



2017-2018

Parent/Student

Handbook

2100 Willow Creek Road, Prescott, AZ 86301

Phone (928) 776-1212 Fax (928) 776-0009

e-mail: willowcreek@willowcreekcharter.com

See Teacher Profiles on file at the front desk and on our website:

www.willowcreekcharter.com

**We do not discriminate against individuals based on race, creed or gender*

Mission Statement

At Willow Creek Charter, we believe in the potential of every student and are committed to the success of all. Education comes alive by incorporating a multi-age, project-based curriculum that emphasizes academic excellence. Each student is valued as an individual and we celebrate the unique qualities he or she brings to our family-like community.

Class Schedules

Monday-Thursday

Levels 1 and 2 8:15-3:00

Levels 3 and 4 8:00-3:15

Level 5 8:00-4:00

Students may not arrive on campus before 7:45 a.m. and must be picked up by 4:00p.m.

School Organization

Terese Soto----- Director
Jennifer Baker----- Business Director
Shannon Lynch ----- Special Education Director
Jeanne Schultz ----- Office Manager
Mattie Dundas----- Level 1 Instructor
Sandra Sherman ----- Level 2 Instructor
Beverly Bean ----- Level 3 Instructor
Jessica Schmidt ----- Level 4 Instructor
Katie Sevey ----- Level 5 Instructor
Chrystal Morriss----- Paraprofessional
Angela Lewis ----- Paraprofessional

TABLE OF CONTENTS

ACADEMIC PERFORMANCE	4
ANIMALS ON CAMPUS	5
ATTENDANCE POLICY – IMPORTANT	6
BOARD OF DIRECTORS	7
CHILD FIND POLICY.....	8
CLASSROOM AND SCHOOL VISITS.....	9
COMMUNICATION.....	9
DISCIPLINE	9
DRESS CODE	12
FIELDTRIPS.....	13
HIGHLY QUALIFIED STAFF	13
ILLNESS PROTOCOL.....	13
IMMUNIZATIONS	13
INCLEMENT WEATHER.....	14
LUNCH	14
MANDATORY INTERVENTIONS	14
MEDIA.....	14
MEDICATION.....	16
PARENT BEHAVIOR.....	16
PERMISSIONS.....	16
RETENTION POLICIES.....	17
SCHOOL FEES.....	18
TAX CREDIT	19
TRANSPORTATION	19
VOLUNTEER OPPORTUNITIES	20
WITHDRAWAL	20

Our multi-age classrooms consist of two grades. This teaching philosophy promotes cooperation, collaboration and allows students to develop a deeper and comprehensive understanding of subject matters. This also gives students the opportunity to build personal self-esteem while aiding their peers in a strong academic environment.

Our cooperative learning style fosters high-achieving academic goals while promoting respectful and encouraging behaviors.

<u>Levels</u>	<u>Grades</u>
Level 1.....	K-1
Level 2.....	1-2
Level 3.....	3-4
Level 4.....	5-6
Level 5.....	7-8

ACADEMIC PERFORMANCE

At Willow Creek Charter, we are dedicated to providing the best public education for your child. Our classrooms are small; resulting in excellent student to teacher ratios, allowing for all students' needs to be met. We expect students to be on time, attend school daily, be prepared to learn and complete all classroom/homework assignments. If students are not performing in school due to any reason, recess may be taken away and used to finish work or mandatory afterschool interventions assigned to help them perform academically. Each classroom provides detailed grading information and assignment expectations in their individual class handbook (available in the office if needed).

Rigorous academic standards are successfully taught through our research-based curriculum. The use of clear assessment data monitors the progress and improvements in each student's academic career. We utilize state of the art technology to engage students in project-based learning and our interactive instruction urges students to achieve their highest potential.

In each classroom, quarterly benchmark assessments are given to all students, using comprehensive assessment systems to provide teachers with students' academic progress. Report cards will provide parents/guardians with their student's current quarterly grades and the results and progress of these assessments.

All new students are assessed upon enrollment. If a parent is unclear which grade level an incoming student should be in, placement testing will occur and a discussion with the teacher, administrator and parent will be held to best place the student in an appropriate grade.

Willow Creek Charter follows the Arizona State Standards and completes required yearly state testing. For more information, visit www.azed.gov.

Student Led Conferences:

The first three quarters of the school year (October, December and March) give parents a change to meet with their students' teachers. At our *student-led* conferences, your family stays together through the conference process and your student will present their report card to you, as well as samples of their work. Having student-led conferences contributes to the academic progress of children and makes them active participants in their own education. **There will be no supervision during the conference times, so please ensure your family is together at all times.**

There will be several students present during each time slot. Your child's teacher will be available to answer questions or clarify information.

