



2018-2019

**SEQUOIA PATHFINDER ACADEMY at EASTMARK**

**HANDBOOK ACKNOWLEDGEMENT**

Dear Parents/Guardians and Students,

Please read the following pledge and sign:

As the parent or guardian of this student, I pledge that I have read the School Handbook (located online) with my son/daughter. Together we acknowledge our understanding and acceptance of all the policies and procedures of Sequoia Pathfinder Academy at Eastmark contained in this handbook.

We acknowledge student expectations, attendance policies, student drop-off/pick-up procedure and dress code policy. We also acknowledge the levels of discipline as outlined in the Behavior Plan (located online), and will respect the school’s authority to handle matters of discipline.

If you have any questions concerning any of the information in the handbook section, please call Sequoia Pathfinder Academy at Eastmark at 480-351-8070. These policies and procedures may be revised at the discretion of the administration if deemed in the best interest of the school. If revisions are made, you will be notified.

\_\_\_\_\_  
(Print Student’s Name)

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Parent’s Name)

\_\_\_\_\_  
(Parent’s Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_ I acknowledge that it is school policy that drop off time is no earlier than 7:45am unless students are enrolled in before school care.

\_\_\_\_\_ I acknowledge that if my student(s) arrive after 8:00am, I will need to sign my student(s) in through the front office. During morning drop off, if no staff members are present in the drop off area (after 8:00am), my child must enter through the front office.

# Edkey, Inc. Technology Responsible Use Policy

This Agreement is entered into on: \_\_\_\_\_ (Date)

This Agreement is between \_\_\_\_\_ (“Student”) and Edkey, Inc. (“Sequoia Charter Schools”) hereafter referred to as “SCS”.

The purpose of this Agreement is to grant access to and define acceptable use of SCS’s technology resources (“Technology Resources”). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the Sequoia Charter Schools Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of SCS Technology Resources is a privilege that may be revoked by SCS at any time.
- B. You have no expectation of privacy when using SCS Technology Resources. SCS reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, databases, blogs or any other electronic transmissions accessed, distributed, or used through Technology Resources. SCS also reserves the right to remove any material from Technology Resources that the school, at its sole discretion, chooses to, including, without limitation, any information that SCS determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. SCS Technology Resources do not provide you a “public forum.” You may not use Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity.
- D. SCS Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
  - a) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
  - b) Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
  - c) Having an actual and substantial detrimental effect on a pupil’s physical or mental health; or
  - d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by SCS) to engage in bullying may be grounds for discipline under the SCS Code of Conduct/Student Handbook.

- F. If you misuse Technology Resources, your access may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
1. Accessing, or attempting to access, material that is inappropriate for minors. Material that is inappropriate for minors is defined as obscene, explicit content or pornography.
  2. Bullying (as defined in paragraph E).
  3. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
  4. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
  5. Unauthorized copying or use of licenses or copyrighted software.
  6. Plagiarizing, this includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
  7. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
  8. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
  9. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
  10. Misusing equipment or altering system software without permission.
  11. Inappropriate use of technology or waste of computer resources. These acts include but are not limited to: sending mass mailings or chain letters, spending excessive amounts of time on the Internet unrelated to school work, playing games, engaging in online chat groups, instant messaging, listening to streaming audio (radio, music, etc.) or streaming video (news casts, TV, movie trailers, etc.) or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, file of this, or any other sort, shall not be downloaded unless they are school related.
  12. Using Technology Resources in any way that violates any federal, state, or local law or rule, or SCS's Code of Conduct/Student Handbook.
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of SCS, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures.
- I. It is the policy of SCS to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of SCS to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
- J. SCS does not guarantee that measures described in paragraphs (H) and (I) will provide any level of safety or security or those they will successfully block all inappropriate material from SCS's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs (H) and (I).
- K. SCS does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will SCS be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use Technology Resources.

- L. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of Technology Resources caused by your inappropriate use.

**Student Signature:**

- I agree to follow this Agreement and all of the rules and regulations that may be added from time to time by SCS or its Internet Service Provider.
- I also agree to follow all rules in SCS's Code of Conduct/Student Handbook.
- As a condition of using Technology Resources, I agree to release SCS and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use Technology Resources.
- I understand that data I send or receive over Technology Resources is not private. I consent to having SCS monitor and inspect my use of Technology Resources, including any electronic communications that I send or receive through Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

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

School: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent Signature:**

- I have read this Agreement and agree that as a condition of my child's use of Technology Resources, I release SCS and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify SCS and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of SCS's Technology Resources.
- I authorize SCS to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.
- I understand that data my child sends or receives over Technology Resources is not private. I consent to having SCS monitor and inspect my child's use of Technology Resources, including any electronic communications that my child sends or receives through Technology Resources.
- I understand and agree that my child will not be able to use SCS's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms and have discussed it with my child.

Parent/Guardian Signature: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_



*Student/Parent Handbook*  
*2018-2019*

*“Where Every Child is Known”*



**SEQUOIA PATHFINDER ACADEMY AT EASTMARK**  
**SCHOOL HOURS**  
**KINDERGARTEN –6<sup>TH</sup> GRADE**  
**MONDAY-THURSDAY: 8:00-3:00**  
**FRIDAY: 8:00-12:30**

Ms. Mia Damiani  
Mrs. Jocelyn Aley

Principal  
Secretary/Registrar

**Sequoia Schools' Core Values**

We know every child and we exist to meet their needs.  
We respect and we are kind and courteous to all people, at all times and in all communications.  
We lead by agreement.  
We continually strive for excellence.

**Sequoia Pathfinder Academy at Eastmark**

4816 S. Eastmark Parkway  
Mesa, Arizona 85212  
Phone: 480-351-8070 Fax: 480-351-8407

**LEA Mission**

The mission of Pathfinder Academy is to provide a strong educational foundation through a positive learning environment and a proven curriculum that equips each child with the skills necessary to reach his or her potential and become responsible, contributing citizens of our country and the world.

**SPAE Mission**

Our purpose is to provide a high quality STEAM focused education, opportunities for critical thinking and collaboration, and to develop a growth mindset school where students and teachers seek challenges.

**SPAE Vision**

By fulfilling our mission, we will prepare our teachers and students for the future and develop individuals with leadership skills and a strong work ethic.

**5 Core Values**

Respect, perseverance, collaboration, integrity, and self-management.

