:** Drive slowly and cautiously through carpool lanes.
- **Crosswalk Usage:** Parents and children must use designated crosswalks at all times.
- **Follow Staff Directions:** Pull forward as directed by traffic aides to minimize gaps and maintain traffic flow.
- **Supervised Pick-up Only:** Students may only be picked up in supervised areas at the front of the school.
- **Morning Traffic:** Use the less congested lane when possible to reduce delays.
- **Timeliness:** Arrive at your assigned pick-up time. Do not arrive early. For late pick-up, park in the lot and sign your child out in person. Do not use or block handicapped parking spaces unless authorized.
- **Respect for Staff:** Treat all staff and traffic aides with courtesy and respect as they work to ensure student safety. Parents may be denied carline privileges and banned from campus if they disrespect and/or maltreat school staff.
- **Community Courtesy:** Drive responsibly and respectfully through the school neighborhood. Model safe and courteous behavior at all times.

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## TRANSPORTATION

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All EDUPRIZE families are required to arrange transportation for their children to and from school and school events. The following guidelines apply:

- Students may not walk or drive to and from campus unless a signed liability release form has been completed and approved by the administration. Additionally, driving students will have to purchase a parking pass and have it displayed while parked on campus.
- Parents must submit advanced written authorization for any individuals other than themselves who are permitted to pick up or transport their child.
- Transportation changes must be communicated in advance and in writing to ensure student safety.
- EDUPRIZE Schools offers van transportation for its students who are also enrolled in EVIT. Parents/guardians must sign a liability release form in order for EDUPRIZE to transport their students to EVIT. Use of the EDUPRIZE EVIT van requires a quarterly fee of \$50 per student.

## STUDENT CODE OF CONDUCT

Students are required to adhere to all EDUPRIZE policies and procedures. The discipline plan at EDUPRIZE is grounded in our THRIVE Values. Students are expected to practice self-discipline and respect the rights and property of others. EDUPRIZE students should conduct themselves

with respect, integrity, and professionalism throughout the school day and whenever representing EDUPRIZE in extracurricular activities, field trips, or other school-sponsored events. Students who fail to uphold this trust may face restrictions from extracurricular activities and additional disciplinary actions. More information about potential student discipline is discussed below in the Discipline Guidelines Rubric.

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## GENERAL SCHOOL RULES

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Students are expected to:

- Collaborate with teachers to foster a classroom environment that is safe, conducive to learning, clean, and free from distractions.
  - Use polite language and good manners.
  - Show respect to others, including by not engaging in bullying, harassing or discriminatory behavior.
  - Be honest and demonstrate integrity at all times.
  - Accept feedback respectfully.
  - Maintain a positive attitude.
  - Care for school property.
  - Avoid bringing toys, pets, inappropriate reading material, media, electronic devices, weapons, drugs, or any other items that could disrupt the learning environment or pose safety concerns.
  - Refrain from chewing gum on campus.
  - Adhere to all EDUPRIZE policies and procedures.
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## CLASSROOM RULES

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Students are expected to follow our SOAR expectations:

- Self-control: Follow behaviors in the classroom that do not interfere with learning. Keep hands, feet, and objects to yourself.
- On-task: Arrive on time, raise your hand to get the teacher's attention, and remain seated unless granted permission to leave your seat.
- Achievement: Ensure you bring all necessary materials to class. Follow all instructions promptly when given and focus on your work.
- Respect: If you have nothing positive to say, refrain from speaking.

No food or beverages are allowed in the classroom (except for water), unless approved by School Administration (e.g., during a sanctioned classroom party or when special circumstances allow lunch to be eaten in the classroom).

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## SELF-HARM AND AT-RISK STUDENTS

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Any student exhibiting behavior that poses a threat to themselves—such as self-harm, suicidal ideation, or suicide attempts—is considered at risk and will be addressed with urgency to protect both the student and the school environment.

Immediate actions may include:

- An Out-of-School Suspension (OSS) until proof of engagement with a licensed mental health provider has cleared the student to return to normal school activities.
- Classwork will be provided during the suspension period.
- If a parent or guardian fails to obtain necessary services, the Department of Child Services (DCS) may be contacted to ensure the child's well-being.

EDUPRIZE Schools is committed to the safety and mental health of all students and will work collaboratively with families and professionals to support students in crisis.

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## LUNCH

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EDUPRIZE does not provide cafeteria services or a lunch program for students. It is the responsibility of parents and legal guardians to provide lunch each day for their enrolled students. EDUPRIZE does not provide a free and reduced lunch program. FRLP forms are for federal reporting requirements only. We offer a 10% discount for FRLP qualifiers on our catered lunches and extracurricular activities. Third-party food and drink deliveries (Uber Eats, DoorDash, etc.) are not permitted. The Free and Reduced Lunch Program form can be found on our website. When completed, please turn into the front desk.

Our catered lunch program is offered as a paid service at our Gilbert campus only and includes the following:

- Lunches must be pre-purchased in advance for the entire quarter through Infinite Campus. A lunch card will then be sent to your child's teacher.
- Lunches are NOT available on an individual basis for daily cash purchase. Lunch will be provided to the purchasers of pre-purchased tickets only.
- Lunch prices for ordering for the upcoming quarter will be shared during the last two weeks of the current quarter.
- Refunds are not offered for absences or missed lunches.
- Milk cards are available for students who are not purchasing lunch. Students may pre-purchase milk cards on Infinite Campus for \$0.50 per milk carton.

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## FOOD ALLERGIES

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EDUPRIZE Schools campuses are not allergy-free or nut-free schools. Food allergies must be reported to the campus health office. Parents/legal guardians of students with severe allergies should provide an Allergy Action Plan, which is available in your respective campus's health office. Any questions or concerns regarding school lunches should be directed to School Administration.

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## LUNCH RULES

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During lunch, students are expected to:

- Cooperate with staff by demonstrating good manners and maintaining a clean dining area.
- Only consume meals in the designated dining area.
- Avoid bringing food and beverages in hallways or classrooms, unless prior approval has been granted by School Administration.
- Not bring glass bottles to school.
- Keep their food to themselves. No sharing food.
- Store backpacks and playground equipment in designated areas before consuming food.

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## PLAYGROUND RULES (GRADES K-8)

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On the playground, students are expected to do the following, in addition to complying with the school's general school rules:

- Adhere to all playground rules.
- Return playground equipment to its assigned location after use.
- Use playground equipment safely and responsibly.
- Display good sportsmanship during all activities.
- Stay within the designated play areas.
- Avoid throwing rocks or any other dangerous objects.
- Engage in safe, nonviolent games (no tripping, pushing, or tackle football, etc.).

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## SCHOOL PROPERTY (GRADES K-12)

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On school property, students are expected to comply with these rules, in addition to complying with the school's general school rules:

- Students are not permitted to linger in restrooms.
- No more than one student may be in a restroom or shower stall at any given time. Students found in restrooms or shower stalls where school rules are being violated may be considered complicit in those violations.
- During school hours, students who are not attending a scheduled class or do not have prior approval from School Administration to be on campus are not allowed to remain on school grounds.
- Students are prohibited from being on school property outside of regular school hours unless they are involved in or attending a school-sponsored event or activity.
- In addition to disciplinary actions related to the misuse of phones during school hours, students found using phones or phone cameras in restrooms, locker rooms, or changing rooms may face further disciplinary consequences.

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## GUIDELINES PERTAINING TO THE PLEDGE OF ALLEGIANCE AND THE MOMENT OF SILENCE

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The American flag and the Pledge of Allegiance represent important aspects of the democratic tradition of the United States. The Pledge is recited at the start of each school day in grades K-12. Students who, due to religious beliefs or other strong personal convictions, choose not to participate in the Pledge of Allegiance are expected to remain standing or seated in silence.

In compliance with Arizona law, all classroom teachers will incorporate a 1-2 minute moment of silence at the beginning of each school day. Students who engage in any activities that interfere with other students' participation in the moment of silence in any way, including through verbal or non-verbal behavior, will be subject to student discipline. Parents should discuss the moment of silence with their child, including how they might best use the time.

## ELECTRONICS, TECHNOLOGY, & CELL PHONES

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### CELL PHONES & ELECTRONICS

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EDUPRIZE cares about the instructional time your child has with us each day. Cell phones and other forms of technology have proven a significant distraction to student educational success. EDUPRIZE does not permit the use of cell phones or other forms of technology not approved for instructional use during the school day, including compliance with the requirements of a student's IEP or Section 504 Plan. Earbuds and headphones are not permitted during school hours and may not be worn at any time.

Students are permitted to use the office phone in cases of an emergency. Cell phones and smartwatches must remain turned off and out of sight from the moment students leave their cars in the morning until they are back in their parent or legal guardian's car when they are picked up.

Any violations of this policy may lead to consequences as specified in the Discipline Guidelines Rubric (DGR). EDUPRIZE is not responsible for any lost or stolen items, even when said items have been confiscated. Exceptions to this policy may be made by the School Administration.