ANIMALS ON CAMPUS

Animals may be brought into the classroom for educational purposes, following the rules below:

- Prior to the animal visit, teachers will send home a permission slip to all students who will be in contact with the animal stating the date and time of the animal visit. Permission slips must be signed and returned before the animal visit.
- Owner of the animal will sign an agreement form before animal is permitted on campus. Owners will provide shot records and any other vet information that may be needed.
- Teachers must assume primary responsibility for the humane and proper treatment of any animal in their classroom.
- Only the teacher, owner and designated students are to handle the animal.
- If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety. This information must be given to the school in writing.
- Staff members and or students who have been bitten by an animal shall report such an incident to the school. The school will notify the public health authorities if the injury merits follow-up. Public health authorities will determine the appropriate action and the period of confinement for the animal if an injury results. Any animal involved in a serious injury must be impounded until authorization for release is granted by the health authorities.
- The Board of Directors may establish procedures for appropriately and humanely bringing live animals into the classroom.
- Seeing-eye and service dogs are permitted in the classroom to perform the functions for which they are trained. A dog's laminated identification card may be requested for verification.

Legal Ref: A.R.S. 11-1024

A.A.C. R17-9-102

ATTENDANCE POLICY – IMPORTANT

WE STRICTLY ADHERE TO DROP OFF AND PICK UP TIMES (*fees may apply)

Arrival: Student may be dropped off as early as 7:45 a.m. in the front courtyard. If we have bad weather, students will go to the art room.

Dismissal: Students may stay until 4:00 each day and are supervised during this time. Pickup is NO LATER than 4:00 p.m. ***After 4:10, parents will be charged a fee of \$1 per minute for each minute over, as WCC does not have after school care. Please be on time!**

DO NOT park in the drop-off/pick-up lane; wait in your car for your child. If you need to get out of the car, please park in a designated parking spot.

In accordance with Arizona state attendance law, (Arizona Revised Statute Section 15-802), the responsibility for consistent school attendance rests with parents and guardians. Regular school attendance is critical for success in education. Student participation in class activities, assignments and projects is an integral part of the educational philosophy at Willow Creek Charter. When a student is tardy or absent, they miss classroom instruction that cannot be replicated. We are asking that you help keep your student's absences and tardies low by:

- Making sure your child goes to school regularly and arrives on time.
- If your child does not have a fever or is not throwing up, please send them to school. They can rest at snack, lunch time and if they start feeling worse, we can call home as needed. Medication can be sent to the office for dispensing if needed during the day.
- Please use Fridays or before/after school hours to schedule doctor and dentist appointments.
- Please do not keep your child home for birthdays, waking up late, visits from guests or vacations. Try to use the school vacation/breaks to schedule family vacations.
- Take an interest in your child's schoolwork, to ensure they are current on it and intervene if they need help.

State law mandates that we keep a record of ALL absences – excused and unexcused. Therefore, when a child is absent, a parent or guardian **MUST** call the office with the reason for absence.

Excessive absences may be reported to the Yavapai County Attorney's office for review.

Parents/guardians are reminded that public schools are completely funded through state dollars, based upon attendance only. Each absence reduces that funding, which greatly affects the curriculum and well-being of our school. High absence rates directly affect a student's academic performance and has been shown to increase the possibility of high school dropouts and success in their future.

We ask parents to ensure their students make it to school on time, consistently and with parental support.

Definitions:

- **Tardy:** A student is tardy when the student is absent for 15 minutes or less in a day.
- **Absence:** A student who is more than 15 minutes late is considered ½ day. A student who misses several hours or does not come to school is absent. (Please see the detailed attendance policy for each grade level's attendance hours). According to Arizona Revised Statutes (ARS) 15-803B "Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days. The state currently requires 147 days of school for our charter school.
- **Excused absence:** An absence is excused if a parent or guardian notifies the school w/an acceptable reason for the absence. Pursuant to A.R.S. §15-901(A)(1), the Department of Education defines **an excused absence as being an absence due to illness, doctor appointment, bereavement and family emergencies.**

IMPORTANT: If your child misses more than 10 days, excused or unexcused, your child may be put on an Attendance Contract for the remainder of the school year. Parents and students must attend a meeting to discuss and sign the attendance contract, developing a plan for better attendance. If your child misses more than 15 days total, he/she may be asked to withdraw from the school or retained.

Students absent for ten (10) consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(2). Absences due to out-of-school suspension shall be reported as unexcused and will count toward absences.

Parents/guardians may request an "Attendance Appeal" for student absences that have caused that student to be withdrawn and/or retained. Please see front office for form and details. Detailed absence information will be required, documentation, as well as a plan to avoid future absences. This information will need to be presented to our Charter Board for review and decision.

