

Crown  School
Charter

**STUDENT/PARENT
HANDBOOK**

2023-2024

Address:

12450 W. Maryland Avenue
Litchfield Park, AZ 85340

Phone: 623-535-9300

Fax: 623-535-5410

EMAIL: crownschooloffice@gmail.com

SCHOOL HOURS 7:55 A.M. - 2:45 P.M.

School Office Hours are: Monday through Friday, 6:00 AM to 6:00 PM

Thank you for choosing
CROWN SCHOOL,
the
“Crown Jewel of the West Valley”

Welcome to Crown School!

Crown School is a high performing school. The mission of Crown School is to provide a safe, joyous, and nurturing environment that embraces family values and provides an equal opportunity for students to experience high academic success. We encourage our students to reach toward their highest potential through an innovative and stimulating curriculum that promotes high self-esteem.

We look forward to developing a warm and friendly relationship with your children and your family. We ask for your support and that you become an active participant in the school/family cookouts and activities. A large part of the academic success of your children will depend on your support of the teachers and administrators. Let's be an active team to work together to provide the best possible education for your child.

Sincerely,

Mr. James Shade
Director

Crown School and Parent/Student Partnership

1. The Program

- 1-A. We are pleased to offer an accelerated academic program at Crown School. **We believe that college preparation begins in Kindergarten.** A positive elementary school experience is a major factor in influencing the student's love for learning and desire to reach for higher knowledge.
- 1-B It is with pleasure that we proudly offer students an opportunity to excel beyond the Arizona standards beginning at Kindergarten and continuing through 6th grade.
- 1-C Care is given to the “full child” development program with emphasis on fine motor, gross motor, visual perception, and social skills during the first month in Kindergarten. Kindergarten children are offered our phonics-based program and progress right into reading books. We encourage all students to excel as quickly as they wish. Most students read at a solid beginning 1st grade level and some excel much further. Their newly discovered math skills will exceed all expectations for the age group. All students will take pride in their beautiful art work before the school year ends.
- 1-D Students in 1st grade will be able to add and subtract with regrouping. In the last trimester they will learn to multiply and divide. First graders always enjoy Science investigations and writing their first reports on specific topics.
- 1-E The 2nd grade students will learn how to conduct research on specific topics and prepare visual props for their special presentations to the class. Parents will give support and encouragement to their child by working hand in hand with their teacher on these intellectual and fun projects. The creative writing of 2nd graders is especially enjoyable to read. The depth of quality education in second grade is amazing. Children can quickly identify inference and context clues in written text which boosts their reading comprehension to higher levels.
- 1-F One of the highlights of 3rd grade is in the third trimester when they move beyond “book” learning and experience “hands on” scientific investigations with specimens under the microscope and research into the life of invertebrates. In social studies, the students learn about the United States and have a wonderful opportunity to research bridge designs which often leads into the students making a replica of their favorite bridge. The students proudly display the arts, crafts, research projects and their academic achievements at the family cook-out days.
- 1-G Fourth grade enjoys our rich Arizona history along with understanding and appreciating the Native American Culture by interaction with local tribes. We instill a solid core foundation in all academic subjects along with the enrichment classes.

- 1-H Both Fifth and Sixth grade students will be encouraged to explore literature above their grade level and make PowerPoint presentations which incorporate music and photography in their slideshows. Any 5th and 6th grade student who masters the mathematic requirements for their grade level may move beyond to algebra, geometry and/or calculus with technical support in these areas. There will be many opportunities for "hands on" scientific activities and experiments where they may develop and test their hypothesis.
- 1-I Educating your children is a collaborative effort. Together, we form a partnership to provide an excellent opportunity for your child to excel. You have agreed to assist your children with their homework and to follow the regulations of the school. We have pledged to do our best to make your child's learning experience the most wonderful time in their life. **To avoid appointment conflicts, all conferences must be scheduled through the school office.**

2. Sports

- 2-A When the weather cools down, we will offer basketball and soccer at most grade levels. Our irrigation system and grass have been installed, so we now have a nice athletic field for our students.
- 2-B Have you participated in the school's "All Sports Day" It is such fun. The events are usually in October. Parents are encouraged to volunteer to teach children various sports and set up the activities.