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## TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY

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Computers, technology, and internet access are provided solely for educational purposes. Students are strictly prohibited from sending or requesting offensive or illegal materials. To ensure proper and educational use of the school internet, all users must adhere to the guidelines and procedures set by EDUPRIZE. Failure to follow these guidelines or misuse of the internet may result in denial of access, possible disciplinary actions, and/or legal consequences.

Students in grades K-6 use Chromebook class sets for instructional purposes and intervention work. Students in grades 7-12 are loaned an EDUPRIZE Chromebook for instructional use at school and at home. Students are responsible for the maintenance, charging, and proper use of their loaned Chromebook. In order to receive a Chromebook, parents/legal guardians must fill out and sign a Computer & Network User Agreement (CNUA) form and remit the \$50 Education Enhancement Fund maintenance fee. The CNUA can be found under parent resources on our EDUPRIZE website. The cost for a replacement charger is \$50. If a Chromebook is completely unusable, the parent/legal guardian of the student is responsible for the total cost of its replacement: \$300. The total replacement fee will be charged for significant damage to a Chromebook that affects its ability to function properly, including but not limited to the keyboard, screen, ports, or motherboard. Payment of this fee does not transfer ownership, the damaged Chromebook remains the property of the school.

Because Chromebooks are essential to 7-12 education, failure to come to school prepared with a charged EDUPRIZE Chromebook may lead to detention.

EDUPRIZE Schools does not allow students to bring their own devices to school. All students will need to use EDUPRIZE-approved Chromebooks for any computer- or internet-based learning.

Students using the EDUPRIZE Internet Network must:

- Use the internet to support educational goals that align with the institution's objectives.
- Not submit, display, or retrieve any defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, or illegal content.



- Refrain from posting photos of EDUPRIZE students on social media unless a signed parental consent form is provided.
- Comply with all copyright and trademark laws.
- Not disclose personal information such as home addresses or phone numbers unless explicitly authorized by school authorities.
- Understand that email and electronic communications are not private and may be monitored by school personnel.
- Not use the network in ways that could disrupt access for others.
- Follow EDUPRIZE's code of conduct.
- Refrain from attempting to alter, harm, or destroy software or hardware, or interfere with system security.
- Acknowledge that misuse may result in the cancellation of network privileges and disciplinary actions, including possible expulsion.

Students have no expectation of privacy in their files or work on the EDUPRIZE Chromebooks. EDUPRIZE reserves the right to monitor and log student activity, close accounts, and delete files at any time.

## DRESS CODE POLICY

EDUPRIZE's governing board requires students to abide by specific dress code guidelines to support the school's mission. Adherence to the dress code is compulsory. To participate in class, students must fully comply with the Dress Code Policy.

Generally, students should maintain a clean, modest, and neat appearance. Clothing must be worn properly, without holes or intentional tears, and be of appropriate size. Students are expected to dress in a manner that will not result in a disruption to the learning environment or create an unsafe environment. This includes, but is not limited to, attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols of language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol. The following is a general guide that may be used in helping students and parents select appropriate clothing. Only clothing explicitly permitted in the Dress Code Policy may be worn at school during school hours, at school-sponsored events, and when representing the school in person or virtually. Ultimately, School Administration reserves the right to determine the appropriateness of a student's apparel and whether an article of clothing is permitted. EDUPRIZE may make adjustments to the policy as necessary to maintain a safe and respectful learning environment.

Throughout the school day and during extracurricular activities, EDUPRIZE staff will conduct dress code checks to ensure compliance. Staff members have the authority to assess whether attire is aligned with the EDUPRIZE Dress Code Policy. When students are found to be out of compliance, the following disciplinary actions may be taken at the discretion of EDUPRIZE staff:

- The school will notify parents/legal guardians and require them to bring appropriate clothing for the student before the student may return to class.
- Students may receive detention.
- Repeated violations may lead to further disciplinary measures.
- Consequences as outlined in the Discipline Guidelines Rubric (DGR) may apply.

Exceptions to the Dress Code Policy may be made for documented medical or practiced cultural/religious reasons, provided that appropriate justification is submitted and approved by School Administration. Requests for accommodations should be made to School Administration promptly after identifying potential conflicts with the Dress Code Policy, ideally within the first two weeks of enrollment or two weeks after classes begin.

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## UPPER BODY CLOTHING

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- Must be size appropriate
- Must not reveal cleavage, sides, or bare backs
- Must overlap the waistband
- Straps for tops must be at least the height (short side) of a credit card

Not permitted:

- Sheer shirts, and open backs unless layered with a modest shirt
- At no time should undergarments/straps show

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## LOWER BODY CLOTHING

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- Must be size appropriate
- Must be clean and in good repair (no frayed, distressed, or ripped jeans, etc.)
- Must be at a reasonable and modest length (at least to the end of fingertips with arms fully extended)
- Athletic joggers, leggings, and sweats are permitted when worn according to EDUPRIZE Dress Code Policy standards

Not permitted:

- Pants with holes
- Pajama pants
- Sagging or dragging pants

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## OTHER

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- Sunglasses, hats, and hoods are permitted, but must be removed when inside a building
- Piercings may only be worn in the ears (no gauges)
- Clear studs for nose, lip, eyebrow, or other facial piercings are required
- Hair must not adversely affect the educational process
- Make-up may be worn in moderation, should complement skin tones and be natural in color/tone
- Sandals must have an ankle or heel strap or be reinforced with a second front strap

Not permitted:

- Any attire or jewelry that presents a safety hazard (spiked jewelry, chains, etc.)
- Exposed tattoos or other forms of body decoration, including drawing on yourself or others
- Attire or adornments disruptive to the educational environment
- Flip flops, Crocs & slides
- Clothing that has inappropriate writing or pictures
- Hair and grooming styles should not interfere with the educational environment or safety.

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## SPECIAL EVENTS/DANCES

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Students may have the opportunity to dress up for school events. Deviation from the Dress Code Policy may be approved by School Administration in these instances. Appropriate dress guidelines for these occasions will be provided by administration.

## DISCIPLINE GUIDELINES RUBRIC (DGR)

School policies are established to safeguard all students and promote an atmosphere of structure and discipline. It is essential for parents/legal guardians and students to understand the potential consequences of inappropriate behavior. The Administration at EDUPRIZE implements these rules, policies, and procedures through a progressive discipline system, with enforcement carried out at the discretion of the Administration. In determining disciplinary measures, the Administration considers the seriousness of the behavior and applies appropriate consequences as outlined in the Discipline Guidelines Rubric (DGR), available at [www.eduprize.com](http://www.eduprize.com).

The DGR provides a reference for common and/or significant student behavior violations along with a range of recommended disciplinary actions. These guidelines serve as a framework,

though exceptions may be made based on legal requirements or specific circumstances, as determined solely by the Administration.

Severe infractions, such as possession of firearms or dangerous weapons, acts of sexual abuse or other forms of abuse, or possession of alcohol/illegal drugs, will be immediately reported to law enforcement or the proper authorities.

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## SEARCH & SEIZURE

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School administrators at EDUPRIZE are authorized to conduct searches when they have reasonable suspicion that such a search will uncover evidence of a violation of school policy or a breach of the law and the search is reasonable in scope. Administrators may inspect student desks, cell phones, computers, laptops, tablets, smartwatches, other electronic devices, lockers, backpacks, vehicles, purses, or other personal belongings if there is reasonable suspicion to believe a violation has occurred.

Items provided by EDUPRIZE for personal storage, such as lockers and desks, are offered as a convenience to students but remain the property of the school and are subject to the school's control and oversight. As a result, students should not expect privacy regarding these items.

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## DUE PROCESS

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In matters of student discipline, due process refers to the required legal procedures that must be followed before a student may be suspended for more than nine school days or expelled. These procedures ensure that students and their parents are properly informed and given an opportunity to respond before such disciplinary actions are taken. While we hope these procedures are never necessary, they will be implemented as required when serious disciplinary action is considered. EDUPRIZE Schools considers any level 2 or level 3 infraction as per the DGR a serious disciplinary event. For more information about what is considered serious disciplinary action, please see the Discipline Guidance Rubric.

### LAW ENFORCEMENT NOTIFICATION

School officials are not obligated to complete due process procedures prior to contacting law enforcement. If law enforcement is notified, parents will be informed via phone or certified letter. Actions taken by law enforcement are separate from and in addition to those taken by the school.

### LONG-TERM SUSPENSION/EXPULSION

Long-Term Suspension (10 or More School Days) is defined as the non-permanent removal of a student's privilege to attend school for any period longer than 10 days but shorter than the length of the school year. This recommendation is made by the Superintendent or Executive

Director in a Disciplinary Hearing. The Superintendent and Executive Director have the authority to impose long-term suspensions following appropriate due process procedures.