**Sequoia Pathfinder Academy LEA School Governing Board Members**

Tamara Becker, Thomas Lindsay, Melissa Walton, and Maxie Patel

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# **ACADEMICS**

## **Conferences**

The home and the school should be mutually informed about the progress of each child. Report cards alone are not sufficient to do this job, but report cards combined with parent conferences allow both the teacher and the parent, in a joint endeavor, to meet the individual needs of each student. A parent-teacher conference may be requested at any time. This conference can be requested by the teacher, principal, or parent and will be scheduled at the convenience of everyone concerned. If you desire a conference with your child's teacher or other school personnel, please call the office or classroom teacher to make an appointment. Twice a year there will be a scheduled parent teacher conference with each family which will allow for private conference time to discuss individual student progress. We welcome this time and look forward to seeing you.

## **ELL**

Student's proficiency levels in English are measured using the Arizona English Language Learner Assessment (AZELLA). This assessment is administered if it is noted on the enrollment form that English is not your child's primary language.

If the results of this assessment indicates that your child is not proficient in English, an ILLP will be developed to support their language acquisition. For more information on ELL programs, visit [www.sequoiaschools.org](http://www.sequoiaschools.org).

## **Enrollment**

Admission to Sequoia Pathfinder Academy at Eastmark is based on space and program availability. All Edkey schools are non-profit, public charter schools. To register, a student's original birth certificate or other satisfactory evidence of age, such as a passport is required. When enrolling a student, parents will need to provide proof of residence, immunization record and other relevant information.

## **Re-Enrollments**

Re-enrollments are conducted on an annual basis. Re-enrollment forms must be completed and turned into the school's office by the deadline in order to secure space for the following school year. Without a completed re-enrollment form, your child's spot cannot be guaranteed.

Because of high demand for students to attend the school and the school's commitment to maintaining optimum class sizes, waiting lists are created for each grade level/program. Students are admitted on a first-come-first-serve basis with priority given to siblings already attending the school. Parents with children on waiting lists will be contacted when space becomes available.

## **Grade and Progress Reports**

To ensure that parents are well informed of student progress, the school will send grade reports to parents at the end of each nine week quarter to reflect achievement according to the following scales:

### **K through 6<sup>th</sup> Grade**

A—100-90

B—89-80

C—79-70

D—69-60

F—59 and Below

Portfolios, assessments, and report cards combined with parent conference will outline how well a child is progressing with each standard.

In addition, parents should review the marks for personal and social development carefully as these marks relate directly to the progress a child is making in the academic areas. If a child has an IEP, supplementary reports will be issued each period with individual progress.

### **Homework**

Our students work diligently while at school, so homework is not a focus. Homework should not be a source of stress for the student or the student's family. Each child should read or be read to every night for 10-30 minutes based on age appropriateness. In some cases, games or activities or some work may be sent home for practice, but should not be excessive. If students are experiencing stress with homework or if there are any concerns with the level or amount of material, please contact the teacher. If the problem persists, please contact the principal.

### **Kindergarten Screening**

Children turning five years old before August 31 may enroll at the school and be granted admission to kindergarten on a first-come-first-serve basis. Children turning five years old after August 31 and before December 31 will be given an individual screening assessment to determine their knowledge and maturity and to gauge their potential for success in the classroom. This screening assessment will be given in July prior to school starting, based on space availability. Classroom size and success on the assessment staff will determine if the student should be admitted to the school.

### **PowerSchool**

PowerSchool is the Edkey's electronic student management system where student information is collected and stored. The portal is the "doorway" into the system giving parents access to information about their children.

The PowerSchool Parent Portal gives parents and students access to real-time information that may include attendance, grades, lunch balances and detailed assignment descriptions and school bulletins. Students can stay on top of assignments, parents are able to participate in their children's progress, and teachers can share information with parents and students.

You can access the PowerSchool Parent Portal on the school's website. Classroom teacher will provide parents with individualized information for logging in to PowerSchool.

### **Promotion and Retention of Students**

Promotion from one grade to the next in grades K-6 is based upon the ability to succeed at the next grade level. When formulating a recommendation, each teacher will work closely with the principal. Above all, the recommendation must be in the best interest of the student.

Teachers will base their recommendation to promote or retain upon the following criteria:

- Successful completion of class assignments, projects and tests
- Mastery of learning objectives
- Achievement on standardized achievement tests
- Age, maturity, and effort
- Attendance
- Reading fluency by end of grade three (Move on When Reading—MOWR)

If facts indicate that retention is in the best interest of the student's academic progress, close cooperation must exist between the parents and all school personnel involved. Each student will be given individual consideration. Retention decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The decision to promote or retain is that of the teacher. Only the Governing Board may overturn the decision to retain or promote a student. (A.R.S. 15-521.3)

Arizona's "Move on When Reading" legislation requires schools to retain students in third grade if they score at the "Falls Far Below" level on the AZ Merit Reading Assessment. The law also includes many stipulations about parents' right to appeal, students who may be exempt from the requirement, and the obligations of the school for students who may be in danger of retention as a result of this law.

The school's philosophy is one that values a collaborative partnership between home and school. The school has a solid literacy curriculum, a strong assessment process, and individual support systems that are built into daily instruction. Parents will be kept informed of their child's progress on a regular basis.

### **School Messenger**

School Messenger allows the school to communicate with parents via text, email, or phone call. Important notifications and information is disseminated to all families using this system. Please make sure to keep your contact information updated with the school office to ensure timely delivery of important news and events.

### **Special Programs, Sports and Clubs**

Special programs will be offered to extend the school curriculum and assist the children in developing their interests and abilities. These special programs may include clubs, after school sports, and academic as well as social offerings. Periodically, the school website will be updated and flyers may be sent home with relevant information.

### **Standards Based Instruction**

All Edkey schools align instruction and academic programming with Arizona's College and Career Readiness Standards. These standards can be viewed on our website at [sequoiaschools.org](http://sequoiaschools.org) or on the Arizona Department of Education's website.

### **45 Day Screenings**

Screening shall be completed within 45 calendar days after entry into preschool, kindergarten, or for newly enrolled school-aged children. The screening identifies any concerns with a child's academic achievement or development. Parents are notified if any concerns are noted.

### **Testing and Evaluation**

In order to meet the individual needs of all students, the following evaluation instruments and techniques are used to assess and evaluate the needs of each child. The results are used to place the child in the proper environment which will foster success.

- DIBELS- Dynamic Indicators of Basic Early Literacy Skills are a set of standardized, individually administered measures of early literacy development. They are designed to be short (one minute) fluency measures used to regularly monitor the development of pre-reading and early reading skills. The assessment is provided to all students several times per year with the express purpose of identifying (as early as possible) students who are not making expected progress and to assess the effectiveness of the core curriculum.