3. The Information in Your Handbook

- 3-A Please use this handbook for ready reference when you have a question about school policies and procedures. Please review age-appropriate information with your child. If further information is needed, please contact our school office at the number on the cover of this handbook.

ATTENDANCE:

Daily attendance is very important. At Crown, if your child misses school, they have missed an important lesson. We understand they must miss if they are ill. Most often, in order for your child to keep up with Crown's fast academic pace, the work will need to be made up.

Doctor excuses are required for multiple absences and early release or tardiness for a medical appointment.

Up to a 15 minute tardy on an occasion is understood. **As partners together, it is important that you have your child to school on time. Have you any idea how hard it is for your dear child to try to catch up on work they have missed without the instruction of the teacher when you are late?** Continued tardiness of more than twice a month may result in a conference with administration to discuss the parent/school partnership. Continued tardiness without a doctor's note is unacceptable. Frequent tardiness beyond 15 minutes will cause your child's grade to drop because they will have missed a good portion of a lesson or a skill that is being taught. As you can see, that could mean incomplete grades and possible failure of the school year. Students with an unexcused absence who are often late and come to school after 9:45 a.m. may be sent home and the child may receive an F in all subjects for that day. Tardiness is unfair to your child. Please, set your schedule to have your child here on time.

An absence that is not excused by a parent with the Attendance Office is truancy.

- Students who receive three undocumented tardies:

<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Tardies four (4) and five (5)	Tardies six (6) and seven(7)	Tardies eight (8) or greater
<ul style="list-style-type: none">• Parent contact• Student conference• ASD*	<ul style="list-style-type: none">• Parent contact• Student conference• One (1) Day SUS*• Three (3) Day SUS*	<ul style="list-style-type: none">• Parent contact• Three (3) Day SUS*• Five (5) Day SUS*• Ten (10) Day SUS*

***ASD** - After school detention - - - after school fee of \$20 will be assessed

***SUS** - Suspension

For those who are never late..... Thank you for your dedication and sweet spirit. Crown School teachers really appreciate you and smile at the very thought of you.

4. Attendance Policy

4-A Regular attendance at school is expected. If your child is ill or must miss school for other reasons, please contact our school office as soon as possible. Use the phone number on the cover of this handbook. *By state law, a student who is absent and unexcused for ten (10) consecutive days must be dropped from enrollment.*

4-B If a student is absent from school, it is the responsibility of the parent and the student to make up all assignments. The student is responsible for asking for the make-up work and then for completing and returning all assignments within the required amount of time. If a student will be absent more than three days, the parent will be responsible for calling the school to notify the teacher to prepare make up assignments for the student. *Doctor notes are required for extended illness.* Class work for an unexcused absence cannot be made up.

4-C Vacations and short trips during the school year should be kept to a minimum and must be cleared through the school office two weeks in advance. We are a fast-paced and progressive school and we can work together to provide independent study assignments to keep your child from falling behind during these times.

Remember: Your child cannot miss ten (10) consecutive days of school without being dropped from enrollment. It is State Law.

We encourage that all vacations or short trips be taken during the school holidays.
Vacations during state standardized testing shall not be permitted.

Class Attendance Hours:

Grade 4 th , 5 th & 6 th	7:55 AM to 2:45 PM
Grade 2 nd & 3 rd	7:55 AM to 2:30 PM
Grade 1 st	7:55 AM to 1:55 PM
Kindergarten	7:55 AM to 1:30 PM

½ Day Kinder AM 7:55 – 10:30 a.m.

Extended Enrichment Services: (small fee)

Before School..... 6:00 AM to 7:55 AM

After School (depending on grade)..... 1:30 PM to 6:00 PM

Please note: Crown charges fees for each family in the Extended Day Academic Enrichment Services program. Please ask the school office for a current fee and payment schedule. We invite you to enroll your child in these services, as they will greatly enrich your child's academics and social skills. Extended services are a privilege and not an obligation on our part. Excellent behavior is required of the students. Parents are expected to honor the school hours. Our staff puts in a long day and needs to get home to their families. Failure to pay the service charge or any late fee timely and/or excessive late pick-up can result in termination of service.

If you have questions regarding fees, please contact the office.