Expulsion is defined as the permanent removal of a student's privilege to attend school. In accordance with Arizona Revised Statutes §§ 15-341, 15-342, and 15-843, the authority to expel a student rests solely with the Superintendent or Executive Director as a Board designee.

The following outlines the procedures for recommending and imposing a long-term suspension or expulsion:

- The principal, dean, or designee may recommend a long-term suspension to the Superintendent or Executive Director.
- The Superintendent or Executive Director determines whether the evidence or behavior merits a disciplinary hearing to determine whether long-term suspension or expulsion is required.
- If the Superintendent or Executive Director decides to move to a disciplinary hearing, he or she will serve as the hearing officer and will make the final decision regarding long-term suspension or expulsion.
- Parents will receive formal notification via email of the alleged violation, when the disciplinary hearing will be held, and all evidence that will be used in the hearing to determine discipline outcomes at least 48 hours before the hearing.
- Parents will have an opportunity to speak, and the students are encouraged to prepare a written statement for the superintendent.
- Discipline Hearing decisions made by the Superintendent or Executive Director are final and may not be appealed.

## ACADEMICS

The EDUPRIZE academic mission is to provide educational excellence to our community of learners through the use of multiple modality instruction with personalized instruction for our learners. Our aim is for students to grow socially and academically and acquire knowledge and ability in mathematics and language arts through our science-based, thematic approach to hands-on, applied learning. Our project-based focus better ensures that students excel across the curriculum providing competencies for career and college readiness.

Our curriculum is fully aligned with the Arizona K-12 State Standards. To review the Arizona academic standards, visit the Arizona Department of Education website at <http://www.azed.gov/standards-practices/>. The EDUPRIZE curriculum is regularly updated to reflect changes to state standards, feedback from teachers, and student assessment results. If you have any questions about your child's curriculum, please reach out to their teacher or your campus administrator.

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## INSTRUCTIONAL TIME

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EDUPRIZE teachers strive to make the most of every minute of instructional time. To help reduce interruptions, please leave messages, lunches, or materials on the cart outside the front office. The office staff cannot ensure these items are delivered to students. Core instructional time will only be interrupted for urgent emergencies. Whenever possible, please schedule your child's personal appointments outside of the instructional day.

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## TOPS PROGRAMS

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The TOPS program features the same award-winning EDUPRIZE curriculum, engaging daily specials, and exemplary instructional methods as our traditional K-6 schedule, but with a streamlined format that allows students to complete their school day in just 5 hours. By eliminating the lunch and one recess period, the TOPS program maximizes interactive and innovative instruction. We offer both an AM TOPS and a PM TOPS program. This compact schedule integrates the use of iPads and Chromebooks, enhancing subskill mastery and providing hands-on differentiation in an exceptionally motivational setting.

The AM and PM TOPS schedules are as follows:

AM TOPS	M-F 7:15 AM - 12:15 PM
PM TOPS	M-F 10:40 AM - 3:40 PM

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## ONLINE LEARNING

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EDUPRIZE offers a dynamic and supportive online learning program for students in grades K–12 that upholds the same academic standards and instructional quality as our on-campus programs. Our online curriculum is designed to be rigorous, engaging, and adaptable to the diverse learning needs of our students.

Families are responsible for reporting all educational hours to the school weekly to meet the required 30 hours of weekly instruction.

### GRADES K-5

Online students in grades K–5 benefit from a structured virtual classroom led by a certified teacher who provides instruction across all core content areas. Instruction is delivered through a combination of live, interactive lessons and pre-recorded videos, allowing for flexibility while maintaining a consistent and enriching educational experience.

Key features include:

- Differentiated instruction through live small-group sessions and one-on-one tutoring
- Access to both digital and printed curricular materials
- Use of Benchmark Advance, a standards-based reading curriculum, which supports a wide range of reading abilities
- Integration of Lucy Calkins Units of Study within language arts to build strong connections between reading and writing
- Writer's Workshop model to support idea generation, writing, editing, and sharing
- Eureka Math curriculum with visual strategies, math talks, and real-world applications to promote deep conceptual understanding

Science and social studies are taught through thematic quarterly units known as Cottages, which mirror the on-campus program. Students participate in interactive lessons and hands-on experiments, culminating in a virtual Cottage Fair each quarter to showcase their learning.

## GRADES 6–12

Students in grades 6–12 receive instruction through Subject, a nationally recognized online learning platform. Subject offers a comprehensive selection of core and elective courses, all aligned with Arizona state standards and graduation requirements.

Highlights include:

- A wide range of electives that support student interests and college/career goals
- Flexible pacing and customization of course pathways
- Full access to academic counseling and support services
- Alignment with EDUPRIZE's mission to challenge every student toward academic excellence

Whether in elementary or secondary school, EDUPRIZE online students receive a high-quality, individualized education supported by innovative technology and dedicated educators.

All elements of the Parent/Student Handbook and Discipline Guidance Rubric apply to online students and families.

## ONLINE LEARNING REQUIREMENTS

Students enrolled in EDUPRIZE's online program for grades K–12 are expected to meet the following requirements:

- Educational Contract: A signed educational contract must be on file for each student.
- Daily Commitment: Students must dedicate a minimum of 60 minutes per course, per day, totaling at least 30 hours per week to meet the state-required 900 hours of instruction per year.
- Internet Safety Course: Both the student and parent/guardian must complete an internet safety course at the beginning of each school year.

- Technology Use: Students using an EDUPRIZE-issued Chromebook or account must follow the guidelines outlined in the signed Technology Agreement.
- Attendance: Students are required to attend all scheduled daily live sessions and breakout groups, as assigned.

Failure to meet these requirements may result in a review of the student's placement in the online program.

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## PHYSICAL EDUCATION EXCUSES

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Participation in physical education (PE) is a standard expectation for all students. If a student is unable to participate in PE due to illness or injury, a written note from a parent or guardian is required.

- The student will still attend the PE class and observe the lesson during their excused period
- For extended or ongoing medical exemptions, a physician's note may be required

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## COTTAGE & COTTAGE FAIR

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EDUPRIZE students in grades K-6 are immersed in a hands-on approach in mathematics through Eureka Math Squared (K-5) or Carnegie Math (6th), direct instruction, and small group breakouts. Children are taught visualization and graphic strategies through manipulative applications. Math talks, math journals, math fact timings, and real world applications are stressed in our exceptional program.

EDUPRIZE also offers a curriculum rich in science and technology. Students in the primary grades are continually engaged in extensive science programs. They attend specials where cottage-themed instruction is reinforced in the technology lab, science lab, and Live Learning Lab. There are hands-on experiences all over campus, which further extend and apply concepts taught in the classroom. Students use Chromebooks in every classroom on campus. This not only allows us to personalize instruction for every child, but provides important diagnostic data to judge growth. Social Studies and the Arts are integrated into each cottage experience.

The following thematic science units are taught at the primary level:

	SOCIAL SCIENCE	EARTH & SPACE	PHYSICAL SCIENCE	LIFE SCIENCE
1st Grade	Plymouth Plantation	Resource Resort	Wavelength Arcade	Bird House



2nd Grade	Global Exchange	Weather Station	Sweet Shop	Dinosaur Dig
3rd Grade	Arizona Highway	Desert Lab	Illumination Station	Plant Nursery
4th Grade	Exploration Station	Grand Canyon Marketplace	Energy Lab	Reptile Ranch
5th Grade	American Dream	Planetarium	Gene Machine	Physics Foundry
6th Grade	Imperial Highway	Observatory	Atomic Avenue	Rain Forest

At the end of each quarter, each class will have a cottage fair. This community-based event allows teachers, parents, and students to come together to celebrate learning. For safety reasons, we ask that all children in attendance remain with their parents and all outside play areas will be closed.

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## FIELD EXPERIENCES & EXPECTATIONS

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EDUPRIZE recognizes the value of experiential learning and we encourage student participation in at least one extracurricular yearly field trip. Participation in one or more field trips is not required for a student to complete a course or be promoted to the next grade. These field trip experiences are educationally appropriate and promote global mindedness while meeting CCSS standards. All EDUPRIZE dress code and behavior expectations as outlined in the Parent/Student Handbook and the Discipline Guidelines Rubric (DGR) are in effect during school-sponsored events, including field trips, although teachers or administrators may allow exceptions to the dress code based on the anticipated field trip activities. Repeated discipline issues will prevent a student from attending future field trips. Refunds for field trips are not provided.

Your student's yearly local educational field trip is covered by the LIFE Fund. Students who do not pay their LIFE Fund fees will not be allowed to participate. Extracurricular Activity Tax Credit (ECA) contributions can be designated to specific students or programs by any taxpayer in Arizona. Local, extended family members and friends may make designated contributions in your student's name to assist with LIFE Fund expenses. More information about the LIFE Fund, and how to pay with ECA funds is available on our website.