- State Testing- All students in grades 3-8 are required to take Arizona's state assessment AzMERIT. It evaluates performance on grade level standards in the areas of Reading, Writing and Math each year.
- ATI-Galileo Grades K-6<sup>th</sup>--ATI-Galileo, commonly referred to as Galileo, is a standards-based assessment aligned to the Arizona College and Career Readiness Standards and state content standards. It evaluates students' performance on grade level standards in Reading, Math, and Science (only 4<sup>th</sup> grade) four times each year. These four benchmarks are designed to evaluate a student's growth and areas for reteach. Galileo is a predictor for how students in 3<sup>rd</sup>-6<sup>th</sup> grade are likely to score on AZMERIT.
- Individual Standardized Tests- These tests are given when more specific information is needed for the diagnosis of individual learning problems. These are given by support personnel such as counselors, special education teachers, psychologists and therapists.

### **504 Plans**

A 504 Plan is developed to assist a child with identified needs so they may access the curriculum to fully participate in school. A 504 Plan lists accommodations related to the child's needs and required by the child so that he or she may participate in the general classroom setting and educational programs.

## **GENERAL SCHOOL INFORMATION**

### **Attendance**

Regular attendance and being on time to school are two habits that significantly impact student achievement.

#### **Arrival & Dismissal Procedures**

- Students may arrive no earlier than 7:45 am unless prior arrangements have been made with before-school care.
- Whenever possible, please avoid picking up your child between 2:30 pm and dismissal (Monday-Thursday) and 12:15pm and 12:30pm (Fridays).
- Students who arrive after 8:00am will be required to sign in at the front office.
- Parents are required to notify the front office regarding any student absence. Please notify the office before 8:00am. Doctor notes and appointment confirmations are accepted in the office.
- Students must be picked up within 15 minutes of dismissal.

#### **Drop off:**

- Please pull into the driveway and drive around to the north side of the building.
- Parents may park and come in with their children or drop off at the north entrance.
- There will be staff members present to direct students to the multipurpose room from 7:45-8:00am.
- If there are not staff members present in the drop off area after 8:00am, please walk your student in through the front office.
- Teachers will be waiting in the multipurpose room.
- At 8:00am, the school-wide Morning Meeting will begin in the Multi-Purpose Room.
- Parents are asked not to follow their children to the classrooms.

#### **Dismissal:**

If you must pick your child up early, please make arrangements to pick up before 2:45pm. Also, any changes to transportation must be called in to the front office by 2:30. This will help ensure the safety of students and reduce confusion during dismissal. Calls coming in after 2:30 may be missed. Please notify the front office of

any last minute changes in the dismissal of your student as teachers may not receive the message in a timely manner.

**Walkers/Bicycles:** Students who are walking or riding bikes or scooters will be dismissed to the student commons area and will be met by a staff. The staff will lead the students out of the side door, walk the students to the cross walk, and cross the students. Students must follow all crosswalk rules and adult instructions. Bike riders and scooter riders must walk their bikes and scooters in the crosswalk. All students must stay within the boundaries of the crosswalk when crossing. Bikes and scooters should be locked in the designated area. The school is not responsible for any lost or stolen items.

**Parent Pick up:** Parents will pull into the driveway in a single file line of cars. Parents will pull all the way around the driveway to the north doors. Parents must have the name and grade of their student on a prepared card on the dashboard or ID. Once students and teachers have lined up in the multipurpose room, staff members will radio for the dismissal of individual students. Staff members will escort students to the waiting cars. Parents will pull away as their children are picked up and a new set of cars may pull forward.

### **Absences**

When students reach a total of 5 unexcused absences or any combination of 18 excused or unexcused absences they may be reported to the County Attorney's Office as truant and the student's parent may be cited (A.R.S. 15-802 or 15-803). Parents will be notified by the school about student absences.

To ensure that each child has the best opportunity to be a successful learner all students should be in class every day unless they are ill. It is very important that the school be notified of any absence before the start of the school day. Voicemails may be recorded 24-hours a day. When reporting an absence the parent must identify the child's name, grade, reason, and date of the absence along with a phone number where the parent can be reached should additional information be needed. If notification is not received the absence will be marked as unexcused until a parent calls in or sends a signed note with all of the aforementioned information.

To reinforce the importance of learning and encourage students to keep up in their assignments, parents are urged to schedule doctor, dentist, and other appointments at times that do not conflict with the school schedule. It is the responsibility of the student to make up all missed assignments after an absence in a timely manner. If a student is unable to attend school and seeks his or her assignments, the parent should contact the front office or email the teacher before 10:00 am. All effort will be made to honor requests in a timely manner. Each teacher will have an established makeup policy, including appropriate deadlines, for missed work.

### **Extended Absences**

Parents must contact the school if their child will be absent for an extended time period. Unauthorized absence from school is considered truancy and will be treated as such. After 10 days of continued absence, the student will be dropped from the class rolls and/or legal action may be taken in accordance with Governing Board's policy.

### **Parent/Student Check Out**

For the school to keep students safe and to comply with state safety guidelines, a parent must sign their child out when he or she leaves school during the school day for any reason. If it is necessary for another adult to check out the student (in a non-emergency situation), parental permission must be received by the school office and the parent's designee must have proper identification. The school will call the child to the office once the parent or their designee arrives at the school.

### **Tardiness**

If a student is late for school (arriving after 8:00am), he/she must report to the office before meeting with his/her class.

### **Bell Schedule**

#### **Kindergarten - 6<sup>th</sup> Grade:**

Monday, Tuesday, Wednesday, Thursday	Friday and Early Release Days
8:00 AM – 3:00PM	8:00 AM -12:30 PM

### **Bicycles/Scooters**

Students may ride bicycles/scooters to school with parent consent. Helmets are strongly recommended. The bike/scooter should have a sturdy lock and be registered with the city. The school does not assume responsibility for stolen, damaged bicycles/scooters or injuries involving a student's bicycle/scooter.

### **Birthday Celebrations**

We ask for your assistance in ensuring birthday celebrations at school are pre-arranged with the classroom teacher and that the celebration take minimal time away learning. Often time during recess is a good time for a birthday treat. **All food brought in to the school to be shared with students must be store bought with ingredient labels.** We thank you in advance for your consideration of all students and their needs. No homemade foods may be brought to school for celebrations.