5. Dropping off and picking up your child:

- 5-A Please **do not** drop students off prior to **7:30 AM** if they are **not** enrolled in the **enrichment program**. Please pick up students **by dismissal time listed above for the appropriate grade** if they are **not** enrolled in the **enrichment program**. We **do not** provide supervision prior to **7:30 AM** or after **15 minutes past class dismissal time** for students attending the regular school day schedule and we staff accordingly.
- 5-B Parents who pick up and drop off their child should display a color-coded card in their windshield to help us expedite the departure. Please use the designated drop-off and pick-up areas on the North side of the campus. **It is illegal to park in any red zone.** If you wish to come to the office, please find a designated parking spot and enter the front door of the school and check in at the office. If you need to pick up your child in the office, kindly call at least ½ hour ahead to help us get your child into the office for you. **There is no student pickup in the office between the hours of 1:30 PM and 3:00 PM. If you call 30 minutes ahead of time, we can have your child ready at the car pickup area.**

6. Withdrawing a Child From School

- 6-A If you should transfer or move away, we can help make your transfer to another school more efficient. We ask that you give us advance notice of your intent to withdraw your child, if you possibly can. We will provide you with a state-recognized, signed withdrawal form, which must be taken to the new school. **The new school will request original student records directly from us. Parents may not be responsible for physically transferring records to another school.**

7. Medications

- 7-A All medication used by your child during the school day must be authorized by a physician along with written instructions for administering. **The parent must personally bring it to the office, in the original container, clearly labeled in the child's name.** The parent must sign a statement that authorizes Crown staff to dispense medication to the child. Students **are not** allowed to administer medication to themselves.
- 7-B **NEVER SEND ANY TYPE OF MEDICATION (PRESCRIPTION OR OTHERWISE) IN YOUR CHILD'S LUNCH BOX OR BOOK BAG OR WITH YOUR CHILD. This is a safety issue and is forbidden at the school. Medication sent with your child could endanger your child's health and welfare as well as exposing other children to access the medication.**

8. Over-the-Counter Medications

- 8-A Over the counter medication **will not** be administered by the school personnel. You may come to the office to medicate your child as you feel is necessary. All medications will remain locked in the school office.

9. Health Screening

- 9-A State law mandates vision and hearing screenings for all students in grades K, 1, 2 and 6. If your child has a medical condition or medical device that the screening technician should know about, or if there are other reasons that your child should be exempt from the screening, please notify the school office at the beginning of the school year or upon enrollment. If any abnormalities are discovered as a result of the screening, parents/legal guardians will be notified. If your child has been diagnosed as needing reading glasses please see that a pair of glasses is left at the school for your child's use.
- 9-B All students must be toilet trained before entering into Crown School.

10. Emergency Authorization and Information

- 10-A **Upon enrollment, parents sign an emergency medical form. It is the responsibility of the parent to keep all information on this form up to date. THIS IS VERY IMPORTANT.** In case of an emergency, the emergency attendant and the school needs to be able to reach you or someone who can personally find you.

11. School Uniforms

- 11-A **The purpose of wearing uniform clothing is for equality of students. Some families cannot afford to buy designer clothing. On the far other side, we do not want children to come to school wearing inappropriate clothing. Hopefully, uniforms will help answer these needs.**
- 11-B Crown School is a Uniform School. The following colors may be choices for the student's shirt: **Red, Light Blue, and Navy Blue (not dark navy)**. Boys are to wear only solid navy bottoms. (This is the standard navy-blue color, not dark navy.) Girls are only to wear solid navy pants, shorts, skirts, jumpers, or solid uniform-colored dresses. The only exception, girls can wear the specific red and navy-blue plaid skirts or jumpers as seen in French Toast catalog. **These are the only acceptable colors. No other colors or combination of colors will be allowed.** Boys may wear long pants, shorts, vests, and sweaters, as appropriate for the season. Girls may wear long pants, shorts, skirts, vests, sweaters, jumpers, or dresses as appropriate for the season. All shirts must be the polo type and have a collar and **may not contain logos. Pants and shorts may not have cargo pockets or be the zip off type, no baggy pants or wide leg shorts or pants. Long crotches or pants worn below the waistline, baggy, over size shirts or gym or sweatpants are not permitted. Uniforms must fit – no oversized clothes are allowed.** Shorts must be above the knee, not below. Capri pants are not permitted. Footed tights are permitted in school colors of solid red, navy, light blue, black or white. **No long or short footless tights are acceptable (leggings).** Socks must be solid uniform colors, black, white, or gray.