Field trips are chosen and approved to enhance classroom learning objectives. Every student must submit a signed parental permission form and pay any required fee prior to the field trip date. Information about fee waivers for economic hardship is available at the front office. Students marked as absent on the day of the trip will not be permitted to attend. Refunds for

field trip fees are not provided. At the end of the trip, students must return to campus on the bus before signing out of school.

Chaperones may be required to pay an entrance fee for the activity if applicable. Siblings are not allowed to accompany chaperones on field trips. Chaperones are prohibited from being alone with students unless they are the parent of the student or have provided EDUPRIZE with a valid IVP fingerprint clearance card.

For overnight field trips, there must be at least two leaders present, and a student must never be alone with an adult who is not their parent. All chaperones for overnight trips must hold a valid IVP Fingerprint Clearance Card and undergo a background check. Leaders of opposite sexes may not stay in the same room unless they are married or the total number of chaperones exceeds two. Students are not allowed to lodge in the same room as any leader.

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## GRADING WEIGHTS AND SCALE

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EDUPRIZE Schools believes in the value of a differentiated curriculum for each student. Similarly, our grading weights and scale are specific to grade level and pedagogical needs.

The EDUPRIZE Kindergarten Report Card can be found on our EDUPRIZE website under Parent Resources. Grade weights and scale per grade level are as follows:

1st-12th Gradebook Guidelines:

Grade Level(s)	Courses	Categories and Weights		Grade Type
1-6	<ul style="list-style-type: none"> <li>HR/Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>100%</li> </ul>	EMPNI
1-4	<ul style="list-style-type: none"> <li>Cottage</li> <li>Reading</li> <li>Writing</li> <li>Math</li> </ul>	<ul style="list-style-type: none"> <li>Learning Activities</li> <li>Demonstrated Mastery*</li> <li>Independent Practice</li> </ul>	<ul style="list-style-type: none"> <li>30%</li> <li>60%</li> <li>10%</li> </ul>	A to F
5/6	<ul style="list-style-type: none"> <li>Cottage</li> <li>Social Studies</li> <li>ELA</li> <li>Math</li> </ul>	<ul style="list-style-type: none"> <li>Learning Activities</li> <li>Demonstrated Mastery*</li> <li>Independent Practice</li> </ul>	<ul style="list-style-type: none"> <li>30%</li> <li>60%</li> <li>10%</li> </ul>	A to F
7-12	<ul style="list-style-type: none"> <li>Advisory</li> </ul>	Not a credit bearing course		No grade
7/8	<ul style="list-style-type: none"> <li>Core</li> <li>Electives</li> </ul>	<ul style="list-style-type: none"> <li>Learning Activities</li> <li>Demonstrated Mastery*</li> <li>Independent Practice</li> </ul>	<ul style="list-style-type: none"> <li>30%</li> <li>60%</li> <li>10%</li> </ul>	A to F

9-12	<ul style="list-style-type: none"> <li>Core</li> <li>Electives</li> </ul>	<ul style="list-style-type: none"> <li>Learning Activities</li> <li>Demonstrated Mastery*</li> <li>Independent Practice</li> </ul>	<ul style="list-style-type: none"> <li>30%</li> <li>60%</li> <li>10%</li> </ul>	A to F
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A-F Mark Table			
Grade Equivalent	Alpha Mark	GPA (9-12 only)	GPA Honors (9-12 only)
93%-100%	A	4.0	5.0
89.5%-92.9%	A-	3.7	4.7
87%-89.4%	B+	3.3	4.3
83%-86.9%	B	3.0	4.0
79.5%-82.9%	B-	2.7	3.7
77%-79.4%	C+	2.3	3.3
73%-76.9%	C	2.0	3.0
69.5%-72.9%	C-	1.7	2.7
67%-69.4%	D+	1.3	2.3
59.5%-66.9%	D	1.0	2.0
Below 59.5%	F	0.0	0.0

E-M-P-NI Mark Table	
Alpha Mark	Numeric Equivalent
E	90 - 100
M	80 - 89
P	70 - 79
NI	0 - 69
MI	Absent

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## TEXT BOOKS

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EDUPRIZE provides textbooks to students for use during the current school year. Students are expected to take proper care of all issued materials. At the end of the school year, textbooks will be collected and should be returned in good condition. Any books that show damage beyond normal wear and tear may result in a replacement fee. If a student withdraws from EDUPRIZE, all textbooks must be returned to the school.

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## GRADES AND REPORT CARDS, Elementary K-6

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Parents/legal guardians of kindergarten students will receive progress on the mastery of kindergarten skills through a checklist from their child's teacher at both parent-teacher conferences. Parents/legal guardians of 1st-6th grade students can monitor their child's academic progress in their courses through the Infinite Campus Parent Portal. If assistance is needed to obtain a physical copy of a grade report, please contact the Student Records office at: [gilbertrecords@eduprize.com](mailto:gilbertrecords@eduprize.com).

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## GRADES AND REPORT CARDS, Secondary 7-12

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Parents/legal guardians can monitor their child's academic progress in their courses through the Infinite Campus Parent Portal. They can also print grade reports directly from the portal. If assistance is needed to obtain a physical copy of a grade report, please contact the front office manager or the Academic Counselor (grades 7-12).

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## HOMEWORK

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Gaps in student learning have increased since COVID. EDUPRIZE values meaningful homework as a vital part of the intervention process and assigns homework based on gaps in a student's learning. EDUPRIZE incorporates intervention-based homework at all grade levels for the following purposes:

- To provide intervention for students who have gaps in their learning and need additional practice at home with parents to catch them up to their appropriate grade-level
- To enhance the learning experience (e.g., engaging parents/legal guardians in discussions or creatively completing a project)
- To allow students to finish classwork or make up assignments missed due to absences

Teachers will clearly outline homework expectations. Concerns about homework should be directed to the teacher or School Administration.

Homework due on a day a student is absent should be submitted upon their return. Requests for missed assignments must be made at least 24 hours in advance, and assignments can be collected by a parent at the end of the school day.

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## EXTRA CREDIT

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To ensure that EDUPRIZE lessons, assignments, and assessments accurately reflect students' mastery of skills, extra credit opportunities are not offered.

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## TUTORING (7-12)

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Parents/legal guardians should contact the teacher to arrange a specific time for tutoring convenient to the teacher.

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## STUDENT RETENTION, PROMOTION, & ACCELERATION

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### K-8 GRADE PROMOTION

Promotion to the next grade level occurs after successfully completing the academic requirements of the current year. Students in grades K-8 will advance if they are deemed ready for the next grade level. Promotion decisions are based on several factors, including:

- Teacher recommendations
- Age
- Maturity
- Attendance
- Mastery of grade-level standards
- Course grades

School Administration and classroom teachers collaborate closely on promotion & retention decisions.

### K-8 RETENTION

Students who do not demonstrate the competencies necessary for success in the next grade level may be considered for retention. Teachers will first address academic concerns with the student and develop a Parent Teacher Academic Contract to improve their performance. If progress remains insufficient, the teacher will involve the family and implement additional measures.

If retention is determined to be in the best interest of the student, the teacher, parents/legal guardians, and School Administration will work together to plan for the student's success in the following year. School Administration will have the final decision regarding retention in collaboration with classroom teachers, with special education students' cases handled per their individualized education plan and applicable laws. A Parent Teacher Academic Contract is preferred but not required for administration to recommend retention.

### ACCELERATION

Decisions regarding grade acceleration are made on a case-by-case basis and require approval from School Administration. The following factors are considered:

- The student's best interest
- Academic achievement, physical development, social growth, and mental abilities
- Collaboration between parents/legal guardians and school staff

Final decisions on acceleration rest with School Administration. Written parental consent is required and will be kept in the student's file. Appeals may be directed to the Superintendent.

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## CREDIT RECOVERY (GRADES 9-12)

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Students must have received an "F" in the original course to enroll in a credit recovery program, which is offered through the EDUPRIZE virtual platform. Students who fail to complete credit recovery courses or fail to stay on track with their credit recovery courses may be required to stay after early dismissal on Fridays and complete a regular school day, attend Saturday School, attend Summer School, or complete any combination of the three. Failing grades in courses may be a basis on which a student is retained in grades 7 and 8.

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## POST-SECONDARY CREDITS

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EDUPRIZE accepts credits earned from accredited colleges and universities. Each college course can fulfill 0.5-1.0 credit toward graduation requirements and may be granted honors credit if the course is 100-level or higher and carries at least three credit hours. The Principal, in collaboration with the student's academic advisor, determines the number of credits awarded.

Students must provide certified transcripts to apply for high school credit. Post-secondary credits can be applied toward core, CTE, Fine Arts, or elective graduation requirements. CLEP exams are also eligible for credit.

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## HOMEBOUND INSTRUCTION

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Students who are unable to attend school for three or more months due to medical reasons may qualify for homebound instruction. A completed application, including certification from a physician (MD or DO), is required. For assistance, contact your campus administrator. Students on homebound instruction are required to bring a doctor's release to return back to campus for in-person learning.

