

PARENT/STUDENT HANDBOOK

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STEP UP School Information

STEP UP Mission Statement

STEP UP is committed to teaching the “whole child.” Our mission is to foster students’ innate giftedness by providing an array of opportunities in which children can discover and develop their own interests and abilities. Emphasis is placed on nurturing a love for learning and self-direction through the use of a hands-on, developmentally appropriate, science-driven curriculum.

Open Enrollment

STEP UP abides by all open enrollment requirements. Completed applications are dated upon receipt and put into a holding file. Throughout the year as openings become available in 1st through 8th grade they are filled through our lottery system. Kindergarten openings are filled based on the date of receipt of application.

By signing the STEP UP School-Parent-Student Compact, the student and parent agree to comply with all policies, regulations and rules of the school, including standards for academic effort, conduct and attendance. Enrollment status may be revoked if this agreement is not honored.

Throughout this document, "parent" means a parent or parents (unless parental rights have been judicially limited or severed), a legal guardian or an individual acting as a parent in absence of a parent or guardian.

School Age

A child must be 5 years of age before September 1 of the current year or meet the rigorous criteria established for early enrollment in order to enroll in Kindergarten for that year.

First graders must be 6 years old by September 1 of the current school year in order to enroll in the first grade for that school year.

Equal Opportunity

Federal law protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex or disability/handicap. Federal law also prohibits discrimination in employment based on race, color, religion, sex, national origin, disability or age.

Lack of English language skills shall not be a barrier to admission and participation in district programs.

Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

Oportunidad de Igualdad

La ley federal protege a los estudiantes contra la distinción en cualquier programa educativo o otra actividad por razones de raza, color, origen nacional, sexo o incapacidad/ impedimento. La ley federal también prohíbe la distinción en el empleo por razones de raza, color, religión, sexo, origen nacional o edad.

La falta de habilidad lingüística no será obstáculo al ingreso y a la participación en los programas del distrito escolar.

Cualquier estudiante que habilmente haga un cargo falso de discriminación podrá ser sujeto a acción disciplinaria.

Reporting Child Abuse

According to state law, school employees must report reasonably suspected cases of neglect, endangerment, non-accidental injury or sexual offenses against children to Child Protective Services or local law enforcement agencies. School employees are encouraged to also report cases of concern to school administration for consideration and consensus. The school has a child abuse team for processing suspected cases of child abuse. The STEP UP team consists of an administrator and classroom teacher.

People who are required to report reasonably suspected abuse are protected by state law from civil or criminal liability.

Interviews

Interviews by Child Protective Services (CPS) workers investigating abuse/neglect may be conducted at school. Under certain circumstances, the parent of a student who is the subject of the investigation or a sibling of the subject need not be given notice of such interviews. School officials may be present at the interview if necessary to the investigation.

In cases where law enforcement officers interview students, the officer will be responsible for notifying the parents. However, the administrator or designee shall make reasonable efforts to notify the student's parent of the interview if permission is granted by the law enforcement agent.

If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. If permission is granted by the law enforcement agent, school personnel shall make reasonable efforts to notify the parent when an arrest is made or a student is taken into temporary custody.

Faculty and Staff

STEP UP is proud to employ faculty and staff of high quality and experience. Teacher resumes are available for inspection at the front desk.

Parental Responsibilities

Absence/Tardy Policy

School attendance is critical to scholastic success. The STEP UP school hours are 8:00 to 3:45 for K-8.

Students are considered tardy if they are not in their designated line for the teacher to escort them into the classroom and take attendance for that day. Students arriving after attendance has been taken need to report to the office to receive a tardy slip prior to entering their classroom. Tardiness will be excused for medical/dental issues of the student or immediate family members. Tardies are not excused if prior notice has not been given, a parent note is not sent, or parents are unaware of the lateness.

If a student is absent from school, parents are to contact the school prior to 8:00 am. There is a 24-hour line for parents to report absences. Parents may call 480-344-2600 and dial extension 401. This ensures that, for the safety of the student, his/her whereabouts are known. Excused absences are for medical/dental issues of the student or immediate family members.