### **Cafeteria Expectations**

1. Two students carry basket of lunch boxes to cafe with class.
2. After recess, students line up single file.
3. Students follow hallway expectations walking to the cafe.
4. Students wait outside the door until told to enter.
5. Students enter the cafe and kitchen area and wash hands, making sure to put paper towels in the trash.
6. Students with lunch from home walk to the tables to designated spot; students buying lunch walk to the server.
7. Students select a milk and meal then walk to Ms. Boyd who will enter their information and deduct the lunch from the student's account.
8. Students walk with their tray into the cafe and sit where directed by staff.
9. There is no saving of seats.
10. NO SHARING OF FOOD.
11. Staff will be available to assist students with lunch.
12. Students must raise their hand to get out of their seat.
13. When students are done eating, they may ask to throw trash away or wait until the entire class is done.
14. When lunch time is over, the teacher will escort students back to class.

### **Cell Phones and Other Electronic Devices**

In some cases a parent may wish to send a cell phone with a child for emergency purposes. However, the school does not assume responsibility for the loss of or damage to personal property including but not limited to cellphones, iPods, mp3 players, electronic games, smart watches etc. Cell phones and other electronic devices, including smart watches, may be carried to school and used before and after school but must be turned off and stored in the student's backpack during school hours. They may not be used during school hours. If a student

takes out a cell phone or electronic device during the school day, the student will be required to give the phone to a staff member. The teacher or principal will hold on to the cell phone and a parent will need to come to the school to pick up the device.

### **Check Acceptance/Returned Check Policy**

Checks are accepted by the school. For any checks returned as unpaid to the school, the check writer's account may be electronically debited without further notice for the amount of the check, plus a \$30 returned check fee.

### **Communication with Teachers**

To facilitate good communication and ensure security, each teacher has a phone in his/her classroom. If parents would like to talk with their child's teacher, they should call the school office either before classes begin or after students are dismissed. During instructional hours, parents may leave a message for the teacher on voicemail to ensure that interruptions during class time are kept to a minimum. The teacher will make every effort to return the call on the same day or within 24 hours. Additionally, parents may reach their child's teacher by email. If an emergency occurs during the school day, parents should call the school's main office.

### **Counseling**

Clinical counseling for a student is the responsibility of the parent.

### **Custody**

In most cases, when parents are divorced, both parents continue to have equal rights concerning their children. Please ensure that disagreements about custodial issues are resolved outside of the school.

- Unless otherwise provided by a court order or law, both parents are entitled to equal access to information concerning the child's education including school records provided directly by the custodian of the records or from the other parent. A.R.S. 25-403.06(A).
- It shall be the responsibility of the parents to provide school officials with a current copy of any custody and/or parenting time orders.
- In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation of changes.

### **Early Dismissal Days**

School dismisses every Friday at 12:30pm. Additionally there are early dismissal days listed on the school calendar for parent-teacher conferences. The school will notify parents of these dates. Additional days may be determined by administration and will be communicated in advance.

### **Extra-Curricular Activities Tax Credit**

The state tax credit is available to all qualifying individual Arizona state taxpayers. You do not need to have a child enrolled in a school to take advantage of this state tax credit. It is always best to consult a tax adviser to see if you qualify for the dollar-for-dollar credit. All of the donations go to support our schools and programs and are not used for general operation or employee salaries.

What is the Arizona state tax credit for public schools?

Arizona law provides a tax credit for contributions to public schools to support extracurricular activities or character education.

You can help Sequoia School students and possibly lower your tax bill by making a donation.

A tax credit is different from a deduction, because you may subtract the whole contribution from your Arizona state tax bill. An individual may contribute as much as \$200, and a couple filing jointly may contribute as much as \$400 to a public school and receive the money back in the form of a tax credit.

For more information on our Extra-Curricular Tax Credit, please visit:

<http://eastmark.sequoiapathfinder.org/donate/>

### **Field Trips**

Authorized field trips that have an expressed educational value enrich student experiences and learning. We plan these trips to supplement and extend our curriculum. School buses are usually provided for these trips. Permission slips are required for every child prior to leaving the school grounds. It will be necessary for permission slips to be signed and returned promptly to the school by parents/guardians. Parents/Guardians are often asked to serve as chaperones for various field trips and their assistance is truly appreciated. The purpose of a parent volunteer on a field trip is to actively supervise students assigned to them, so younger children of the chaperone may not attend. Chaperones are expected to maintain the highest level of decorum in their appearance and behavior.

### **Fire Drills and Lock-Down Drills**

Fire drills are conducted each month. These drills teach the students the safest and quickest route from their classrooms and school buildings. Whenever a class leaves a room for an emergency, students stay with their teachers until they hear the signal to return to class.

The school also practices lock-down procedures. These lockdown drills prepare staff and students to quickly take cover in a secure room should it be necessary.

### **Food at School**

Due to a number of issues, such as food allergies, potential for illness, etc., serving home-baked foods to students is prohibited. Only store-bought treats that are properly packaged and labeled with ingredients may be brought in to the school for distribution. We thank you in advance for your donations and ask that you talk with the teacher prior to bringing in food and consider all of our students and their needs. Thank you.

### **Interviews -Students**

School officials may interview students regarding incidents to school without limitation. Parents will be contacted if a student interviewed is then subject to discipline for a serious offense. If law enforcement is contacted the CEO will also be contacted.

If law enforcement/CPS requests to interview a student, the school administrator shall be notified and an attempt will be made to contact the student's parent(s). If the interview is held at the school, a school administrator shall be present unless law enforcement requests that the administrator not be present.

There may be times when law enforcement/CPS requests that parents are not notified. In all other cases, a parent, with the law enforcement officer's permission, may be present during the interview except when interviews are conducted by a child protective services' worker (in the case of suspected abuse) pursuant to A.R.S. 8-224 and 8-564.01.

[Form for Signature of Interrogating Authority](#)



### **Lost and Found**

Children's clothing and other personal property brought to school should be clearly marked with the student's name. Taking some time to do this before school begins may save the cost of buying replacements. There is a lost and found bin in the front office; if items are not claimed, they will be donated.

### **Not Appropriate for School**

Students may not bring toys, games, radios, trading cards, etc. to school except with the teacher's permission. The following materials are not allowed at school at any time: knives, guns, weapons of any kind (real or simulated), any tobacco products, or drugs. These items and anything else that may cause disruption to the learning environment will be taken from the student. Any dangerous items brought to school, even after hours or on weekends, may result in serious consequences.