Early Release/Pick-up:

Parents must sign students out in the office and then the office will call your student out of class. Students will only be released through the office. Please sign your child back into the school, if they return after an appointment. If they arrive late to school, students must come to the office for a tardy, ½ day or full day absence slip. After 15 minutes, parents must also sign children into the office attendance register.

BOARD OF DIRECTORS

WCC has an elected Board of Directors that is our fiscal and legal oversight of the school and is governed by a set of by-laws. Meeting notices and agendas for the current fiscal year are posted on the school's website. Hard copies can be found in the main office of our school at: 2100 Willow Creek Road, Prescott. The meeting notices and agendas are posted outside the office door by 9:00 a.m. the day prior to the meeting for public viewing.

CHILD FIND POLICY

The Individuals with Disabilities Education Act of 2004 (IDEA '04) and the Arizona Administrative Code (AAC) define child find requirements to ensure eligible infants, toddlers, preschoolers, and school-aged children have access to early intervention or special education and related services.

Responsibilities

1. What is a public education agency's (PEA) "child find" responsibility?

PEAs are required to establish, implement, and disseminate to their school-based personnel and all parents within the PEA's boundaries of responsibility written procedures for the identification and referral of all children with disabilities aged birth through 21, regardless of the severity of their disability.

2. What additional child find activities are the responsibilities of a unified school district, elementary school district, or union high school district?

PEAs will identify, locate, and evaluate all children with disabilities within their geographic boundaries of responsibility who are in need of special education and related services, including children who highly mobile, such as migrant or homeless students, wards of the state, private school and homeschool students, regardless of the severity of their disability, and students who are suspected of being children with a disability and in need of special education, even though they are advancing from grade to grade. For infants and toddlers aged birth to 2 years 10 ½ months, PEAs should use the referral form located on the AZ FIND website to refer the child to the Arizona Early Intervention Program (AzEIP).

3. What child find activities are the responsibilities of charter schools?

For a school-aged child (grades K through 12), the charter school in which the student is enrolled is accountable for child find activities. It is the school's responsibility to identify and evaluate students with disabilities, including children who are suspected of being children with a disability and in need of special education, even though they are advancing from grade to grade. For infants and toddlers aged birth to 2 years 10 ½ months, the charter school should refer the child to AzEIP. For a child aged 2 years 10 ½ months to 5 years, the charter school should refer the child to the child's district of residence. The referral form is located on the AZ FIND website.

4. What is the PEA's obligation for students transferring from another PEA?

The PEA shall review enrollment data and educational performance in the prior PEA. If there is a history of special education for a student not currently eligible for special education or of poor progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services.

5. Who is responsible for child find activities for school-aged students who attend private schools?

The school district within whose boundaries the *non-profit* private school is located is responsible for child find activities. The school district responsible for child find activities for students placed by their parents in a *for-profit* private school is the district of residence.

6. Who is responsible for child find activities for preschool-aged children?

All preschool-aged children are referred to the unified or elementary school district of residence for child find services, including children who attend private preschools regardless of where the school is located. Union high school districts and charter schools should use the referral form located on the AZ FIND website to refer the child to the district of residence.

7. Who is responsible for child find activities for the student who is homeschooled?

The school district within whose boundaries the homeschooled student resides is responsible for child find activities.

8. Who is responsible for child find activities for students in secure care facilities?

Minor-aged students in secure care facilities are the responsibility of the secure care facility for all educational needs. Students who are the age of majority and attend an educational program in a secure facility are the responsibility of that secure care facility.

9. Does the PEA have to maintain documentation of child find activities?

Yes, the PEA is required to maintain documentation of identification procedures, dates of entry into school, or notification by parents of concerns regarding developmental or education progress by their child, and dates of screening in the student's permanent records.

10. Are PEAs required to document that all school-based staff have reviewed written child find procedures?

Yes. The PEA will require all school-based staff to annually review written procedures related to child identification and referral. The PEA must maintain documentation of staff review.

Screening

11. Who may refer a child for screening?

Anyone who has concerns about a child's development or academic achievement may refer the student for screening (i.e., parents, family members, or school staff).

12. What are the components of screening?

Screening procedures shall include vision and hearing status and consideration of the following areas: cognitive or academic, communication, motor, social or behavioral, and adaptive development. Screening may also include observations, family interviews, review of medical, developmental, or educational records, or the administration of an instrument identified by the test publisher as appropriate for use as a screening tool. Screening does not include detailed individualized comprehensive evaluation procedures.

13. What is the time frame for conducting screening for possible disabilities?

Screening shall be completed within 45 calendar days after entry into preschool, kindergarten, or for newly enrolled school-aged children without appropriate records of screening, evaluation, or progress in school. Screening is also required after receiving parent notification of a possible disability for children aged 3 through 21 years.