You will be notified if your child accumulates excessive tardies or absences (excused or unexcused) during any one semester.

After a child has accumulated either eight (8) absences or eight (8) tardies per semester, a note will be sent home to inform the parent of the student's status. You may be required to submit documentation regarding the reason for absence or tardiness to the Board of Directors to maintain your child's enrollment.

Please let us know if your child will be out of school for any period of time. If your child's absences from school are due to chronic or extended illness, please provide the school with medical documentation from your doctor. If your child is absent 10 consecutive school days, his/her name will be automatically taken off our roll books unless your child has a prolonged illness and you have notified the school.

Perfect attendance is defined as a student not being tardy, not being absent, and not leaving early the entire school year, regardless if excused or unexcused. Perfect attendance is recognized during a special luncheon with the Dean of Students at the end of the year.

Early Departure

Students are strongly encouraged to be on time for school and to stay at school the entire day. However, if you need to check your child out early, prior notice by note to the teacher is appreciated. Students must be checked out by the parent at the front office before leaving. Attendance is kept by minutes, and all absences must be recorded by the amount of time a student misses from the school day.

Transportation

All parents have agreed to provide transportation to and from school. It is the parent's responsibility to provide in writing those who may transport their student to and from school.

Bicycles, skateboards, scooters, roller blades, skates, etc., should NOT be used as a means of transportation to and from school.

Lunch

It is the responsibility of parents to provide lunch each day for any child enrolled at STEP UP except for those who qualify for Free or Reduced Lunch. For qualifying families this program will provide breakfast, lunch and snack on all school days.

Applications and information for free and reduced lunch are distributed to every student at the beginning of the school year. The federal government tracks eligibility for the free/reduced lunch program.

Field Experience Information

Field experiences, whether in the form of a field trip or an outside experience brought to campus, are not required by STEP UP. However, teachers realize the important educational benefits and enjoyment that field trips bring, and they typically provide two field experiences each year. If a teacher decides to take an educational field trip, transportation is arranged, and the following guidelines must be met.

1. Teacher to arrange for transportation using a charter bus when required.
2. Students must travel to and from the field trip with their class on the bus.
3. Children not enrolled at STEP UP may not attend field trips. (This includes siblings.)

Field Trip Chaperones

Chaperones are vital to STEP UP's participation in field trip events. However, certain standards must be met, and documentation must be on file in the school office in order to ensure the safety of our students.

Parents who intend to participate in field trips must provide the phone number of a working cell phone that will be carried with that parent during all field trip activities.

The number of chaperones and the parents selected to chaperone will depend on the field trip guidelines and the needs of the teacher.

Volunteers

Volunteers are encouraged to be a part of STEP UP School. Working with students and teachers is a very rewarding experience as well as extremely helpful. Parents are invited to volunteer in their child's classroom each year. This may include going on field trips, grading papers at home, and other activities as well as assisting in the classroom. All volunteers must be 18 years old or older, check in at the Office, and wear their "volunteer" badge so that they are identifiable. This is a safety precaution for all. Please contact your child's teacher if you have time or skills you can donate to make our school a better place for students to learn and grow.

Visitors

All visitors (including volunteers) are required to report to front office upon entering the school campus so that we can protect our children properly. Visitors lacking a school volunteer I.D. must leave their driver's license at the front office while on campus. All visitors must prominently display either a visitor pass or school volunteer I.D. while on campus. Further, the following are to provide for student safety, limit liability, and to provide for disruption-free instruction time.

- Do not go into your child's room and wait for him or her to be dismissed at the end of the day. This is distracting to students, and instructional time must be protected. Parents needing to conference with a teacher should make an appointment before or after school hours.
- Parents are welcome and encouraged to visit the school and the classroom, but should not interrupt the educational process or teaching time.
- Parent volunteers are to follow a dress code similar to that of our students. Dress in clothes that are modest and do not advertise/depict information that may disrupt the educational process.
- Cell phones are to be turned to silent mode while volunteers are on campus. If a call needs to be taken, please step outside.
- Visits from other students and non-attendees are not allowed.