Students are not permitted to bring pets to school without special permission. Special permission may be granted only with written authorization from the parent, teacher, and school administration.

### **Parent Concern**

If you have any concerns regarding your child's program or behavior in school you should immediately contact your child's teacher. In the event your concerns have not been answered to your satisfaction, then please contact the principal.

NOTE: We do not guarantee parent request for a teacher placement, we make every effort to balance our classrooms and cannot always honor requests for grade level assignment to a particular teacher.

### **Parent Teacher Organization (PTO)**

The home and the school are the two major factors in the complex educational life of children; therefore, the home and the school should have a relationship of understanding and co-operative spirit that establishes a mutual respect for the responsibility and duty they share in the well-being and educational growth of children. To achieve this, each and every parent is urged to become a participating member of our school's Parent Teacher Organization (PTO). The PTO fundraises and sponsors many events and services to help improve education and the school experience of each child. If a parent wishes to be a member, please contact the front office for PTO contact information or you can find our PTO on Facebook through a search for Sequoia Pathfinder Academy at Eastmark PTO.

For more information, please reach out to [spaepo@gmail.com](mailto:spaepo@gmail.com).

### **Personal Goals**

Students, teachers and parents will work together to establish individual student goals. These may be related to any area a student wishes to increase his or her skills. It may be an academic goal or one related to interpersonal or self-management skills. Once a goal is set the teacher will help the student determine a way to improve and measure growth. Once the student has met the goal, he or she will be recognized during our morning meeting.

### **Playground Rules:**

Playground Expectations

Be Safe – hands and feet to self; kind words

*Little playground:*

- Climb only where ladders or steps (not on outside of equipment)
- Only slide down the slide – no climbing up the slide

- Swing by hanging on with both hands, sitting on swing facing building
- Take turns by waiting on the bench – teacher will signal turns
- No one on the black area around the swing if anyone is on the swing
- Only one person at a time going down the slide
- No chasing students up and down the equipment

*Big Playground:*

- Balls stay on the court or grassy area
- No climbing up the basketball hoops
- Only adults can retrieve a ball if it goes over the fence

**Publicity**

Occasionally a student's photograph/image is used for official school publicity. Publicity may include the school's website, newsletter, social media or local newspaper. Unless a parent indicates to the contrary on the document in your enrollment packet then their student may be included in school publicity.

**Registration/Admission**

To register a child in school for the first time, an original birth certificate or other satisfactory evidence of age will be necessary unless temporarily exempted under the McKinney-Vento Homeless Assistance Act. When enrolling a student, parents will need several pieces of information including emergency phone numbers, physicians' phone numbers, proof of residence, immunizations record, etc.

A child must be five years old before the first day of school to enroll in kindergarten. Children who turn five between August 31st and December 31st may be assessed to determine readiness for kindergarten. To enter first grade, a child must be six years old before September 1st, unless entering after completion of kindergarten in a public school with a differing entrance requirement.

**School Office Hours**

*Monday-Thursday*

School Office Hours: 7:00AM – 3:30PM

School Office Phone Hours: 7:00AM - 3:30PM

*Friday*

School Office Hours: 7:00AM – 1:30PM

School Office Phone Hours: 7:00AM – 1:30PM

**School Pictures**

A professional photography company will visit the school in the fall and spring to take individual student pictures and individual class pictures. Packets of color photos will be offered for sale to parents.

**School Visits/Volunteers**

Parents are encouraged to visit the school. When doing so, parents must notify the teacher before visiting and register in the front office. The school may terminate visiting privileges for any parent who is interfering with instruction during the visit or who does not conduct him/herself appropriately.

In order to support the student appearance standards and to set a good example for all students, parents are asked to wear modest attire when on campus to have lunch, visit classrooms, volunteer, etc.

Children from other schools may not visit students during school hours.

If parents wish to observe their child on the playground while visiting the school they should notify the teacher first.

Parent volunteers are greatly appreciated. However, while volunteering they may not have preschoolers or other children accompany them.

### **Staff Qualifications**

Information on teacher qualifications and certifications is available in the school office.

### **Student Appearance Standards**

Students are expected to maintain a standard of appearance that promotes health, is safe, is conducive to learning, and that is not offensive in a school environment. Any form of dress, body art, piercings, hairstyles, or other appearances which are considered contrary to this standard will not be permitted. The school administration determines the extent to which this standard is met. While not every possible scenario can be contemplated, the following explanations are provided to assist students in complying with the standard. Students are encouraged to exercise discretion and are invited to seek school staff guidance in any matter pertaining to their appearance.

1. Uniform shirt must be worn every day.
2. Clothing must be neat, clean, and in good repair.
3. Clothing that is cut off, tattered, torn or has holes must be repaired before being worn to school.
4. Inappropriate, suggestive, or obscene language, advertisements or images including violence, drugs, alcohol, tobacco or other possible offensive symbols are not allowed on any article of clothing or on any item brought to school.
5. Pants should be worn around the waist.
6. Extremely baggy/saggy style shorts or pants showing underclothing, are not acceptable.
7. The length of the pants should not hinder walking or running.
8. Leggings or pants that are too tight or close fitting (as determined by admin/staff) are not acceptable as pants but may be worn under skirts.
9. The length of shorts and skirts must be no shorter than “fingertip” length
10. Baseball caps, hats, hoods or visors may be worn (in correct manner) to and from school and during outside activities. They may not be worn inside any building.
11. Shoes must be fastened at the heel.
12. No flip flops.
13. On PE days students need to wear sneakers.
14. Hair may not be distracting to others. Appropriate grooming and hygiene standards must be met. Hair must be neat, clean and conservative in color cut and style. No hairstyles or coloring is allowed that causes a disruption in school such as unnaturally colored hair. Streaking, tipping and other hair-coloring treatments and styles may be considered out of dress code if they are deemed distracting to the learning environment.
15. Piercings are limited to the ear.
16. Students may not wear any see through clothing.

All school personnel have the responsibility and right to enforce all school rules, including appearance standards. Students who do not comply with the appearance standard will be referred to the school office. Parents will be contacted and asked to remedy the situation. If parents are not available, students will be given alternative clothing to wear or otherwise comply with the standard before returning to class.

Repeated violations of the dress standard may result in appropriate disciplinary action.

### **Student Council**

A Student Council is established at the school. The purpose is to provide students an opportunity to participate in leadership, student government, and decision making experiences. Elections and appointments are conducted in the fall.