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## PARENT TEACHER CONFERENCES

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Parent-teacher conferences are scheduled quarterly for students in grades K-6 and once each semester for students in grades 7-12. Q1 and Q3 conferences are mandatory and Q2 and Q4 conferences are as needed. These meetings provide an opportunity for one-on-one discussions

about student progress. Parents/legal guardians can also schedule additional meetings with teachers and campus administration if needed.

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## PARENT/TEACHER COMMUNICATION

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Parents may email or telephone their child's teacher. On weekdays, teachers will attempt to respond within 24 hours. Teachers are not expected to meet with parents/legal guardians who drop in without a scheduled meeting.

Parents/legal guardians must communicate with and speak of our teachers with respect. School Administration will intervene with parents/legal guardians who do not communicate with teachers professionally and with respect. Please take note of the following laws regarding interactions with school employees:

### A.R.S. §15-507: Abuse of Teacher or School Employee

It is illegal to abuse a teacher or any school employee on school premises or while they are performing their duties. Abuse in this context means any form of physical harm, intimidation, or coercive action. Anyone found guilty of such actions will face charges of a class 3 misdemeanor, which is a serious offense.

### A.R.S. §13-2911: Interference with or Disruption of an Educational Institution

This law makes it a criminal offense to interfere with or disrupt the operations of an educational institution. Interference can include any actions that significantly disturb or prevent the normal activities of the school including verbal altercations at school, using inappropriate language in front of students and staff, or any other behavior that disrupts the orderly education of our students..

At EDUPRIZE, our aim is to work collaboratively with students, parents, and families to foster an educational environment where your children can thrive, grow, and prepare to be proactive and positive contributors to society. Any actions that undermine this environment will be addressed according to these legal standards to ensure the safety and well-being of our community.

## ASSESSMENTS

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### GENERAL ASSESSMENTS

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Student progress toward meeting grade-level objectives is evaluated throughout the academic year. EDUPRIZE follows this assessment schedule to provide timely and relevant information to families regarding their child's academic performance:

GRADE	ASSESSMENT	FREQUENCY	RESULTS
Kindergarten - 3rd	ELA and Math Benchmarks	Three times per year (August, November or January, May)	Shared at Parent-Teacher Conferences or sent home
4th - 8th	ELA and Math Benchmarks	Two times per year (August, January)	Shared at Parent-Teacher Conferences or sent home
5th, 8th and 11th	Science Benchmark	One time per year (December)	Shared at Parent-Teacher Conferences or sent home
9th - 11th	ACT Prep (English, Reading, Math, Science)	One time per year (November)	Shared at Parent-Teacher Conferences or sent home
8th and 12th	Civics Test	Three times per year (December, January, March)	Graduation requirement; recorded in IC
7th - 12th	Semester Finals (All Courses)	Twice per year (December, May)	Scores reflected in semester grades in IC
3rd - 8th	AASA Statewide Testing (Reading, Writing, Math)  Oral Reading Fluency (3rd)	Spring (3 days)	Scores mailed home or distributed at Meet the Teacher



5th, 8th, and 11th	AzSCI Statewide Testing (Science)	Spring (1-2 days)	Scores mailed home or distributed at Meet the Teacher
9th	ACT Aspire Statewide Testing	Spring (2 days)	Scores mailed home or distributed at Meet the Teacher
10th	PSAT 10	Spring (1 day)	Scores mailed home or distributed at Meet the Teacher
11th	ACT Statewide Testing	Spring (1 day)	Scores available via MyACT within two weeks
11th	ASVAB	Fall (1 day)	Reports available through Student Services
11th	PSAT/NMSQT	Fall (1 day) - by invitation	Scores sent home

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## STATE-MANDATED ASSESSMENTS

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- **AASA (Grades 3-8):** The AASA evaluates students' proficiency in English Language Arts and Mathematics each Spring.
- **AzSCI (Grades 5, 8, & 11):** The AzSCI measures students' knowledge in science in the designated grades.
- **ACT Aspire/ACT (Grades 9 & 11):** Students engage in ACT preparation throughout the year using ACTAcademy.org and other tools. The ACT Aspire is given in 9th grade, while the ACT is administered in 11th grade.
- **Civics Exam (Grade 8):** In compliance with the American Civics Act, students must correctly answer at least 70 out of 100 questions on the state-mandated civics exam to earn a high school diploma. The exam is administered in Spring, with retesting opportunities available in high school if needed.

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## OTHER ASSESSMENTS

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- **Gifted Assessments:** All students in 2nd grade will be evaluated using the CogAT (Cognitive Aptitude Test). Students in grades 3-8 referred for gifted services by parents or teachers will be evaluated similarly. When referred by parents, the fee for testing will be paid by the parents. Testing is limited to once per academic year. Referrals can be requested from the campus gifted teacher or administration. See below for more information on programs for Gifted Students.
- **Final Exams:** Students may not take final exams early without prior administrative approval. Students absent during finals will receive a zero, unless they complete the exam by the deadline established by School Administration and/or the teacher.
- **PSAT 10 (Grade 10):** The PSAT 10 helps students prepare for the SAT, as well as provide insights into their strengths and weaknesses, and identify areas for improvement.
- **PSAT/NMSQT (Grade 11):** The PSAT/NMSQT is a practice test for the SAT, helping students assess their readiness for college-level coursework and identify areas for improvement. It also serves as a qualifying test for the National Merit Scholarship Program.
- **ASVAB (Grades 11&12):** The ASVAB measures students' abilities and helps predict future academic and occupational success. Additionally, the ASVAB Career Exploration Program (CEP) uses the test results to help students explore potential career paths.

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## TEST RETAKES

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To support personalized instruction, EDUPRIZE requires students to retake assessments that measure mastery of course content and skills if students score below 80% at the elementary level or below 70% at the secondary level. Prior to retaking an assessment, students will engage in targeted review or additional support. Students scoring above these thresholds may request reassessment to demonstrate higher mastery. In both cases the highest score will be recorded in the gradebook.

Retakes are not available for district- or state-mandated assessments.

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## MOVE ONE WHEN READING (MOWR)

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In accordance with A.R.S. § 15-701, 3rd-grade students scoring Minimally Proficient on the AASA Reading Assessment may not be promoted to 4th grade, with certain exceptions as allowed by law. EDUPRIZE will notify parents of students in grades K-3 if their child is scoring well below grade level on assessments during the school year and is at risk of being retained in 3<sup>rd</sup> grade. That notice will provide additional information to parents, as required by law,

including information regarding reading intervention and parental strategies to assist their child.

## EXCEPTIONAL STUDENT SERVICES

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### GIFTED STUDENTS

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EDUPRIZE's gifted services aim to nurture students' potential and individual talents. Gifted students in grades 3-8 receive differentiated instruction, while students in grades 9-12 may enroll in Honors, Advanced Placement, or Dual Enrollment courses based on their strengths. Grade promotion may also be considered. Contact the campus student services department for more information.

### ENGLISH LEARNERS

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EDUPRIZE's EL program supports students learning English through instruction that complies with Arizona law. Students identified via the Home Language Survey are evaluated using AZELLA. For further details, contact the campus EL teacher.

### STUDENTS WITH DISABILITIES

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EDUPRIZE provides special education services for eligible students as determined by the Multidisciplinary Evaluation Team (MET). Individualized Education Plans (IEPs) ensure students' needs are met, with a goal of integration into the general classroom wherever possible. Questions can be directed to the campus special education team.

As part of the IDEA, EDUPRIZE identifies, evaluates, and provides services for enrolled students with disabilities aged kindergarten through 21. For preschool-aged children, contact your local public school district if you suspect a disability.

Section 504 of the Americans with Disabilities Act ensures that students with disabilities receive equal access to education. EDUPRIZE will identify, evaluate, and support qualifying students with necessary accommodations. For more information, contact the campus Section 504 coordinator.

### ADVOCATES

EDUPRIZE values the collaborative relationship formed with parents as part of the Individualized Education Plan (IEP) team. We aim to support and guide families through the special education process in accordance with the Individuals with Disabilities Education Act (IDEA), through transparency and open communication. We recognize, however, that some

families may choose to enlist the support of a special education advocate. To clarify expectations, EDUPRIZE has adopted the following guidelines regarding advocates:

- All communication—written, verbal, or electronic—will be directed to the student’s parent(s) or legal guardian(s).
- Parents are welcome to share communications between themselves and the school with any third party of their choosing.
- EDUPRIZE will not communicate directly with advocates, nor include them (e.g., via carbon copy) in communications between the school and the parent.
- Special education documents will only be released to the student’s parent(s) or legal guardian(s). Parents may request copies to share with their advocate as they see fit.
- Advocates may attend IEP meetings and sign in as attendees; however, they are not part of the eligibility decision-making process and may not sign eligibility documents.
- Advocates are expected to maintain professionalism during meetings. If at any time an advocate becomes disruptive, hostile, or uncooperative in a way that detracts from a student-focused and productive meeting, the Public Education Authority representative may end the meeting and reschedule or ask the advocate to leave.
- Advocates do not meet the federal definition of a “parent” and may not act on behalf of a parent or make educational decisions unless authorized by a court order.