Liability

Students who cut, deface or otherwise damage any school property, which includes but is not limited to textbooks, may be suspended or expelled from school. Under Arizona law, parents are liable for damage done to school property by their children.

Custody Issues

In cases where custody/visitation affects the school, the school must follow the most recent court order on file with the school. It is the responsibility of the custodial parent or of parents having joint custody to provide the school with the most recent court order. Please make an appointment to meet with the Director or Dean of Students if there are custody issues you would like to discuss.

Teacher/Parent Communication

Report Cards

STEP UP Report cards/Progress Reports are issued a minimum of 3 times per quarter for grades 3-8 and 1 time per quarter for grades K-2..

STPs

Student Tailored Prescriptions (STPs) will be completed at the first conferencing period each year. Special individualized goals will be recorded for each child based on parent/teacher input. Progress towards each identified goal will be reviewed during conferencing periods

Conferencing

Formal Parent/Teacher conferences are held during the sixth week of each quarter. This is the time when parents have the opportunity to talk with their child's teacher, evaluate progress in school, and prescribe special services. Conferences are scheduled for all students during the first and third quarters, and parents or teachers may request to meet during the second and fourth quarters, or on an as needed basis.

Testing

Three types of testing are used at STEP UP - norm-referenced, criterion-referenced, and performance-based assessments.

Norm-referenced tests tell us how our students score in achievement and ability compared to other students nationwide. The most frequently used norm-referenced tests in Arizona are the Stanford 10 for second graders and a portion of the state testing for third through eighth graders. These tests which are administered each spring measure achievement in reading, language, science, and math.

Criterion-referenced tests measure student mastery of specific skills. Student performance is compared to a standard of performance rather than to other students. Criterion-referenced tests are used to diagnose what a child needs to learn and to ensure he or she is ready to move ahead and learn new skills. Our state testing assessment, for the most part, is a criterion-referenced based assessment. Third through sixth graders are assessed each spring to see what state standards they have mastered. Other frequently used criterion-referenced tests are the unit tests that accompany our reading and math books.

Performance-based assessments are used throughout the STEP UP curriculum. This consists primarily of samples of student work housed in each student's portfolio.

When looking at test scores, please remember that they are only one indicator of student performance. In addition to ability and achievement, test scores are influenced by the child's motivation.

Newsletters

STEP UP believes that communication with parents is a key ingredient for the success of our students and school. Parents can expect to receive a weekly newsletter from the student's teacher covering weekly curriculum information and objectives as well as any notes to parents. The newsletters will be sent home with your child each Monday. Copies are also available in the school office and on our website.

Other Communication

If you need to contact your child's teacher, please feel free to e-mail or phone. They will respond within 48 hours and plan to meet with you if needed. Please respect the time of our teachers by refraining from dropping in and expecting them to meet with you.

Student Responsibilities

All students have the responsibility to:

1. Respect the rights of others to study and learn. Students come to school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of others.
2. Attend school daily unless ill. Students in Arizona are required by law to attend school until the age of 16 or until completion of the 10th grade. Students have a responsibility to take advantage of every opportunity to learn so they can function effectively in society.
3. Be on time for all classes. Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.
4. Complete all in-class and homework assignments by deadlines. The responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether they will do the assigned work. Since everything that must be learned cannot be accomplished during the school day, there will be homework assignments. Education is an ongoing process that doesn't stop when the school day ends.
5. Come to class with necessary books and materials. A teacher should not have to delay class because a student has come unprepared to begin work. This interferes with the rights of others to learn and study. Getting an education requires more than merely being in class, just as keeping a job requires more than merely showing up for work.
6. Respect public property and carefully use and return all materials and equipment. Schools are a community's gift to its young people. It is wrong to abuse that gift. Responsible use of materials and equipment will preserve them for future students.
7. Obey school rules. Rules are designed to allow a school to meet its obligation to educate students. Students have a responsibility to obey these rules, so each student has the proper environment in which to learn.
8. Volunteer information and cooperate with school staff in disciplinary cases. Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To volunteer information and cooperate with school staff members are the obligations of a good citizen.
9. See that school documents and correspondence to parents reach home. Education requires a partnership between the home and the school. For the partnership to work, those involved must know what is happening. Students are asked to meet their responsibility to be honest and not intercept nor destroy progress reports, notices from teachers or administrators, attendance information, newsletters, and/or report cards.
10. Comply with legal responsibilities. Students are to comply with policies and regulations, pursue the required course of study, and respond appropriately to the authority of the teachers, administration and the Board of Directors.