### **Student Records**

In compliance with the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA) the school strictly controls all required aspects of creating, maintaining, transferring, and disposing of student records. Parents have specific rights to review and inspect their child's records and to know about their disposition, including the publishing of "directory" information about their child.

### **Student Use of School Phone**

Students may be permitted to use the school telephone if it is an emergency or for a matter school personnel deem necessary. Remembering homework, musical instruments, sports equipment, etc. is the student's responsibility and does not constitute an emergency.

### **Supplies**

Sequoia Pathfinder Academy at Eastmark provides many of the supplies needed for the day-to-day activities. Each teacher and/or grade level has made specific requests for optional materials that your child will need. The supply list may be accessed through our website or by contacting the teacher directly. We appreciate any assistance with the optional lists of supplies.

### **Transfer/Withdrawal Procedures**

If it becomes necessary to transfer or withdraw a child from school, parents should notify the school registrar at least one week in advance of his/her last day. Parents should plan on checking their child out on the child's last day, at which time the attendance clerk will provide the parent with the required paperwork.

### **Volunteers**

Sequoia Pathfinder Academy at Eastmark is counting on parents and partners in the community to support the school through volunteerism. Parents may volunteer in their child's classroom without a Fingerprint Clearance Card. There are many roles to be filled and this requires the support of our community. In order to volunteer and work with groups of children on a consistent basis, each volunteer needs to have a fingerprint clearance card. These may be obtained through local law enforcement and other agencies.

### **Waiting Lists**

Because of the high demand for students to attend the school and the school's commitment to maintain optimum class sizes, waiting lists are created for each grade level. Students are admitted to the school on a first-come-first-served basis with priority given to siblings already attending the school. Parents with children on the waiting lists will be called as admissions become available.

## **BEHAVIOR AND DISCIPLINE**

The school strives to provide all students the opportunity to learn in a safe and nurturing environment. Please see our Behavior Handbook located online.

## Behavior and Discipline

All Edkey schools strive to provide all students the opportunity to learn in a safe and nurturing environment. The following matrices identify, define, and provide consequences to ensure the success of these objectives. Latitude is incorporated in the matrices to allow adaptation according to student’s maturity and the severity of the violation:

Students are expected to conduct themselves, at all times, in a manner that will bring credit to themselves, their parents, and the school.

It is important that students know that the school staff is legally responsible for the conduct of students during school hours, while the students are on campus, or at any school function. Students are expected to follow the directions provided by all staff members during these times of responsibility. Legal Ref: 15-342 (1), 15-803(E), 15-841, 15-842, 15-843

### \*Mandated to report to local law enforcement and ADE

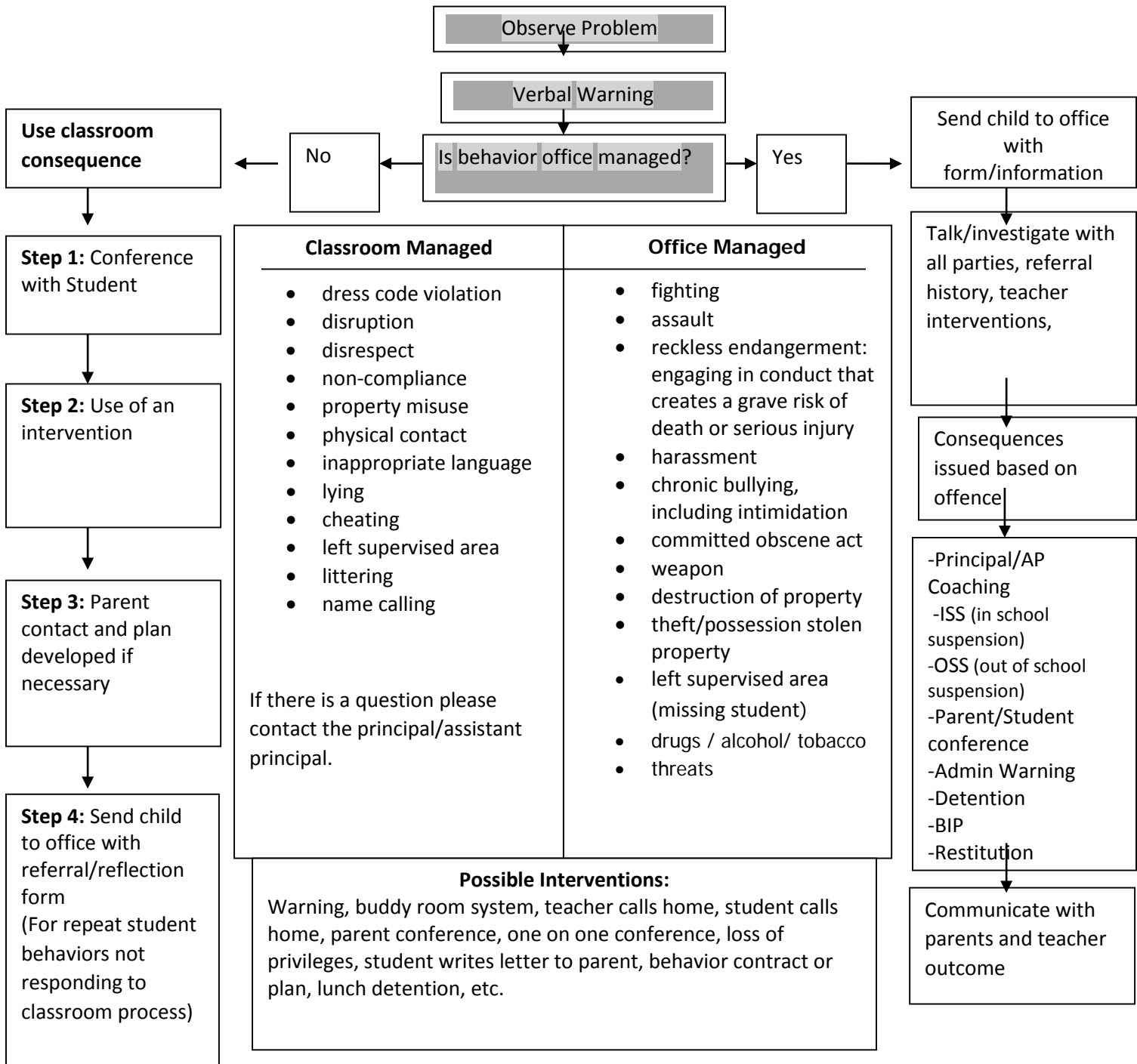
Infraction	Definition	First Occurrence	Repeat Occurrence
*Alcohol (Possession, Distribution or Use)	● The violation of laws or ordinances prohibiting the manufacture of, sale, distribution, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation.	● Suspension (Up to 10 days) ● Behavior Contract ● Expulsion	● Suspension (Up to 45days) ● Expulsion
*Arson	● Knowingly and unlawfully damaging a structure or personal property by causing a fire or explosion	● Suspension (Up to 10 days) ● Behavior Contract ● Expulsion	● Suspension (Up to 45 days) Expulsion
*Assault/Fighting	● A physical attack or fight; includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of physical injury to an individual. This includes situations in which one person or group of persons physically attacks or “beats up on” another person who does not wish to engage in the conflict	● Suspension (Up to 10 days) ● Behavior Contract ● Expulsion	● Suspension (Up to 45 days) ● Expulsion
*Drug Use/Under the Influence - Possession - Sales - Distribution - Paraphernalia	● Includes possession, sale, use, distribution, or being under the influence of drugs; or the unlawful cultivation, manufacture, transporting of drugs; or the possession of equipment or devices used for preparing or taking drugs or at school, school-sponsored events or on school-sponsored transportation. Drugs include but are not limited to all dangerous controlled substances, narcotics, inhalants, and any prescription or over-the-counter drug if abused by the student	● Suspension (Up to 45 days) ● Behavior Contract ● Expulsion	● Expulsion
*Extortion	● Asking or demanding money or something of	● Suspension	● Suspension