## ANIMALS

EDUPRIZE complies with the Americans with Disabilities Act (ADA), 28 C.F.R. Part 35, and allows individuals with disabilities to be accompanied by a service animal on school property, including buildings, classrooms, and functions, under the following conditions:

- The service animal must be a dog. No other species are permitted.
- Emotional support, therapy, comfort, or companion animals do not qualify as service animals under the ADA and are not permitted without specific district approval.
- A completed medical documentation form, verifying the disability and need for a service animal, must be submitted before the animal is brought on campus.
- Written requests for ongoing presence of a service animal must be submitted to the school principal (and Superintendent’s office) at least ten (10) business days in advance on a yearly basis and must include up-to-date vaccination records.
- Visitors are not required to submit documentation or vaccination proof; however, the animal must meet ADA criteria.
- The animal must be clean and free of fleas, ticks, and parasites.
- The animal must be individually trained to perform tasks related to the individual’s disability.
- The handler must maintain control of the animal at all times using a leash, harness, or tether—unless this interferes with the animal’s task performance or the handler’s disability prevents it.
- Service animals must be under the handler's control at all times.

- Students are responsible for the care and supervision of their service animal. If a student cannot provide care due to age or disability, the parent is responsible. School staff are not responsible for the care or supervision of the service animal.
- Care and supervision concerns will be addressed case-by-case by the building administrator.
- Owners of service animals are liable for any harm or injury caused by the animal to students, staff, visitors, and/or property.

## REMOVAL OF A SERVICE ANIMAL

A service animal may be removed if:

- The animal is out of control and the handler fails to act.
- The animal is not housebroken.
- The presence of the animal would fundamentally disrupt the educational environment.
- The animal poses a direct threat to health or safety.
- The animal causes an undue burden.

## HEALTH SCREENINGS

The goal of the health screenings conducted at EDUPRIZE Schools is to identify students who may have health issues that could impact their learning or overall well-being. If any concerns are identified, EDUPRIZE will provide referrals to ensure students receive appropriate follow-up care.

Hearing and vision impairments can hinder a student's ability to learn and participate effectively in daily activities. In compliance with state and federal law and regulations, schools are required to implement hearing and vision screening programs to detect students who may need further evaluation and intervention.

All hearing and vision screenings, as well as any necessary re-screenings, will be conducted by trained staff or certified professionals. If a student does not meet the required screening standards, parents/legal guardians will receive a follow-up letter with recommendations to consult a healthcare provider for further evaluation.

Parents/legal guardians have the option to decline these screenings. A hearing and vision opt-out form is available on the school's website under the enrollment forms section and is included in the enrollment process.

## ILLNESS POLICY

At EDUPRIZE, the health and safety of our students are our highest priorities. We ask all families to follow these guidelines to help minimize the spread of contagious illnesses.

Each morning before bringing your child to school, please check for signs of illness. Watch for symptoms such as unusual fatigue, sluggishness, fever (take your child's temperature), headaches, sore throat, a newly developed cough, shortness of breath, chest discomfort, joint and muscle aches, loss or changes in smell or taste, or any new, unexplained rashes.

Please remember that we do have children in our program that may have a compromised immune system, which makes them more susceptible to illnesses. In order to prevent the spread of communicable disease and to ensure a rapid recovery, please keep your child home at least 24 hours if he/she shows any of the these symptoms:

- **Fever:** Students may return to school only after being fever-free for at least 24 hours without the use of fever-reducing medications, such as acetaminophen or ibuprofen. Temperature must be less than 100.0 for 24 hours without the use of over-the-counter medication.
- **Red or Discharging Eyes:** Students will need an evaluation by a medical provider. They may return to school after completing at least 24 hours of antibiotic treatment or with a doctor's note.
- **Cough:** Students with a disruptive/frequent cough should be evaluated by a medical provider.
- **Earache:** Students with an earache and an inability to focus should receive an evaluation by a medical provider.
- **Vomiting and/or Diarrhea:** Students must be free of symptoms for 24 hours to return to school. If symptoms persist, please contact your medical provider.
- **Sore Throat:** Students should drink plenty of fluids and get appropriate rest. Parents should check temperature and seek evaluation by a medical provider if sore throat persists.
- **Skin Rash:** Students may return with a medical provider note stating the child is not contagious.
- **Lice:** Students must remain at home until they have been treated for lice. Before returning to class, the student and their parent or legal guardian must check in with the health staff for clearance.

Children who arrive at school or develop the above mentioned symptoms will be sent home. Parents/legal guardians or a designated emergency contact will be contacted to pick up their child, including children who have a walking/biking school contact. All adults removing a child from school during the school day must provide proper identification (Driver's License) to sign the child out of school. This procedure is done at one of the administrative desks before the child may leave the nurse's office.

In the case of illness or injury at school, emergency first aid will be given and the school nurse will contact you or a designated emergency contact. If you are contacted to pick up your child from school due to any of these symptoms, please ensure that either you or a designated emergency contact retrieves your child within one hour of notification.

Contact the Health Office with any changes in your child's medical conditions. It is important that we are up-to-date on any new allergies, conditions, or emergency information, which is required to provide the best care throughout the school year.

If your child has been seen in an Emergency Room or Urgent Care/Clinic for any stitches, broken or sprained extremities, or head injury, please have a note from the provider releasing the child to school with any limitations noted. If your child is in a cast, walking boot, sling, brace or requires crutches or a wheelchair, please bring or email the order for the assistive device to the Health Office before they return to school so that appropriate documentation is received and any accommodations may be made.

If your child requires the use of medication while at school (this includes over-the-counter medication and cough drops), it must be brought to the Health Office in its original packaging by a parent or a parent designee/adult, with the medication consent completed and signed by the parent and medical provider.

Thank you for working together with us to reduce the spread of illnesses and maintain a healthy school community.

## IMMUNIZATIONS

In accordance with A.R.S. §15-873 and A.A.C. R9-6-701-708, parents or legal guardians must provide their child's immunization records or a signed waiver/exemption form to school staff before the student can attend EDUPRIZE Schools. Immunization records, typically issued by a doctor or clinic, must include the dates of all required vaccine doses along with the signature or stamp of the healthcare provider.

Acceptable immunization records for school enrollment include:

- A copy of the Arizona Lifetime Immunization Record
- A vaccine administration record provided by a healthcare provider
- A computer-generated immunization record from the Arizona State Immunization Information System (ASIIS) or a similar immunization registry from another state
- A signed and dated Arizona School Immunization Record (ASIR109R form) completed by a previous school the student attended (a copy is acceptable)
- An immunization record produced by a school's immunization software, as long as it includes the school's name, address, contact information, and the student's name, date of birth, and immunization dates



- A signed and dated immunization record or school/childcare immunization record from another state

Authorized school staff must review each student's immunization records before or at the time of enrollment. Students who are not in compliance with Arizona law may not be allowed to attend school until the necessary legal requirements are met.

If a student requires multiple doses of a specific vaccine, they may continue attending school during the required waiting period between doses. However, in the case of a vaccine-preventable disease outbreak, students with exemptions may be excluded from school until the exposure risk period has passed.

Immunization records and their compliance status can be viewed through the Infinite Campus Parent Portal under the Health section.

## MEDICATIONS AT SCHOOL

To ensure the safety of both students and the school while complying with relevant laws and regulations, the following procedures have been established for administering medications during the school day:

- Parents are welcome to visit campus to administer medications to their child during the school day after checking in at the front office. Alternatively, parents may consult their healthcare provider about adjusting medication schedules to avoid school hours. If medications are necessary during school hours, they will be administered by trained health staff.
- If health staff are unavailable, the Principal may designate a trained school employee to administer the medication, provided the employee has completed the required health training.
- Prescription and over-the-counter medications must be in its original packaging and must be accompanied by a completed medication consent form, which parents/guardians can obtain from the campus health office or on the school website. This form includes the student's name, authorization from the parent and healthcare provider for medication administration, and detailed instructions such as dosage, administration method, and other specifics.
- Medication forms must be renewed annually for each school year.
- Parents or legal guardians are responsible for signing in medication at the campus health office; students are not permitted to drop off medications.
- Medications will be accepted under the following conditions:
  - Prescription medications must be in their original pharmacy-labeled container, displaying the student's name, date, medication, dosage, administration time, and instructions



- Over-the-counter medications must be in their original, unopened packaging, unexpired, and clearly labeled with usage instructions, dosages, and ingredient information.
  - The medication must be FDA-approved.
- Medications will be securely stored in a locked cabinet within the health office.
- Requests to administer non-oral medications will be evaluated and approved on a case-by-case basis by the campus registered nurse.
- Each instance of medication administration will be documented to ensure accurate records.
- An employee who is trained in the administration of epinephrine auto-injectors, asthma inhalers and/or Narcan may administer or assist in the administration of an EpiPen or an inhaler to a pupil or an adult whom the employee believes in good faith to be exhibiting symptoms of anaphylactic shock or respiratory distress while at school or at school-sponsored activities. Employees who assist with the administration of or administer EpiPens or inhalers are immune from civil liability with respect to all decisions made and actions taken that are based on good faith implementation of such actions.