Dress Standard

The district recognizes that student dress and grooming are generally a matter of personal choice but you and your child have agreed to wear the STEP UP shirt as a part of our school uniform daily.. However, the district also recognizes that there is a relationship between student dress and grooming, and such things as school pride, self-esteem, the safety and general welfare of the students and staff, and the accomplishment of curriculum goals and educational objectives. Therefore, all students will be required to wear uniform school shirts. In addition:

District dress standards state students' dress and/or grooming may not:

1. present a risk to the health, safety, or general welfare of students or staff.
2. interfere with or disrupt the educational environment or process.
3. be counterproductive to curriculum goals and/or educational objectives.
4. display obscene language or symbols or depict violent acts.
5. immodestly expose the chest, abdomen, other private areas and/or under garments.
6. have spaghetti straps (dresses or tops).
7. wear short shorts, short skirts, or distressed (holey) jeans that expose the upper thigh.
 - Short and skirt length must reach **the down-stretched arm fingertips**.
8. create an atmosphere of threat, intimidation or undue pressure.
9. display tattoos.
10. wear make-up unless it is natural looking and age appropriate.
11. display body piercing of any type other than the ear.
12. display chained wallets or any other chains/chained apparatus.
13. wear sagging pants.
14. wear hats or hoods in the classroom (includes girls)
15. wear armbands of any type

Arizona Revised Statute 15-712 permits instruction on the nature and harmful effects of alcohol, drugs and tobacco. It is illegal for minors to possess these substances. Clothing or accessories which display these substances and are deemed to advocate or encourage the use of these substances are counterproductive to the district's curriculum goals and educational objectives and are prohibited.

Footwear must be worn at all times. STEP UP requires the use of closed-toed shoes by all students. Flip flops are particularly unsafe and should never be worn to school. Tennis shoes must be worn for P.E.

Students who violate the district's dress standards may be asked to do any of the following, depending upon the specific circumstances:

- Change into clothing that may be provided by the school.
- Have other clothing brought from home.
- Remove the accessory.

Additionally, a note will be sent home with the student to inform parents of the dress code violation. Repeated violations of the dress standards may result in appropriate disciplinary action being taken, including suspension from school.

Homework

Homework may not be given as a penalty. Homework is intended to teach responsibility, allow for additional skill practice, promote transfer of skills, and provide an opportunity for families to work together on specific projects.

Each STEP UP teacher develops their own homework plan. Generally, homework assignments for primary (K-1) should not exceed 20 to 30 minutes. Students in grades 2-3 should not be assigned homework exceeding 45 minutes and 4-6 should not exceed 60 minutes. Reading at home is always expected. Homework should not be assigned over weekends or on school breaks.

More homework than this may be assigned to youngsters who need to make up assignments or who did not complete their class work at school.

Exceptions to the guidelines are discussed with parents on an individual basis. If, as a parent, you are concerned with the amount of homework your child is doing on a consistent basis, please make an appointment to discuss the issue with your child's teacher.

Personal Belongings

Parents are urged to put names on items such as coats, sweaters, lunch bags and backpacks.

The Lost and Found is near the main door. Small items may be kept in the office. Unclaimed items will be donated to charity on the last day of each quarter. Encourage your children to check for lost items as soon as they realize something is missing.

Do not allow students to bring items to school which are not a part of the educational program unless specifically asked for by the teacher. No toys, collectables, games, balls, electronic devices, etc. are to be brought to school unless specific permission is given by school personnel. If these things are brought to school they may be confiscated and kept until picked up by a parent. Cell phone use by students is prohibited during the school day. STEP UP School takes no responsibility for any personal items that are brought to school.

Disciplinary Policy/Actions

Student Management Guidelines

Students and parents agree to abide by the policies as specified in this document and understand that non-compliance may result in a change of the child's enrollment status.