	value in return for protection or in connection with a threat to inflict harm.	(Up to 10 days) ● Behavior Contract ● Expulsion	(Up to 45 days) ● Expulsion
*Gangs	<ul style="list-style-type: none"> <li>● An ongoing loosely or organized association of three or more persons, whether formal or non-formal that has a common name, sign, colors, clandestine purpose or symbols.</li> <li>● This includes persons wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership.</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 10 days)</li> <li>● Behavior Contract</li> <li>● Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 45 days)</li> <li>● Expulsion</li> </ul>
*Hate Crime	<ul style="list-style-type: none"> <li>● A criminal offense or threat against a person, or property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 10 days)</li> <li>● Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 45 days)</li> <li>● Expulsion</li> </ul>
*Dangerous Item/Destructive Devices (Distribution, Possession, Use)	<ul style="list-style-type: none"> <li>● A dangerous item or destructive device that is used to cause bodily harm or used to intimidate another person including but not limited to: BB, paintball, stun, starter or pellet guns; knives less than 2.5 inches; or Tasers</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 10 days)</li> <li>● Behavior Contract</li> <li>● Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 45 days)</li> <li>● Expulsion</li> </ul>
*Robbery/Theft	<ul style="list-style-type: none"> <li>● Intentional taking of an individual's or organization's property</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 5 days)</li> <li>● Restitution</li> <li>● Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● Restitution</li> <li>● Expulsion</li> </ul>
Sexual Harassment	<ul style="list-style-type: none"> <li>● Unwelcome sexual advances, request for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes or looks, being touched, grabbed or pinched in a sexual manner, flashing or mooning, spreading sexual rumors, and clothing pulled at, off, or down off in a sexual manner</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 10 days)</li> <li>● Behavior Contract</li> <li>● Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 45 days)</li> <li>● Expulsion</li> </ul>
*Vandalism	<ul style="list-style-type: none"> <li>● Deliberately defacing or destroying any school property</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension (Up to 10 days)</li> <li>● Restitution</li> </ul>	<ul style="list-style-type: none"> <li>● Restitution</li> <li>● Expulsion</li> <li>●</li> </ul>
*Weapons (Possession, Sale or Distribution)	<ul style="list-style-type: none"> <li>● Possession, use or distribution of any weapon including but not limited to handguns, rifles, shotguns, or knives at least 2.5 inches, electrical weapons, clubs, bombs, grenades, pipe bombs, or poisonous gases or similar devices that explode</li> </ul>	<ul style="list-style-type: none"> <li>● Suspension Pending Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>● Expulsion</li> </ul>



# SEQUOIA

## PATHFINDER ACADEMY AT EASTMARK



### Additional Information

### **Due Process**

Students involved in any type of disciplinary problem must enter the discipline process at the preliminary investigative point where early guilt or innocence of charges is determined.

Dependent upon the seriousness of the offense, the student must be accorded the following basic rights:

- Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true.
- Notice of the right to a hearing at which time he or she may respond to the charges.
- A fair hearing, including the right to present witnesses and evidence.
- A fair and impartial decision.

### **Expulsion**

Expulsion means the permanent withdrawal of the privilege of attending a school or any function in the organization unless the Governing Board reinstates that privilege.

### **Long-Term Suspension**

Long-term suspension means the temporary withdrawal of the privilege of attending school and school-related functions for a period of 11 consecutive school days or more.

### **Short-Term Suspension**

Short-term suspension means the temporary withdrawal of the privilege of attending school and school-related events in the school for a period of ten consecutive school days or less. There is no right to appeal a short-term suspension.

A school administrator has the authority to suspend a student for ten school days or less.

### **Student Searches**

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter is detrimental to the health, safety, and welfare of the student(s) exists.

Items provided by the school for storage (i.e. lockers, desks) are the property of the school and are subject to control and supervision. Students have no reasonable expectation of privacy and items may be inspected at any time without notice by school personnel.

## **HEALTH AND SAFETY**

### **Crisis Management Plan**

The school has an established Crisis Management Plan that is available for review at the request of the parent. The plan outlines emergency procedures for natural disasters, violent situations, medical emergencies, and fires. School personnel are trained on the plan during the annual orientation prior to the start of the school year.

### **School Lunch**

All students must eat lunch at school. Students may bring their lunch from home or purchase a school lunch. Students who require special considerations because of health issues must have a written doctor's order.

Families meeting federal income guidelines are eligible for free or reduced meals. Applications will be given to parents during enrollment and must be filled out every school year. All information is confidential.



All family meal accounts should maintain a positive balance and all balances, positive and negative, are carried over from one year to the next. Students will be allowed to eat a regular lunch until the balance reaches zero. At that point students may be served an alternative lunch (e.g. sandwich, vegetable, milk).