14. Does the PEA have to notify parents of a concern resulting from a screening?

Yes, the parents must be notified of any concern found during screening within 10 school days. Additionally, the PEA must include procedures they will utilize to follow up on the student's needs; consideration of screening results could lead to a full and individual evaluation or provision of other services.

References : 1. IDEA '04, Parts B and C (34 C.F.R. §§ 300 et seq., 34 C.F.R. §§ 303 et seq.)

2. A.A.C. R7-2-401 (C)(D)

3. *Letter to Smith* (OSEP) December 1, 2006

4. *Letter to Chapman* (OSEP) August 22, 2007

CLASSROOM AND SCHOOL VISITS

At Willow Creek Charter, we endorse an open-door policy. Parents, community members and volunteers are welcome. All visitors and volunteers **MUST** sign in at the office so that they can attach a visitor or volunteer badge to their clothing. Please sign out and return the badge before leaving campus.

All volunteers that work with students **MUST** have a valid Arizona fingerprint card. Please fill out a "Volunteer Form" if you would like to help with needed areas at our school or classroom.

Visitors are not allowed to disrupt class during instruction time. If you wish to visit your child's classroom during this time, please make prior arrangements with your students' teacher. If you must speak with the teacher, please leave a message with the office or with the teacher to contact you when the teacher is available. **Lunches, messages or other items must be left in the office** and will be delivered to the student at an appropriate time, to avoid interruptions in the classroom.

If you would like a conference with administration, please contact the school for an appointment.

COMMUNICATION

School phone usage: For non-emergency use, the school's office telephone may only be used with the permission of the student's class teacher and the office manager. After-school activities are not to be arranged during school hours. No student cell phones are to be used on campus to contact parents/guardians. Office staff (not students) will call parents/guardians for any sicknesses, injuries, emergencies, etc. that students need to communicate to them. Students in levels 3-5 cannot call home due to forgetting lunch, homework, etc. Office can provide a sandwich for students without lunches if needed. Parents/guardians can leave messages for students by calling the front office. The office will give that message to the student at an appropriate time, to avoid interruptions in the classroom.

If students choose to "bring their own device" (this includes but is not limited to: cell phones, smart phones, iPods, iPads, electronic tablets, and laptop computers.), they **MUST** follow teacher/staff rules and guidelines for use.

DISCIPLINE

It is the philosophy of Willow Creek Charter that no one has the right to interfere with an individual's learning, safety and well-being. Discipline at WCC is used to ensure that ALL students are learning, while also helping students learn self-discipline and appropriate character life skills. Severity and frequency of offenses may determine suspension or expulsion. For a discipline program to be effective, parent and guardians need to support the school in educating students on the importance of behavior. If a student is feeling harassed or bullied, he/she should speak with someone they trust

– a staff member or parent/guardian. If the student is uncomfortable bringing the issue to staff directly, a parent/guardian can schedule a meeting with teachers or administration to resolve quickly and effectively, leaving ALL students feeling safe in their school environment.

Students who choose to break school procedures are subject to correction by teachers, staff members, administrators, police and or juvenile authorities. The student will be disciplined according to the procedures in place at Willow Creek Charter. AZ State Law 13-2911 states that students who interfere with or disrupt an educational setting are breaking the law. We reserve the right to call our local law enforcement if a student chooses not to respect the right of others to learn in a safe environment.

School & Classroom Rules:

Each classroom has accepted rules of behavior posted. All behaviors listed below are inappropriate and not allowed in the classroom or anywhere on school for each student:

- Swearing, inappropriate language and/or gestures
- Truancy
- Leaving class or campus w/o permission
- Obscene, indecent, or grossly inconsiderate behavior or materials
- Cheating, allowing cheating
- Computer tampering and unauthorized web searches
- Threatening to injure self, staff or peer
- Damaging or tampering with school, staff or personal property
- Insubordination (refusing instruction or arguing)
- Disrespect towards adults / staff
- Intimidation (teasing or bullying)
- Possession, use or sale of alcohol, tobacco, drugs and/or paraphernalia
- Lying or providing false information
- Sexual harassment
- Theft
- Arson / Bomb Threat
- Assault
- Fighting and/or instigating fighting
- False fire alarm
- Weapons, fireworks, paintballs, dangerous instruments or contraband
- Unapproved electronic devices
- Possession of laser lights
- Possession of trading cards
- Entering school grounds during non-school hours
- Gross dress code violations
- Bullying / Gossiping
- Romantic displays of affection are not allowed at any time on campus

Playground Rules:

- All school rules (listed in above) MUST be followed on the playground!
- No twisting, side swinging or jumping off of swings. Sit on Bottoms!
- No running/standing near swings. Please stay off the boulders on both playgrounds.
- Students must remain in the playground fencing and may ONLY leave if given permission by staff
- No hitting, kicking, pulling or pushing others. No swearing or put downs.
- No tag or roughhousing (play fighting, wrestling, martial arts, arm wrestling)
- Students may not bring personal play equipment

Bullying

ARS 15-341(A) requires that public schools "Prescribe and enforce policies and procedures to prohibit pupils from harassing, intimidating and bullying other pupils on school grounds, on school property, on school buses, at school bus stops, at school-sponsored events and activities and through the use of electronic technology or electronic communication on school computers, networks, forums and mailing lists." AT WCC, we have a zero-tolerance policy for bullying and gossiping. We believe that everyone at our school should feel safe, secure and accepted at all times. Please see our "School Bullying Policy" below for additional details. Parents and students need to sign and return our bullying and gossiping pledge and discipline policy with the enrollment application.

Discipline Procedures

When a student breaks a classroom or school rule, one of the first options is a recovery time in the classroom. During this time, the student is expected to sit quietly and reflect upon his or her choice of behavior. When a student repeatedly chooses to break the rules, or is disruptive to the learning taking place, he/she may be sent to the office. A "Discipline Report" from the teacher will follow the student who is sent to the office. Many interventions are employed in the classroom and in the office to facilitate the student's success at school. When a student chooses not to follow the guidelines of the school or classroom after intervention, removal of the student from the group or incident may occur.

After repeated attempts to correct any inappropriate or unlawful behaviors, a Behavior Contract will be initiated. Corrective steps for this are listed below:

First offense: Student is referred to the office to meet with administrator.
Appropriate incident report will be completed and placed on file.
Loss of privileges may occur.
Parents/guardians may be informed by telephone.

Second offense: Appropriate incident report will be completed and placed on file.
Loss of privileges will occur.
Parents will be contacted to schedule a meeting with parents, student and administration to list actions to be taken by all parties involved.
Student will be put on a Behavior Contract.

Third offense: Appropriate incident report will be completed and placed on file.
Strike 1 on Behavior Contract.
Student may be suspended from school for a determined period of time.
Parents contacted, loss of school privileges, law enforcement called in to meet with parents and involved students on school grounds, as needed.

Fourth offense: When no change is evident in students' behavior, expulsion from the school may occur. Parents will be given notification in writing, the reasons for removal and the right to request a hearing will be explained. The expulsion may be reconsidered after administration receives a written request for a special hearing from students' parents/guardian.

DRESS CODE

Willow Creek Charter encourages each student to take pride in his or her appearance. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, and the welfare of oneself and others. Students who choose not to follow these guidelines may be sent home. The list below is subject to change:

- Dress appropriately for weather conditions
- Dresses and shorts will be mid-thigh length or longer
- Pants or shorts may not excessively sag
- Shirts will be long enough to cover midriff when arms are raised
- Shorts/skirts must be at the student's fingertip length
- Shorts/leggings must be worn under skirts and dresses if they're shorter than student's fingertip length or if student is playing on bars or has PE
- Torn/ripped jeans or shorts with holes above fingertip length must have leggings underneath
- Tank tops must have strap widths of at least two fingers
- "Heely" sneakers cannot be used during school hours, if worn to school
- High heels are not allowed
- On days where PE will occur, students will wear tennis shoes – no sandals or flip flops
- No hats of any kind or hoodies on the head are allowed in the classroom at any time
- Sunglasses cannot be worn in the classroom at any time (either on the face or head)
- Undergarments should not be visible
- Jewelry shall not be worn if it presents a safety hazard
- Obscene or profane writing, drawings or pictures depicting drugs, sexual situations and/or tobacco/drugs/alcohol on body, clothing and/or jewelry is prohibited
- Gang related clothing and or jewelry prohibited
- Pajamas are not permitted unless they have been approved for a school event

FIELDTRIPS

Fieldtrips are important extensions of classroom learning. Their experiential nature makes learning real and concrete, and deepens the students' sense of the relevance of what they are studying. The Director must approve all fieldtrips. Before any student is taken from the school grounds on a fieldtrip, written permission must be obtained from a parent/guardian. The school may require parents to pay all or part of any admission fees, meals or other expenses. Students are expected to be well behaved while on fieldtrips and to follow teacher and chaperone instructions promptly. Poor manners, disruptive behavior, or failure to follow directions will jeopardize a student's right to participate in subsequent class outings.