Crown School uniforms are chosen from FRENCH TOAST – Source Code: QS47EPQ

Parents should order their uniforms from French Toast or find a store that carries French Toast uniforms.

Our colors are: red, light blue and navy blue (not dark navy)

ONLY EXCEPTION:

If you find uniforms from another manufacturer that is the exact same color and style as Crown has chosen for the official uniform, please bring it in and you may compare it to the French Toast Uniform. If it is not the same, then it is not accepted.

- 11-C Plan for colder weather and order long sleeve polo collar shirts now. **The layered shirt, a shirt under a shirt, is not acceptable.** Turtleneck shirts in school colors are permitted. Jackets – see 11-H for more details. Tights and knee socks are encouraged but they must be **solid** uniform colors, black, white, or gray. These, too, are available from French Toast website. Scarves that have mittens attached that could create a choking hazard are not to be worn.

- 11-D Backpacks may be colorful and your choice, *in good taste*. No violence of any type may be depicted on anything. No Fortnite or Five Nights at Freddy's backpacks please.
- For the safety of your children, **jewelry and watches are not allowed**, as these may become caught while playing and cause injury. Girls, however, may wear lightweight earrings if they are the pierced type that is flat on the ear but no loop or dangle earrings. Wearing pierced nose, eyebrow or multiple earrings, or anything depicting something that hurts a person *is not appropriate and not permitted*.
- 11-E Shoes must be closed at the heel and toe. Shoes will be lace tennis shoes that tie or are Velcro. **No boots or high heels, sandals, slippers, clogs or crocs and no roller shoes.** Shoes must have a good tread on them for the safety of the child.
- 11-F Belts: We dress for success. Boys must wear belts in 2nd grade and above and shirts will be tucked in. Please, no white under "T" shirts are to be showing.
- 11-G The French Toast website has a drop-down menu of the acceptable uniform clothing for Crown School. We recommend French Toast clothing which can be purchased at various stores or ordered online. If it is not French Toast, then parents are required to bring the items in for approval prior to the start of school.
- 11-H **Solid uniform-colored jackets (lightweight, not bulky) allowed in classroom with no logos. Sweat jackets, half zip jackets, jackets with prints NOT ALLOWED. Outside heavy weight jackets must be solid color, no prints and must be put in backpack when entering classroom. School Uniform Jackets will be available for purchase.**
- 11-I All student's hair should be of a natural color (i.e., blond, black, brown, or red) and not such that would diminish the school uniform policy. Fluorescent or similar dyed colors are not part of Crown School uniform policy. Headbands and hair bows are allowed. Ear or unicorn headbands are **not allowed**.
- 11-J **You have chosen Crown School knowing that it is a uniform school. Thank you for following the uniform code and being a great role model for your child. The uniform policy is enforced at Crown as it is at other schools. If a student is at school and out of uniform, the parent will be called and asked to bring the proper attire and/or may not be admitted to the school campus until in proper uniform attire.**

12. Inappropriate Items at School

- 12-A Students may not bring any **toys, fidget spinners, radios, tape recorders, cameras, laser pointers, pets, animals, gum, beepers, cell phones, tablets, I-pads, firecrackers, weapons, tobacco, drugs, alcohol or paraphernalia or any other inappropriate items** to the school. The school will provide the books and movies that it feels are appropriate for the school. Parents, thank you for not letting your pets out of the car.

13. Visitors

- 13-A Adult visitors to campus are welcome, however, all visitors must sign in at the school office and be escorted through the school by a staff member. Cameras are installed in every classroom and parents/guardians are welcomed to view their child in action in the

classroom from the principal's office. We recognize the importance of making available the opportunity to view your child in the classroom; therefore, we have provided cameras to keep from disrupting the learning environment. Our monitors are located in the multi-purpose area and we apologize ahead of time if you will need to wait to get into the room. During the first 2 months of school the kindergarten parents take up a large amount of time at the monitors and we all understand that they don't know us and are a little anxious. Please bear with us and them during this adjustment time.