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## DIABETES CARE ASSISTANTS

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The following guidelines apply to voluntary diabetes care assistants, if any. EDUPRIZE is not required to provide a diabetes care assistant for a student.

- Parents/guardians must provide the school with an unexpired glucagon kit prescribed for the student by a licensed healthcare professional or nurse practitioner.
- An up-to-date Diabetic Medical Management Plan, signed by a healthcare provider, must outline the necessary treatments to be performed by the assistants, and otherwise comply with the requirements of A.R.S. §15-344.01.
- Parents/guardians supplying glucometers are responsible for ensuring they are functional, properly maintained, and comply with the manufacturer's recommendations.
- Volunteers must provide documentation, signed by a licensed healthcare professional, confirming they have received appropriate training, including the requirements specified in A.R.S. §15-344.01.
- No school employee can be penalized or disciplined for declining to serve as a diabetes care assistant.

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## SELF-ADMINISTRATION OF PRESCRIPTION MEDICATIONS

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Students are prohibited from carrying medications except for asthma inhalers, EpiPens, or diabetic supplies/medications, provided the necessary written permissions are submitted by both the parent/guardian and the child's healthcare provider for these items. Authorization forms are available in the health office and on the school website. Permission for

self-administration of medications may be withdrawn by EDUPRIZE if the student does not practice proper safety precautions for such self-administration.

Students must demonstrate their understanding of when and how to administer these medications, potential adverse reactions, and appropriate responses in case of such events. Medications authorized for self-carry must remain secure and must not be shared or distributed to others. Any loss or theft of medication must be reported immediately. Failure to comply with these rules may result in disciplinary action.

## FEES

All fees (including transportation, extracurricular activities, course fees, lunches, and athletic fees) must be paid in full before a student can participate in the corresponding event or activity, unless the event or activity is part of the school's required curriculum or the student has received a fee waiver. Students with outstanding fees may be deemed ineligible to take part in extracurricular activities until all fees are settled. Payments can be made online through the Infinite Campus portal. In cases where paying fees creates an economic hardship, the administration may waive the fees as deemed appropriate. Please contact your respective school principal to request a waiver.

FEE	FEE AMOUNT	ECA ELIGIBLE?
LIFE Fund	\$50	YES
Education Enhancement Fund	\$50	NO
Athletic Participation Fee	\$200/per sport	YES
7th-12th Course/Lab Fees (see Course Catalog)	\$50 per course/ per year	NO
7th-12th ID Fee	\$10	NO
EVIT Transportation Fee	\$50/quarter	YES
Senior Fee	\$100	NO

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## EDUCATION ENHANCEMENT FUND

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EDUPRIZE aims to offer our students many educational opportunities in and outside the classroom. The Education Enhancement Fund pays for the cost of repairs, replacement, and maintenance of the technology we use to support your child's education. The Education Enhancement Fund is a fee of \$50/year per admitted student. The Education Enhancement Fund is not ECA eligible. Below is the breakdown of the cost of technology use per student per year:

Per-student Cost for Chromebook Upkeep/Replacement	\$60
Per-student Cost for Google License and Educational Software	\$100
Per-student Cost for Chromebook Repairs	\$20
Per-student Cost for Wifi and Internet Safety Monitoring	\$20
Average cost of technology for the Year	\$200
YOUR COST IS	\$50

## LIFE FUND

We have built strong relationships with our field trip and technology vendors in order to keep costs down. Below is the breakdown for how LIFE Fund monies are used to secure one field trip a year for your child:

Per-student Cost for Transportation Per Field Trip	\$23-25
Per-student Cost for Off-campus Field Trips Per Trip	\$15-20
Per-student Cost for On-Campus Field Trips per Trip	\$0-10
Average cost of ONE Field Trip per Student	\$50

## ECA TAX CREDITS

The Arizona Public School Extracurricular Activity Tax Credit (ECA) program allows Arizona taxpayers to contribute to the public school of their choice and receive a dollar-for-dollar credit on their state taxes. Married couples filing jointly can contribute up to \$400, while single filers can contribute up to \$200, and receive the full credit against their state tax liability.

Tax Credit contributions help fund eligible programs and school supplies. These include, but are not limited to, extracurricular and athletic programs (such as field trips); the acquisition of capital items (e.g., furniture, equipment, instructional aids, and textbooks); transportation vehicles and equipment; library books; emergency administrative needs directly related to students; community meal programs; consumable health care supplies for students; and playground equipment, including shade structures.

Every Arizona taxpayer can take advantage of this opportunity to support EDUPRIZE Schools. EDUPRIZE encourages every family to make a Tax Credit contribution and invite their friends and family to participate as well.

For additional information, please contact your campus front office or visit the school website at: <https://www.eduprizeschools.net/tax-credit>.

## EXTRACURRICULAR ACTIVITIES

Students at EDUPRIZE have the opportunity to engage in a wide range of extracurricular programs, including after-school sports, intramurals, fine arts, supplemental education programs, and other activities where there is sufficient interest and qualified staff or coaches to oversee them. A comprehensive list of extracurricular activities offered at each campus is available online at [www.eduprize.com](http://www.eduprize.com) or at the front office of your campus.

EDUPRIZE students are expected to uphold acceptable behavior and follow the Code of Conduct while participating in extracurricular activities, including but not limited to field trips, athletic events, fine arts performances, and other programs. Failure to comply with these expectations may result in suspension from activities and further consequences as outlined in the Discipline Guidelines Rubric (DGR). To remain eligible for participation, students must maintain a grade point average above 2.0, with no failing grades, and follow the policies of any governing league or ruling organization. Additional details can be obtained from extracurricular program leads or, for athletics, online at [www.eduprize.com](http://www.eduprize.com).

All extracurricular activities require participants to pay the associated fee. A full list of fees and information on fee waivers is available at the front office of each campus. Students with unpaid fees may be deemed ineligible to participate in extracurricular activities until their fees are settled.

## STUDY ABROAD (GRADES 9-12)

EDUPRIZE acknowledges that Study Abroad programs offer valuable opportunities for students to expand their cultural awareness and understanding of different countries. While EDUPRIZE does not sponsor Study Abroad programs, such programs or trips may be arranged through other organizations and may be organized and/or led by an EDUPRIZE staff member.

All fees associated with Study Abroad programs must be paid directly to the organization hosting the trip. EDUPRIZE staff are not permitted to collect or manage payments for Study Abroad programs. Staff members are also prohibited from promoting, discussing, or managing any Study Abroad programs during school hours. However, EDUPRIZE staff may announce an informational meeting, and related materials may be posted on campus. Fundraising through EDUPRIZE or the use of tax credits for Study Abroad programs is not allowed, and offering academic credit for the program is prohibited.

EDUPRIZE does not sponsor or endorse any Study Abroad trips, assumes no responsibility for their management or execution, and employees involved in organizing or leading these trips are not representing EDUPRIZE. EDUPRIZE will not be held accountable for any incidents or actions related to the Study Abroad program or its participants, and the school will not be liable for any claims arising from these programs.

## DANCES (GRADES 7-12)

Students must present their EDUPRIZE ID cards at the entrance to be admitted to the dance. Those without an ID will not be allowed entry. Once a student leaves the dance, re-entry will not be permitted. Students should not gather near the entrance or linger on the grounds during school dances. Appropriate dancing behavior is expected at all times; students who engage in inappropriate behavior may be asked to leave, and their entrance fees will not be refunded. Guests are permitted only at select high school dances (e.g., Prom or Homecoming). Guests must have a guest pass signed in advance by the School Administration, and approval is granted at the discretion of the Administration. To be eligible, guests must be enrolled in grades 9 or above, should not have graduated more than one year prior to the current academic year, and must not be older than 20 years. Guests under 18 must have their pass signed by both their parent/legal guardian and EDUPRIZE administration. Guest passes can be requested at the campus front office.

Dance-specific guidelines will be shared ahead of the event. The EDUPRIZE dress code applies for all enrolled students and guests at EDUPRIZE dances, although special dress codes may be in effect for certain dances, and students will be informed in advance of any exceptions to the dress code.

Junior High (JH) students should arrive within the first hour of the dance. Once admitted, they may not leave early unless accompanied by a parent or legal guardian. Dances typically last for two hours. Parents or legal guardians are expected to pick up students within 15 minutes after the event concludes. Failure to pick up on time will result in the student being prohibited from attending the next dance. JH dances are exclusive to students from their designated school, and students must present their EDUPRIZE ID cards to gain entry.