Parents who volunteer to transport students must fill out required paperwork in the office prior to each fieldtrip, a copy of your current driver's license and proof of insurance. Please know that driving to an event does not mean you will also attend the event with the students and bringing other family members is prohibited. We reserve limited seating and space at these events and must keep within those parameters.

HIGHLY QUALIFIED STAFF

All Willow Creek Charter teachers are certified and fingerprinted through state and federal agencies. Between us, we have over 100 years of teaching experience. Some of our teachers have state endorsements in subjects such as fine arts, physical education, history and special education, allowing us to provide a well-rounded school experience for our students. From our teachers, support staff, administration to maintenance, we all work together to make it possible for our students to have a great learning experience.

ILLNESS PROTOCOL

If your child comes to school and throws up or has a temperature of 100 degrees or more, he or she will be immediately sent home for the day and cannot return to school for 24 hrs. after the fever or throwing up has stopped. If your child has a cold, cough or allergies, you may send any medication to school but you must send it in the original packaging with dosage/times/students name clearly marked on our "Administering Medicine to Students" form.

IMMUNIZATIONS

Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Proof of your child's immunization is due to the office prior to admission and records must be updated annually by parents/guardians. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. In case of an outbreak in our school, the immediate exclusion of unvaccinated or under-vaccinated children from the classroom is the best and only immediate tool to halt the spread of the disease. The exclusion time could be up to three weeks.

See link below for Arizona's Kg-12th grade immunization requirements:

<http://azdhs.gov/documents/preparedness/epidemiology-disease-control/immunization/school-childcare/school-immunization-requirements.pdf>

INCLEMENT WEATHER

In case of inclement weather, please check our Facebook page or tune into one of our local radio stations to hear of possible closures or delays. **Willow Creek Charter will follow the schedule of the local public school district (PUSD) for a 2 hour delay or snow day.** This can be found on: <http://www.prescottschools.com/snow-day>.

Full day closure – students and staff will stay at home and not attend school.

2-Hour Delay – Classroom schedule will start 2 hours later. Students need to arrive to school at 10:00 a.m. and Staff must arrive at 9:30 a.m.

Half day Kg students have the option to stay for a full day on snow delay days.

Remember to dress your child appropriately for the weather and be extremely careful on the dangerous roads. If driving to school is unsafe for you and your family, we respect your choice to stay safe. This absence will be considered excused.

LUNCH

Students bring their own packed lunch for snacks and lunch each day, as we do not have a cafeteria or meal delivery. Microwaves are not available for heating food up, so put hot food in a thermos or use ice packs as needed. No soda, juice or caffeinated beverages are allowed – **WATER ONLY**. Please pack your child a nutritious snack and lunch, so they are the best they can be all day!

Levels 1, 2 & 3: Lunch 11:30 a.m.-12:00 p.m. P.E. 12:00 p.m.-12:30 p.m.

Levels 4 & 5: P.E. 11:30 a.m.—12:00 p.m. Lunch 12:00 p.m.-12:30 p.m.

MANDATORY INTERVENTIONS

Arizona’s revised statute [15-211](#) requires all school districts and charters with a K-3 program to submit a comprehensive plan for reading instruction and intervention across grade kindergarten through grade three. State funding is provided to schools to support the implementation of their K-3 reading plan. The goal is to have all grade three students in Arizona reading proficiently at grade level.

All students who are not reaching curriculum benchmarks, essential standards or are not passing state testing, will be expected to attend mandatory interventions after school. If a parent chooses not to send their student to interventions, they will need to sign a state waiver form.

MEDIA

Only movies rated “G” will be shown in the classrooms without prior parent permission. Movies and shows rated “PG” or higher must have parental permission and signed authorization to be observed in classrooms.

If students choose to “bring their own device” (this includes but is not limited to: cell phones, smart phones, iPods, iPads, electronic tablets, and laptop computers.), they **MUST** follow teacher/staff rules and guidelines for use. Phones brought will be checked in by the teacher each morning and stored in the office. Students will be permitted to use devices during teacher-appointed times, at their own risk.

Games, toys, stuffed animals and blankets are **NOT** permitted in school, unless allowed by the teacher for special occasions or academic usage.

Willow Creek Charter School assumes **NO** responsibility for devices that are lost, stolen, or damaged. Students violating the rules and regulations for computer use/electronic devices may receive disciplinary action.

Students will follow the “Student Computer Lab and Internet Agreement” that is signed with their enrollment paperwork:

Student Computer Lab and Internet Agreement:

- I will ask permission before using the Internet.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- I will not access material deemed inappropriate for school use including dangerous info, criminal info, and inappropriate language and violates school rules.
- If I see anything that I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or the computers.
- I will not reveal personal contact information about myself (full name, address, phone number) when using the Internet.
- I will not agree to meet with someone they have met online without their parents/guardian’s approval and participation.
- I will not access material that has been deemed inappropriate for school use. Inappropriate material is defined as: dangerous information, Criminal information, Information that violates school rules.
- I will not purposely damage any computers or other equipment.