1. disorderly conduct
2. fighting
3. threatening/bullying behaviors
4. dress standards violation
5. verbal abuse and/or profanity
6. cheating
7. lying
8. theft
9. trespassing
10. abusive behavior
11. forgery
12. gambling
13. non-prescription drug possession or use
14. destruction or defacement of school property
15. discrimination harassment

16. use of an object to inflict bodily injury
17. physical assault
18. truancy
19. sexual harassment
20. arson
21. tobacco possession or use
22. alcohol possession or use
23. firearm/weapon/explosive device

Whenever Arizona State Law requires school officials to contact law enforcement and/or state's education agency, they will be contacted. Specifically, law enforcement will be contacted in cases involving:

- **Serious criminal/physical threat incidents** Threats of any type of violence will result in a negative disciplinary consequence. The consequence will be decided on a case by case basis by the Dean of Students or designee, but will usually include suspension and a consultation with the school psychologist. Serious situations will involve police investigation and recommendation for expulsion.
- **Possession of illegal drugs**
- **Possession of firearms, deadly weapons, or explosive devices.** STEP UP will not tolerate the possession of weapons of any kind. Any student using, displaying or knowingly carrying or possessing a firearm, deadly weapon or explosive device on district property will be immediately suspended and shall be subject to expulsion. ‘

Progressive Disciplinary Process

When making decisions regarding a disciplinary action, the administrators involved will review the severity of the incident, the level of remorse and restitution displayed by the student, and the student's pattern of behavior. Depending upon the behavior one or more of the following disciplinary actions may be taken:

1. Informal Talk
2. Timeout
3. Discipline conference with student
4. Restriction of privileges
5. Informal discipline conference with parent and teacher and/or Dean of Students
6. Formal discipline conference with parent and administrator/school official
7. Restitution
8. Remainder-of-day release
9. In-school suspension
10. Short off-campus suspension
11. Long off-campus suspension
12. Expulsion

Informal Talk:

A teacher or an aide will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified

Timeout:

Timeout is when a teacher or an aide isolates the student in a location away from his/her classmates. This is usually another classroom but may occur in ISS (In School Suspension)

Discipline Conference with Student:

A conference is held with the student, the Dean of Students and/or the teacher to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent may be involved.

Restriction of Privileges:

Inappropriate behavior may result in a restriction of a student's privilege to participate in playground, lunch with classmates, lunch recess, or specific special activities. The parent may be notified.

Informal Discipline Conference with Parents and Teacher(s) and School**Administrator:**

The classroom teacher may request a conference with the parent to discuss inappropriate behavior. During the conference the parent and teacher(s) will develop a plan to assist the student with their behavior.

Formal Discipline Conference with Parent and Dean of Students:

The parent is asked to attend a conference with the student, School Administrator and possibly other school personnel to develop a plan for changing the student's inappropriate behavior. The parent and student will receive a written copy of the Discipline Action Form which documents the plan.

Restitution (Liability under Arizona Law):

Parents may be liable for damage to school property done by their children. Students and parents agree to abide by the policies as specified in this document and understand that non-compliance may result in a change of the child's enrollment status.

Remainder-of-Day Release to Parent/Designee:

The student will be released to the custody of the parent/designee for the duration of the school day. Parents agree to pick their child up within 30 minutes after being called by the school.

In-School Suspension:

In-school suspension (ISS) is an alternative to off-campus suspension. ISS may be imposed for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from his/her classmates. This may be a location in the office area or another location on campus. Class assignments will be given to a student placed on ISS. The parent will be notified and may be responsible for oversight during ISS. A Discipline Action Form will be completed.

Short Off-Campus Suspension:

The Dean of Students or designee has the authority to suspend a student for nine school days or less. When a short suspension is the anticipated disciplinary action, a meeting with the Dean of Students or designee, student, and any other appropriate persons will be conducted. The Dean of Students or designee will verbally inform the student of the alleged behavior that is considered a violation of the rules. The student will be given an opportunity to respond. A Discipline Action Form will be completed. If, after these procedures are completed, the Dean of Students or designee decides that a short suspension is appropriate, the suspension will begin the next school day.