14. Volunteers

- 14-A We love having parent volunteers. Sign up in the office. We give specific lessons on how to tutor children who need extra assistance. Also, we will call upon parent volunteers for classroom projects, special events, and field trips. For the safety and security of our students, all volunteers must use the staff bathrooms. **State law requires ALL volunteers to check in at the school office each time they are on campus.**

15. Siblings at Classroom Events and Field Trips

- 15-A We enjoy seeing the siblings of our students but, any field trip or special event in the classroom is for that specific child only and siblings are not invited to attend. Our field trip to the zoo is a school event and parents volunteer to supervise the students. Kindly take your family to the zoo or other field trips on your own special family time and keep your focus upon your child enrolled at Crown School and any other student that may be assigned to you. Volunteer parents are encouraged to attend, but please do so without any other children/siblings. This will allow you to share in the excitement with your child on the field trip.

15- B **OUR SPECIAL FAMILY DAYS:**

We welcome your entire family – kids, parents, relatives – but please give an extra donation of \$2.00 per person for numbers more than four (4). It will help purchase the food. Thanks.

16. Student Birthdays:

- 15-A We love parties, but the school cannot be involved outside of the school day. The teachers recognize children on their birthdays. At Crown School, we make every effort to provide a safe and secure study environment. As a result, unfortunately, we can only allow store bought goodies. Birthday celebrations may be held only during the last 20 minutes of the school day, when possible, parents and sibling may be present. If you are having a birthday party outside of the school hours, please do not invite our teachers. **Teachers are not permitted to attend Birthday parties because we want no appearance of preferential treatment in favor of any child.**

SAFETY ISSUES: The school cannot vouch for the safety, supervision or if there will be inappropriate behavior by adults at a non-Crown School party. If you go to a party, it is your responsibility and not that of the school. Teachers are forbidden to be involved and may not pass out invitations or other outside materials due to liability issues.

17. Guidelines for Picture Usage

- 17-A We enjoy watching each child glow with pride at their achievements and fun activities. Throughout the year the school records special events and classroom activities electronically by video camera, DVD and photographs. We proudly display our student's work too. The school reserves the right to use these photographs to share with others and to promote the activities of the school as well as finding opportunities to share with their classroom, classmates, and families and preserve beautiful memories of good times with our students.
- 17-B Crown School uses photographic images to:
- Enhance instruction;
 - Improve students' motivation and gift crafts;
 - Provide and promote a positive image for the school on the Web and publications;
 - Increase safety by creating a picture of the student for student records; and
 - Provide the opportunity for parents to have annual individual and class pictures taken of their child.

If for any reason you wish that your child not be photographed it is your responsibility to notify the school office in writing.

18. No Child Left Behind

- 18-A The federal No Child Left Behind legislation makes available funds to our school to help us help our students who are in need of additional assistance in reading and math. If a student is believed to be behind grade level in either of these subject areas, staff will do a multiple-criterion assessment of the student's skill needs and may refer them to the school's rotation/tutoring program. Students receive specific, needs-based, supplementary assistance on basic academic skills in the language arts and/or math. If a student is recommended for tutoring, the parent will be notified and also be given the opportunity to participate in the parent involvement components of the program. This allows parents to fully participate in their child's academic progress and gives parents input that assists the school in creating the best programs and procedures for our students who are behind.

19. Special Education Services

- 19-A State and federal laws have mandated that all schools provide special education services and programs for students with disabilities. Special Education programs are offered at Crown, kindergarten through sixth grade. Like the RTI services mentioned above, Special Education services are supplemental to the regular school program.
- 19-B Special Education services are important in that they:
- Help students achieve up to their potential ability level in the basic curriculum areas of communication skills (reading, writing,) and computation skills (mathematics, etc.) as well as other subjects.
 - Help students achieve a sense of personal success and self-worth.
 - Help students establish meaningful relationships with their environment and others.
 - Help students acquire concepts, skills, and attitudes, which will enable them to make successful beginnings in the home, and one or more areas of business, industry, or further education.
 - Help students recognize and develop creative abilities.
- 19-C In order for a student to be placed in a Special Education program, she/he must be referred and evaluated individually by the school psychologist or other certified professional. Students may be referred for testing as a result of teacher referrals, parent referrals, or student self-referrals. Parents have the right to accept or reject special education services.