I hereby release Willow Creek Charter School, its personnel, and any institutions with which it is affiliated, from all claims and damages of any nature arising from my child’s use of, or inability to use, the Internet system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

MEDICATION

Any medication needed by the student must be provided by the parent in the original container and label attached. Any prescription must clearly state the student's name and give clear dispensing directions. Parents must turn in the "Administering Medicine to Students" form with the medication or inhaler. **STUDENTS ARE NOT PERMITTED TO HAVE MEDICATION IN THEIR POSSESSION ON CAMPUS.** This includes over-the-counter medications such as, Tylenol, Advil, cough drops, etc. Over-the-counter medications require the same paperwork as prescribed medications, and will be kept locked in the Office as well.

PARENT BEHAVIOR

We want to provide the best appropriate learning environment for our student's academic and social care. In order to do this, we must **ALL** pay close attention to our interactions as adults on a day-to-day basis, as this directly affects children. Staff members, teachers and parents should consider themselves as role-models at all times and follow the same school rules (listed in Discipline above) that we are asking of our students/children. Our goal is to develop strong students who respect themselves, others and the community by modeling that behavior. We respectfully ask parents/guardians to follow these guidelines while on our school campus.

On field trips, parent chaperones must follow the school's Discipline Policy. Make sure you have a clear understanding of our policy and what the teacher/school needs from you in this role.

If you are not functioning as a chaperone or volunteer, please do not discipline students. Please make a staff member aware of any issues and they will handle the situation appropriately.

It is not appropriate to discuss a concern or gossip about a teacher, student or staff member in front of students or other parents. Please come to the office and discuss your concern with the Directors.

Follow all guidelines under "Classroom and School Visits" to ensure appropriate discussion times with teachers and administration.

PERMISSIONS

(Any disagreements to permissions must be documented and brought to the office to keep in student's file)

Willow Creek Charter School (WCCS) may use photographs, reproductions and/or sound recordings of my child(ren). Such use may include website, advertising and publicity purposes.

My student may bike or walk to and from school each day this year unless otherwise instructed by me in writing.

I give my permission for my child to attend school field trips with parent drivers or walking across the street to the First Church of the Nazarene for events. I also give consent to WCC, during this activity,

for rendering emergency medical care and treatment by authorized pre-hospital personnel and members of the hospital staff, as may in their professional judgment be necessary or in the best interest of my child.

I am aware that WCCS's insurance policy does not cover students enrolled or other children visiting its facilities. Therefore, in the event they should sustain injuries on said premises, I hereby release and absolve the school completely and totally from all responsibility or blame for all such injuries and subsequent consequences thereof if any. The above also pertains to any animals brought onto the premises. In the event of a student injury, 911 could be called and parent will be notified immediately.

I hereby release, indemnify and hold harmless WCCS and its staff from any loss or damage to toys, clothes or any other personal articles.

RETENTION POLICIES

Retention of a student is based on the following criteria:

1. A students' academic achievement and effort. Grades will be reviewed as well as effort toward improvement in academics.
2. Attendance/discipline records
3. Standardized and alternative assessment results
4. Any other information considered pertinent to the recommendation including age, educational history or health/medical issues.
5. Physical and social indicators (i.e., response to behavioral intervention, participation in school activities, interactions with peers, etc.)

Arizona law ARS §15-701—3rd grade retention

[A.R.S §15-701](#) requires that an Arizona student not be promoted from the third grade if the student scores far below the third grade level on the AzMERIT statewide assessment. A third grader who does not demonstrate sufficient reading skills may be promoted to fourth grade if the student:

1. Is an English Language Learner (ELL) who has received less than two years of English instruction.
2. Has a disability and the IEP team agrees promotion is appropriate or the student is in the process of being evaluated for an IEP.
3. Has been diagnosed with a significant reading impairment (including dyslexia).

SCHOOL FEES

School Pride T-shirt - \$10 (optional)

Per student - due by August 31, 2017

Yearbooks - \$5 (optional)

Per yearbook; due by May 15, 2018

Tax Credit (optional)

The State of Arizona has a law that benefits taxpayers and school children alike. A.R.S. 43-1089 allows a tax credit of \$200 for individuals and \$400 for married couples filing jointly. It reduces your tax burden to the state of Arizona, dollar for dollar.