The Dean of Students or designee will notify the parent that a short suspension has been imposed before the student is excluded from the campus. There is no right to appeal a short suspension.

When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. Parents will be notified immediately.

The dean of students or designee may recommend that a long suspension be imposed in addition to imposing a short suspension. The short suspension will nevertheless take place.

Long Off-Campus Suspension:

In addition to a short suspension, the dean of students or designee may recommend to the Board that a long suspension be imposed. The Board may impose suspensions exceeding nine school days.

Alternative Educational Placement: Under certain circumstances, the district may reassign the student to an alternative educational program in place of long suspension, with or without the agreement of the student or parent. Additionally, under Arizona law, the district may reassign any student to an alternative educational program who refuses to comply with rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Board. If a student is assigned to an alternative placement program in place of long suspension, there is no right to a formal hearing on the incident.

Expulsion:

Expulsion means the permanent withdrawal of the privilege of attending STEP UP unless the Board reinstates that privilege. Only the Board can expel a student. The student's parent will be notified in writing that expulsion is recommended. Notification will include instructions regarding due process procedures. Expulsion does not become effective until due process procedures have been completed.

Students may be suspended for individual severe behaviors or for multiple misbehaviors. Repeated inappropriate behaviors will generally result in a progression of disciplinary measures. The sequence will typically be:

1. Restriction of privileges
2. In-school suspension
3. Out-of-school suspension for 3, 5, or 9 days
4. Long off-campus suspension for 10 or more days
5. Expulsion recommendation to the Board of Directors

Search/Seizure

Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

School employees may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

Search of Desks: The school is the owner and has control of student desks. School officials may inspect desks for cleanliness and order at any time without notice and without consent. Desks shall be searched without notice and without consent whenever reasonable suspicion exists that a law or school rule has been violated or that the health, safety or welfare of students/staff may be in danger.

Search of a Student's Person: A search of a student's person, backpack, or purse shall be undertaken if there are reasonable grounds to suspect that the student possesses a dangerous, prohibited or illegal substance or object or items that may interfere with school purposes and/or present a threat to people or property. This will be done in the presence of at least one adult witness.

Tobacco/Alcohol

Tobacco and alcohol use by students, staff and all visitors is expressly forbidden:

1. Inside school buildings
2. Out on school grounds
3. Off campus at school-sponsored events

Weapons/Threats

While only the Board can expel a student, district policy requires that the dean of students recommend the expulsion of any student using, displaying, possessing, or threatening use of any deadly weapon or action on district property or at district functions.

The STEP UP School Board has instituted this policy to insure that all students feel safe, and are safe, at school. A threat is never a joking matter to the person receiving it. Therefore, any and all threats of violence will result in a disciplinary action by a school administrator, or designee, usually involving suspension. Serious situations will result in immediate police investigation and possible expulsion. NO threats will be tolerated.

Children often make inappropriate comments. They are influenced by what they see and hear on television and by the modeling of adults. Our language is full of figures of speech such as, "That kills me when..." It is IMPERATIVE that you discuss this issue with your child(ren) and stress that they never make comments that threaten the safety and well-being of others.

Special Education Students

When a special education student engages in misconduct that could result in suspension or expulsion, the district shall follow state and federal laws governing suspension and expulsion of special education students.

Due Process

Relative to student discipline, due process means that school officials must follow certain notice and hearing procedures before a student can be suspended for more than nine days or expelled. If a student is faced with a possible long suspension or expulsion, the appropriate due process procedure will be implemented. Hopefully, students will never be in a situation where due process procedures are needed.

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, the parent will be contacted by telephone or certified letter. Any action taken by law enforcement officers will be in addition to action taken by the school district.

The following summary provides an overview to acquaint students and parents with the due process procedure which applies to students faced with a long suspension or expulsion.

Long Suspension: A long suspension is ten school days or more. In addition to imposing a short suspension, a school administrator, or designee may recommend that a long suspension be imposed. The Board of Directors has the authority to impose a long suspension following appropriate due process.