### **Student Meal Prices:**

Lunch:	\$2.85
Reduced Lunch:	\$0.40
Milk only:	\$0.30

### **Student Illness and School Attendance**

A child should not be in school and will be sent home if any of the following conditions exist:

- Fever over 100<sup>0</sup>. Child should be fever-free for 24 hours (without medication) before returning to school
- Persistent cough
- Sore throat with fever and/or white spots on the throat
- Rash with fever illness, such as chicken pox, measles, etc.
- Nausea, vomiting, or diarrhea. Child should be symptom-free for 24 hours before returning to school
- Red, itchy, and draining eyes. If conjunctivitis or "pink eye" is diagnosed, child must be on medication for 24 hours before returning to school
- Prolonged headache and/or stomach ache
- Swelling or pain at a level that may interfere with learning
- Earache
- Toothache
- Head lice (Child must remain at home until treated with medicated lice shampoo and all nits are removed. The child must be cleared through the health office before returning to school. The school enforces a no-nit policy.)

Parents should contact the school with any questions.

### **Health Services**

The school administers first aid but refers most health concerns to the parent, or in the case of an emergency, public health providers. The school also periodically conducts mandatory vision and hearing screening tests. Hearing screening is performed for selected grade levels and other students as mandated by the state. Vision screening is done for kindergarteners, all new students to the school, students receiving special education services, and students referred by staff and parents. Comprehensive exams must be obtained by a parent.

### **Immunizations**

To help protect each child, state law requires immunizations against:

- Diphtheria, Pertussis, Tetanus, Meningitis
- Measles\*, Mumps, Varicella, Polio
- Hepatitis B, Hepatitis A
- Rubella (German Measles)\*, Haemophilus Influenza B (Hib)

A form giving the month and year the child was immunized against these diseases **MUST BE COMPLETED** at the time of enrollment. Although the law allows exemptions, the County Health Department may require the school to exclude exempted children from school if there is an outbreak of any of these diseases.

Children can be exempt from immunizations:

- If a physician certifies that one or more of the immunizations would endanger the child's life.
- If parents submit a signed statement that immunizations are contrary to their religious or personal beliefs

### **Emergency Card**

Parents are required to complete an Emergency Medical Referral Card for each of their children every year. This card tells the school how to contact the parent or another responsible adult if the child becomes ill or is injured at school. Parents should list health problems including allergies to foods, medicine, insect stings, etc. Because of the seriousness of some cases it is very important for the parent to notify the office if their address, cell/home/business/emergency phone number changes during the school year.

### **Insurance**

Parents are responsible for their student's medical bills when a student injury is sustained at school or during school activities. The school provides limited secondary coverage for student medical costs relating to school activities.

### **Medications**

#### **Prescription Medications**

Medications may be administered to students during the school day when circumstances dictate that the student must take medicine at school. The following requirements must be met prior to school personnel being able to administer prescription medication:

- Parent or guardian must fill out appropriate form requesting administration of medicine. A student must never bring medication to school.
- Medication must be counted and signed off agreeing to the number of pills by the parent/guardian and the person representing the school.
- Medication must be in a properly labeled prescription bottle, as received from the pharmacy, with the name of the student, the name of the medication, the dosage and the time(s) of day the medication should be given.
- A Principal may designate a school employee to administer the medication to the student.
- All instances of administration of medicine to students must be documented in a log.
- The medication must be stored in a locked box in a locked storage cabinet.
- If the medication is returned to the parent/guardian, the medication must be again counted and signed off by both the parent/guardian and the school representative.

### **Over the Counter Medications**

When a student must take medicine that does not require a prescription, the following procedures must be followed:

- A parent/guardian must provide a written permission statement to the administration for administering of the non-prescription medication.
- The medication must be brought to the school in the manufacturer's original container, which states the name of the drug, the proper dosage and contents of the drug.
- A Principal may designate a school employee to administer the medication to the student.
- All instances of administration of medicine to students must be documented in a log.
- The medication must be stored in a locked box in a locked storage cabinet.

### **Policy on Lice Checks**

In the event that a child in the school is found to have lice/nits, school officials may check other children. Many times, they need to check an entire grade level or even the entire school population. Students found to have lice/nits are required to go home, use the appropriate shampoo, and may not return to class until they are determined to be free of lice and nits by school officials.

### **Mandatory Reporting of Criminal Activity to Law Enforcement**

Arizona State Statute (A.R.S. 13-3620) requires schools and school employees to report criminal activity to local law enforcement. Suspected child abuse is not something school employees can ignore. Apparent non-accidental injury, sexual molestation, abuse, neglect, and crimes against children are required by law to be reported to local law enforcement and the Department of Child Safety. Recent changes in the law require schools to report threats, or rumors of threats against schools, students, and school personnel. Schools must also report incidents of non-accidental injury, which might occur during altercations at school.

### **Restricted Physical Education Activities**

If for any reason a parent feels that their child should have restricted physical education activities, please notify the school and provide the school with a doctor's statement, giving the reason and the length of the restriction. This information will be forwarded to both the classroom and physical education teacher.

## **TECHNOLOGY**

All students in second through sixth grade will have access to Chromebooks on a regular basis. Students in Kindergarten and first grade will have access to tablets. The school intends for technological resources to be used in a safe, responsible, and ethical manner to support of the instructional programs and for the advancement of student learning. The school views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences.

Students are authorized to begin using school technology and access the Internet or other online services subject to theirs and their parent's understanding and signed acceptance of the Edkey Inc. Technology Responsible Use Policy.

## **ADDITIONAL INFORMATION**

### **Annual Public Notification of Nondiscrimination**

Sequoia Schools does not discriminate on the basis of race, color, national origin, gender, age, religion, sexual orientation, economic status, or disability in admission or access to its programs, services, or activities, in treatment of individuals, in its hiring or employment practices, or in any aspect of its operations. the student and the organization.

### **Student Confinement: Parental Notification and Consent**

The Arizona Revised Statute A.R.S. §15-843 states that the Superintendent shall ensure that disciplinary policies involving the confinement of students include a process for prior written parental notification and consent. Confinement is defined as leaving a student alone in an enclosed space.

The school may use confinement for therapeutic reasons or in situations when a student poses imminent physical harm to him/herself or others.

If there is an unanticipated need to confine a student for disciplinary purposes, the school will make reasonable attempts to contact a parent via telephone and written notification by the end of the day when the student was confined. Prior written consent is necessary before the school can use confinement for disciplinary purposes, A.R.S. § 15-843(8)(9)(b) allows an exemption to obtaining prior written consent when the school principal or teacher determines that the student poses imminent physical harm to self or others in an unanticipated situation.

By signing the Acknowledgement of Handbook Understanding, parent verifies that they have read and agree to this notification.