20. English Language Learner Services

- 20-A English Language Learner (ELL) services are provided for non-English and limited English proficient students. The program's goal is to help students to develop their English language proficiency in reading, writing, speaking and listening. Students are selected based upon a language-screening test and teacher recommendation. Parents are informed of their child's participation in the program and are given choices about services.
- 20-B Instruction for ELL students is provided in regular or "mainstreamed" classrooms with teachers and staff that have been trained in "Structured English Immersion" instructional strategies aimed at maximizing student success. The curriculum is based on the AZ Academic Standards.
- 20-C Parents enrolling students into Crown School must fill out a Primary Home Language Other Than English (PHLOTE) survey and must produce proof of residency (i.e. a utility bill). In order to protect the security of your personal information, please black out all social security numbers. Please DO NOT give the school a copy of your Social Security Card.

21. Homework

- 21-A Homework plays an integral part in the educational process. When homework is assigned, it serves several purposes, providing opportunities for students to reinforce and practice newly acquired skills or apply recent learning to real-life situations. Homework may also consist of assignments that help students prepare for class participation. Occasional extended homework assignments provide students the opportunity to apply time management and organizational skills in order to monitor and complete within the allotted time frame. Equally important, and often overlooked, is the important fact that homework is an exercise in developing responsibility and good study habits. These are skills that are essential to students being successful in school, as well as later in life. Accepting the responsibility related to homework means the student needs to independently take direction, manage time, and complete the work, with minimal assistance from parents, to the best of his or her ability.

22. Parent/ Teacher Conferences

- 22-A Parent/Teacher conferences will be held **November 6-7, 2023**. The child's portfolio is available for you to peruse and confer with your child's teacher. In addition, report cards are issued 3 times each school year. If your child's academic performance is less than we would like to see or if your child is experiencing difficulties, we like to have either a phone conference or a face to face individual conference with you to collaborate how we may work together to benefit your child.

23. Review of Professional Qualifications

- 23-A Pursuant to State and Federal guidelines, this notice advises you that you have the right to review the credentials of your child's teacher. If you wish to review a file, please submit a request through the school office.

24. Custody

- 24-A In most cases, divorced parents continue to have equal rights, such as access to information where their child is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents. We expect each parent to faithfully follow the court order. We will not monitor nor accept responsibility for the parent who violates their pick up days. **The school will not be placed in the middle of custody right nor enforcement thereof.**

25. Emergency Evacuation Drills

- 25-A Fire drills will be spontaneously held without a specific schedule. It is important for students to move quietly, quickly and in a calm, orderly manner to the assigned areas when the signal occurs. Each classroom has a map indicating the emergency exit routes. Students should become familiar with these. Students are to follow staff instructions and remain in assigned areas until further instructions are given.

26. Crisis Management

- 26-A It is our hope that we never have to utilize our Crisis Management plan. However, it is important for the parents and guardians of our students to know we are prepared.
- 26-B Crown School has an established Crisis Management plan. The plans are created to meet the needs of our campus. The school has an established plan for "lock downs" as well as campus evacuations. Each classroom has a crisis management packet with specified information aimed at assisting the teacher to monitor his/her students so that all can be accounted for.
- 26-C In the event of an actual crisis, teachers and staff have been instructed on specific strategies and activities they must follow. Parents would be notified of a location from which to pick up their child.

27. Reporting Child Abuse

- 27-A According to state law, school employees cannot ignore child abuse. Non-accidental injuries, sexual molestation, abuse and neglect **must** be reported to Child Protective Services. People who are required to report suspected abuse are protected by state legislation from civil or criminal liability.