Written notice shall be given the student and parent a school administrator, or designee is recommending to the Board that the student be suspended for ten days or more.

Upon receiving a recommendation for long suspension, the school administrator or designee will contact the parent and schedule a meeting to discuss the situation. The meeting will be attended by the director or designee, one or more Board members, and the school administrator. At the meeting, it will be determined whether or not a long suspension should be imposed or, if applicable, whether the student should be assigned to an alternative educational program.

If the Board imposes a long suspension, the parent may request a formal hearing. A request for a formal hearing must be made to the Board within two working days after notification that a long suspension has been imposed.

If a formal hearing is requested, an appointed hearing officer will hold the hearing at the district level. The parent and student shall be given written notice of the date, time and place for the hearing at least five working days prior to the hearing. A long suspension shall take effect upon receipt of the hearing officer's decision, subject to appeal to the Board. The hearing officer's decision may be appealed by sending a written notice of appeal to the Board within five working days after receipt of the hearing officer's decision.

Expulsion: Expulsion means the permanent withdrawal of the privilege of attending the school, unless the Board reinstates that privilege. Only the Board can expel a student. Expulsion shall take effect only after a formal hearing is held, and the Board has made a decision to expel.

The parent and any student subject to expulsion shall be given written notice of the date, time and place for the hearing at least five working days prior to the hearing. Expulsion hearings shall be heard by the Board which shall hear the evidence, prepare a record, and then render a decision. The hearing procedure shall be closed to protect the privacy of the student unless the parent requests that it be open to the public. The Board's decision may be appealed by sending a written notice of appeal to the Board within five working days after receipt of the Board's decision.

Hazing Prevention Policy

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing by any student, employee or other person affiliated with STEP UP SCHOOLS is prohibited.

DEFINITIONS

- “Hazing” means any intentional, knowing or reckless act committed by a student or other person in any STEP UP SCHOOLS or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization* that is affiliated with STEP UP; and,
 - b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.
- “Organization” means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.
- “Student” means any person who is enrolled at an educational institution, any person who has been promoted or accepted for enrollment at an educational institution or any person who intends to enroll at or be promoted to an educational institution within the next twelve calendar months. A person who meets the definition of a student for purposes of this policy shall continue to be defined as a student until the person graduates, transfers, is promoted or withdraws from STEP UP SCHOOLS.

DIRECTIONS

- Victim consent is not a defense to a violation of the STEP UP SCHOOLS Hazing Prevention Policy.

- All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the STEP UP SCHOOLS Hazing Prevention Policy.
- Violations of hazing prevention policies adopted pursuant to this policy do not include either of the following:
 1. Customary athletic events, contests or competitions that are sponsored by an educational institution,
 2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

REPORTING AND COMPLAINT PROCEDURE

- Students and others may report hazing to any teacher, administrator, or to the superintendent.
- Teachers and others must report the incident to a school administrator or superintendent, in writing, with the details which may have been provided.
- Staff members shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school personnel which would include an administrator, the superintendent, or other as required by law.
- The report/complaint regarding hazing shall contain identifying information including names of the complainant, name(s) of those involved, time, location, and place so as to permit an investigation.
- The report is to then be transmitted to an administrator or school superintendent within 24 hours of receiving the report/complaint.
The report/complaint will be investigated by the school administrator and/or superintendent as follows:
 - An investigation of the reported incident shall be made within ten school days or 15 business days when school is not in session. The superintendent may extend this period as necessary.
 - The investigator shall meet with the person who reported the incident during the time period, discuss the conclusions and discuss the actions to be taken as a result of the investigation.
 - The investigator shall prepare a written report of the findings and submit a copy of the report to the Superintendent.

All violations of this policy shall be handled per policies of STEP UP SCHOOLS student handbook, employee handbook, and policies and procedures.

Medical Information

Immunization Policy

By state law, your child will not be allowed to attend school until either a record of required immunizations or acceptable exemption statement is submitted. For initial enrollment, if completed paperwork is not available after a period of two days' attendance, the student shall be placed back in the lottery or on the waiting list if in kindergarten. If immunizations are against your religious or personal beliefs, you must complete, sign, and return an exemption statement to the STEP UP School Health Office. You may obtain this form at the STEP UP School Health Office. If any immunization cannot be given for medical reasons, you must submit a medical exemption signed by a physician. In the absence of immunization records that show compliance for all mandatory shots or an acceptable exemption statement, existing students will be excluded from school until such time as they are in compliance or admissible exemption statements are on file.