Donations (optional)

Any donations given to WCC will help us

Field Trips

We have several different field trips throughout the year. Fees for each are listed below:

Performances at Yavapai College Performing Arts Center - \$5 each student

Trips to the zoo, movie theaters or local museums - \$5 each student

Long distance trips (Grand Canyon, Renaissance Festival, etc.) - \$10 each student

Other Ranch Round up activities are covered by the school

KINDERGARTEN Fees – Full Day Kg only \$9/day (Kg tuition is due by the 1st of each month)

Parents, family members or neighbors can turn in a Tax Credit Form with a payment attached to pay for a student's Kg tuition. Payments made using Tax Credit will be given a receipt/Tax Credit letter for taxes.

Month:	Total Tuition Days:	Amount due:
August	16 days	\$144.00
September	15 days	\$135.00
October	12 days	\$108.00
November	14 days	\$126.00
December	10 days	\$ 90.00
January	14 days	\$126.00
February	15 days	\$135.00
March	11 days	\$ 99.00
April	16 days	\$144.00
May	16 days	\$144.00

Checks, cash, credit cards or money orders will be accepted for fee payments.

TAX CREDIT

The State of Arizona has a law that benefits taxpayers and school children alike.

A.R.S. 43-1089 allows a tax credit of \$200 for individuals and \$400 for married couples filing jointly, for fees or donations paid to a public school in support of extracurricular activities.

It costs you nothing. The beauty of the tax credit is that it costs you nothing, gives you a say in how your tax dollars are spent and reduces your bill by whatever amount you donate. Let's say you donate \$400 to an eligible school activity, you will reduce your Arizona state tax bill by \$400. If you don't pay state income tax, you can't reduce your liability below \$0.

So many programs are in need of support. Last year, taxpayers like you helped cover the costs of field trips, music, art, library and physical education programs. Simply put, tax credit donations make possible a wide range of learning opportunities that our children would not otherwise have. **You don't have to have a child in the school to benefit from this tax credit.**

There has never been a better time – or way – for you to help Willow Creek Charter schoolchildren. Your donation must be made before December 31st to apply to the current year, so please write your check today.

TRANSPORTATION

Parents are responsible for transporting students to and from school on time. There is no bus service available. If a student is tardy or is leaving school prior to discharge time, the parent/guardian must sign the attendance log in the office. If a student is to be transported by a person not on the approved list on the enrollment application, a written notice or phone call must be given to the office prior to the student's departure.

During drop-off and pick-up times, do not leave your car unattended, as this will block the flow of traffic and becomes a dangerous situation on Willow Creek Road. If you need to get out of your car, please pull into a parking space.

Students who are walking and/or riding bikes to and from school require a written note or the appropriate box checked on the student application or permission form proving parental permission.

If we are unable to contact you or your emergency contacts by 4:10 p.m., the Prescott Police Department will be called to locate you.

VOLUNTEER OPPORTUNITIES

Studies have shown that parental involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. We realize that each of our families is unique, with its own priorities, needs, talents and time constraints so we will try to provide as many types of opportunities for parental involvement as possible. Please review some of the volunteer opportunities below and check any you (or any other family members) are interested in.

- Fundraising (Box Tops for Education)
- Library coordinator/organizer
- Side by side reading in L1 and/or L2
- Tutor small groups of students
- Assist with a classroom project
- Help a student build a Science Fair Project sometime after Winter Break during the student's lunch/recess
- Organize a school fundraiser (ex: Bake Sale/Raffle)
- Take home and prepare parts of a classroom project
- Other _____

WITHDRAWAL

Parents choosing to withdraw a student must fill out an official slip in the office. Per Arizona State law, WCC will automatically withdraw a student who is absent for 10 consecutive days, with no contact from parent or guardian.

WILLOW CREEK CHARTER

WE CARE ABOUT KIDS AND IT SHOWS

Parent/Student Handbook Signature

Please take some time to read and discuss the Parent/Student Handbook with your child; it is important for your child's success at Willow Creek Charter. Please sign and return this form to your student's teacher as soon as possible. **Also, please note the attendance policy in our handbook.** Please be mindful of the drop-off and pick up times, as there are no exceptions. Drop off your child no earlier than 7:45 a.m. and pick up your child no later than 4:00 p.m. There is no adult supervision before or after the times stated above. If you have any questions, please call or stop by the office.

Student Name _____

We have read and discussed the Parent/Student Handbook and we agree to follow all rules and regulations. I have also discussed the attendance policy for all students with my child.

Student signature _____

Date _____

Parent signature _____

Date _____

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520 8/21/2008



Board Approved Sept. 20,2012

Phone: (928) 776-1212 Fax: (928) 776-0009

Email: willowcreek@willowcreekcharter.com

Website: www.willowcreekcharter.com

Willow Creek Charter School

2100 Willow Creek Road

Prescott, AZ 86301