## SCHOOL COMMUNICATION

EDUPRIZE is committed to fostering clear and consistent communication between families and the school. Communication may be conducted through various channels, including but not limited to:

- Students' daily planners
- Phone calls
- Emails
- School website
- Newsletters
- Parent Portal access
- Progress reports and report cards available in the Parent Portal
- Parent-teacher conferences
- In-person meetings by appointment

The School Administration and faculty aim to support both students and parents, and every teacher is open to arranging a conference with parents. To ensure a productive conversation, appointments should be scheduled in advance. Parents are asked to refrain from meeting with teachers informally at the classroom door before or after school, as these interactions can disrupt the teacher's focus on instruction and student supervision.

## AUDIO & VIDEO RECORDING POLICY

The purpose of this policy is to outline expectations regarding the recording of classes, meetings, or other discussions at EDUPRIZE campuses, offsite EDUPRIZE events, or over the phone. This policy aims to balance the legitimate use of audio and video recordings with concerns such as privacy, intellectual property protection, information misuse, and the avoidance of frivolous claims.

EDUPRIZE's reputation for excellence is one of its most valuable assets. The goal of this policy is to safeguard EDUPRIZE's students, staff, and overall reputation. Federal law (FERPA) protects student information, and therefore, parents/guardians, visitors, and volunteers may not make audio or visual recordings of students in the classroom or in the school, or record conversations

that reveal information about students other than their own children. Such audio and video recordings can only be made with prior written consent from School Administration.

Students making audio or visual recordings must comply with the Code of Conduct, and such recordings, including the sharing or distribution of them, may subject students to discipline consistent with the Discipline Guidelines Rubric (DGR).

Authorized school personnel may use surveillance cameras and software on EDUPRIZE campuses to ensure public safety, prevent or deter crimes, and aid in investigations of criminal activities or violations of EDUPRIZE policies. Parents/guardians, volunteers, visitors, staff and students have no expectation of privacy in public areas of the school campus.

## EDUPRIZE SOCIAL MEDIA POLICY

EDUPRIZE manages several social media platforms to facilitate positive interactions between parents/legal guardians, staff, and the community. EDUPRIZE reserves the right to remove any content deemed inappropriate or offensive. Individuals posting offensive or inappropriate material on EDUPRIZE's social media sites may be blocked from further participation.

Prohibited posts on EDUPRIZE social media include:

- Abusive or personal attacks
- Unlawful, defamatory, hateful, threatening, harassing, or embarrassing content
- Personally identifiable information
- Confidential information
- Third-party advertisements
- Chain letters or spam

The unauthorized use of EDUPRIZE's trademarks, logos, images, or other intellectual property for personal social media accounts, forums, pages, posts, or messages without written permission is strictly prohibited. As outlined in this handbook and the Discipline Guidelines Rubric, students who use social media in ways that negatively affect EDUPRIZE students, staff, or activities may face disciplinary actions.

## EMERGENCY PREPAREDNESS & DRILLS

To ensure the safety of all students and staff, it is essential that everyone is familiar with and practices fire and lockdown drill procedures. In compliance with school safety preparedness requirements, each campus will conduct one fire drill per month and one lockdown drill per semester. Additionally, fire drills and lockdowns will be held at different times throughout the day.

## STUDENT INSURANCE

EDUPRIZE does not provide medical or dental insurance coverage for students. If a student is injured during school activities, the cost of medical or dental care is the responsibility of the parent or guardian.

Families are strongly encouraged to obtain student accident insurance through a third-party insurance provider to ensure coverage in case of injury.

## UNAUTHORIZED ENTRY/TRESPASSING/LOITERING

Unauthorized entry, trespassing, or loitering includes being in or attempting to access any area of the campus that is restricted or not permitted without staff authorization.

Such behavior is a violation of school policy and may result in disciplinary action for a student and police involvement for adults.

## LEGAL NOTICES

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### CHILD ABUSE REPORTING

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In compliance with Arizona state law, all school employees are mandated reporters and must report any reasonably suspected cases of child abuse, neglect, endangerment, non-accidental injury, or sexual offenses to the Arizona Department of Child Safety (DCS) or to local law enforcement.

Employees are encouraged to consult with school administration when reporting concerns to allow for appropriate support and review. All mandated reporters are legally protected from civil or criminal liability when reporting in good faith.

EDUPRIZE maintains a Child Safety Team to support the processing of suspected abuse cases. This team includes the administrator, school nurse, and classroom teacher.



DCS personnel may conduct interviews with students at school as part of an abuse or neglect investigation. In certain circumstances, parents of the student or siblings may not be notified in advance.

If DCS officers conduct an on-campus interview or take a student into temporary custody during school hours, the building administrator may attempt to notify the student's parent or guardian.

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## MCKINNEY VENTO HOMELESS ASSISTANCE NOTICE

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All students must complete a McKinney-Vento form upon enrollment. If your living situation is temporary and due to economic hardship, you may qualify for services under the McKinney-Vento Act. This law ensures academic stability for students in transition. If your family is in any of the following situations, your school-age children may qualify for certain protections and services under the federal McKinney-Vento Act:

- Living in a shelter
- Residing in a motel or campground due to inadequate housing
- Staying in a car, park, abandoned building, or bus/train station
- Sharing housing due to loss of housing or financial hardship
- An unaccompanied minor living with someone who does not have legal custody

Eligible students are entitled to:

- A free and appropriate public education (FAPE)
- Immediate school enrollment, even if required documents are missing
- Enrollment and class attendance while required documents are gathered
- The option to attend the local school or remain at their school of origin (the school attended when they had permanent housing, or their last enrolled school).
- Written notification from the district if the selected school is not deemed in the best interest of the child, along with information on how to appeal
- Transportation to and from the school of origin, if requested
- Educational services comparable to those provided to other students, based on the child's needs

If you believe your student qualifies for McKinney-Vento services, please contact the Business Office at 480-813-9537.

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## NOTICE OF NON-DISCRIMINATION

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EDUPRIZE does not discriminate based on race, color, national origin, sex, disability, religion, or age in its programs, services, activities, or operations. This notice is provided in compliance

with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. For inquiries or complaints, please contact the Business Office at 480-813-9537.

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## TITLE IX

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Title IX is a federal law prohibiting sex-based discrimination in education programs or activities receiving federal funding. EDUPRIZE has established a grievance procedure to ensure compliance with Title IX and to resolve complaints of sexual harassment in an equitable and timely manner. Complaints regarding discrimination on the basis of sex that are not sexual harassment will be handled according to the school's regular student or staff discipline procedures. Anyone who believes they have been discriminated against based on sex is encouraged to notify EDUPRIZE's Title IX Coordinator, either informally or through a formal complaint (for sexual harassment complaints). The Title IX Coordinator will attempt to resolve the issue informally or assess and investigate formal complaints as needed, with a determination provided. Full details of the Title IX grievance process can be found on the EDUPRIZE website or by contacting the Title IX Coordinator at 480-813-9537 or by email at [robin.yeargain@eduprize.com](mailto:robin.yeargain@eduprize.com). 580 W. Melody Ave., Gilbert, AZ 85233.

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## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) AND DIRECTORY INFORMATION; STATE RECORDS PRIVACY

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FERPA provides parents and students over 18 years of age the following rights regarding a student's education records:

- The right to inspect and review the student's education records.
- The right to request amendments to the student's education records.
- The right to consent to the disclosure of personally identifiable information in the student's education records.
- The right to file a complaint with the U.S. Department of Education regarding FERPA noncompliance.

A summary of these rights is available at the district office, and parents may request a copy from office staff.

In compliance with FERPA, EDUPRIZE may not release or provide access to educational records or personally identifiable information except for "directory information." EDUPRIZE has designated the following information as "directory information: the student's name, email address, grade level, participation in activities or sports, awards, and academic recognition.

Directory information will only be shared with post-secondary schools or military recruiters upon request. Parents/legal guardians may opt-out of the school's directory information policy at any time by submitting a written request to remove their child's information from the directory. A new Opt-Out form must be submitted each school year. For further details, contact the district office at 480-813-9537.

Arizona law also protects student records from disclosure and provides parents/guardians with the right to access their child's records. Records regarding your child are available through Infinite Campus. For further details or to request documents that are not otherwise available through Infinite Campus, contact the district office at 480-813-9537.

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## FREE APPROPRIATE PUBLIC EDUCATION

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EDUPRIZE Schools ensures that all children of school age (5-21) have the right to a free and appropriate public education (FAPE), including children with disabilities who are advancing from grade to grade. FAPE shall also be provided to students who have been suspended or expelled from school in accordance with A.R.S. §300.00(a) and 300.121(e).

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## TEACHER RESUMES

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Resumes for all instructional staff are available upon request at the front office of your student's school.

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## PARENTAL RIGHTS HANDBOOK

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The Arizona Department of Education is required to maintain a complete and up-to-date Arizona Parental Rights Handbook for charter schools. You can find that handbook here: <https://www.azed.gov/parents>.