Illness/Injury

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment

is necessary the parent will be contacted. If a parent cannot be reached in an emergency, 911 will be called. The cost of these services is the parent's responsibility.

Students who are ill or have a contagious condition (i.e. head lice) will be sent home immediately. At STEP UP, if a student has a temperature of 99.6 degrees or more they will be sent home and must not return to school until they have been fever free for 24 hours without medication.

Emergency Cards

All parents are asked to complete an Emergency Medical Referral card for each of their children annually that will instruct us how to contact you or another responsible adult if your child becomes ill or is injured at school. List the following for each child: health problems, including allergies to food, medicine and insect stings. Please let us know if your address, cell phone, home phone, business phone or emergency phone number changes during the school year. Change forms are available at the front desk of both buildings.

Insurance

The district does not carry insurance for students' medical or dental costs. If students are injured during school activities, parents are responsible for all costs incurred in treating their child(ren).

Medication Disbursement

Giving medicine to students during school hours shall be restricted to necessary medication that cannot be given on an alternative schedule. Medicine administered by school officials must be accompanied by a label affixed by a pharmacy, physician or parent(s)/guardian in case of non-prescription medicines. All medication for students must stay in the school health office at all times. Students who have proper documentation may keep emergency inhalers with them. A Medication Consent Form with written instructions must be signed by the parent and on file with school officials prior to any medication being administered. The Medication Consent Form is available in the nurses' office.

P.E. Excuses

All students are expected to participate in physical education activities. If your child is to be excused from P.E., a signed and dated note from home is needed. Students excused from P.E. will attend P.E. but will be allowed to sit and observe or complete an alternative activity.

Universal Precautions

STEP UP School will not exclude persons diagnosed with HIV from staff or student positions. STEP UP has instituted "universal precautions" which are recommended by the Centers for Disease Control.

To safeguard students and staff, employees are instructed to regard all body fluids as potentially infectious, to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly and to report injuries to the nurse.

Students are instructed not to touch blood or body fluids and to seek adults for assistance.

For more information, call our school nurse.

Parental Information

Enrollment/Withdrawal

Students must be officially enrolled through the school office before they can attend classes. Parents of kindergarten children must present verification of the date of birth of the child at the time of

registration. All students new to STEP UP must supply an immunization record and a copy of the child's certified birth certificate upon enrollment. Students' immunizations must be current or students will not be enrolled.

When you are planning on withdrawing your child, the office must have at least one day's notice in order to prepare records. Student records will not be sent without the parent signature on our withdrawal form.

Student Records

Access to educational records is governed by federal law--Family Educational Rights and Privacy Act (FERPA). Parents have the following rights in connection with educational records:

1. To inspect and review the student's educational records.
2. To request an amendment of the student's educational records to ensure that the records are not inaccurate, misleading or in violation of student rights, including the right to a hearing, if necessary.
3. To consent to disclosure of personally identifiable information contained in the student's educational record. Disclosure may also be made without consent in certain circumstances allowed by FERPA.
4. To file complaints with the U.S. Department of Education.
5. To obtain a copy of the Governing Board policy on Student Records, request a copy from the school administrator.

Student Retention

If the teacher thinks a child will benefit from additional time in the same grade level, the parent will be involved in meetings with the teacher, the principal and other staff members deemed appropriate. State law provides that the final promotion-retention decision may be made by the educational team. If a parent chooses not to accept the team's decision, you the parent may request in writing that the Board of Directors review the decision. Final decisions must be made by May 31, and documented by a signed, dated, and filed Parent/Teacher Academic Contract.

News Media

During the school year, the news media occasionally will request to interview or photograph students participating in school activities. If you have concerns and do not want your child photographed, interviewed or published, you must put your dated and signed objection in writing to opt out of having your child photographed.