28. Behavior Expectations

- 28-A At Crown, our student body is generally well behaved and we have a very low number of incidents of behavioral disruption on campus. It is our belief that teachers have the right to teach and students have the right to learn. We have always protected these rights by setting high behavioral expectations to which we have held students accountable -- no matter whether students are in the classroom, on the school grounds, or involved in a school activity. Staff and teachers share and explain Crown's behavioral expectations with our students.
- 28-B There are times when young people choose inappropriate behavior. Some inappropriate behaviors are minor in nature, while others are severe. Minor inappropriate behaviors will be the shared responsibility of the teacher, student, parent and school. Severe and/or inappropriate behaviors receive disciplinary referral. Students receiving a referral are sent to the principal, at which time the situation is assessed and decisions are made as to the appropriate disciplinary action which can include various means to resolve the issues and may result in a requirement to purchase an inexpensive gift for another student to help heal hurt feelings or it could be suspension or possible expulsion. (See chart on pages 18 & 19).

29. Harassment, Intimidation and Bullying

- 29-A Crown School uses both state and federal funds to support a curriculum that becomes a school-wide framework for preventing harassment, bullying and intimidation and racial discrimination. The curriculum teaches skills in empathy, impulse control, problem solving, appropriate social behavior and anger management. Parents will be informed should we have any issues. We welcome parental input into better methods that may work well with your child.
- 29-B As per state law, Crown has also adopted policies that prohibit a student from participating in verbal racial or sexual harassment of another student or students, intimidation of other students, or bullying other students or causing/encouraging such acts to be committed. There is a confidential process for students or parents to report such incidents, and a process for investigating claims. In addition, staff is required to report suspected harassment, intimidation or bullying through a formal process. The administration has the authority to evaluate and impose appropriate action to remedy the situation.
- 29-C Crown also has disciplinary procedures for those who intimidate, bully, threaten verbally or in any manner, or use inappropriate language or engage in sexual harassment to a student, teacher, staff or administrator or encourage or cause such acts to occur. The school has a **NO TOLERANCE** policy about this and racial discrimination. A report will be filed and the student may be suspended up to ten days, or expelled, depending upon the severity or track record and the offense.

30. Hazing Prevention

- 30-A While Crown School is an elementary school and has no student membership organizations affiliated with it; State law requires that a hazing prevention statement be posted in every school handbook for students and parents. This statement is as follows:
- 30-B "Hazing is defined as any intentional, knowing or reckless act committed by a student, 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 an educational institution;
 - 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."
- 30-C If a student were found to have used hazing, they would be referred for disciplinary action to the school administrator. (See pages 18 & 19).

31. Damage to School Property

- 31-A Under Arizona law, parents/guardians are liable for damage done by their children to school property. The student and/or parent/guardian will be required to pay replacement costs of any damaged school property.

32. A Note on Search and Seizure

32-A Crown School is a safe and drug free place to enjoy learning. We have not had incidences where we have had to use our right to search and seize, but we regularly perform desk checks and book bag checks more generally for unfinished work or unauthorized items. Any unauthorized items brought to school will be confiscated and will not be returned to the student, thus preventing it from coming back to the school. We do not do show and tell, so there is no need to bring items from home.

32-B We reserve the right to other searches as follows:

"General searches of school property, including personal items found on school property, may be conducted at any time when there is a reasonable cause or the school believes it is in the best interest to do so. This search of school property may be made without the student's permission or the student being present. A student's person and personal belongings may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes. School employees may seize illegal items such as firearms, weapons, drugs, alcohol, tobacco or other items or possessions. Also, other possessions reasonably determined to be a threat to the safety or security of others, or which might interfere with school purposes may be seized by school employees. The school maintains ownership of student desks and lockers, therefore, school employees may search student desks on a periodic basis to protect the health, safety and rights of all students."

Difficult Situations

BEHAVIOR	FIRST OCCURRENCE	SECOND OCCURRENCE	THIRD OCCURRENCE
Assault	Suspension/expulsion	Suspension/expulsion	Expulsion
<i>A physical attack, real or threatened, on a person who does not wish to fight or provoke it. This violation includes a student who encourages another student to commit an assault. It includes both parties who fight.</i>			
Dangerous Weapon, Instrument	Suspension/ expulsion	Expulsion	
<i>Use, display or possession of a knife, a CO2 or spring-powered BB gun, laser beam pointer, brass knuckles, club, fireworks, or any other instrument not designed for lethal use but which may be capable of causing physical injury. This includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used, or threatened to be used (i.e., a toy gun).</i>			
Deadly Weapon/Firearm	Expulsion – one year		
<i>Use, display, or possession of any operable or inoperable, loaded or unloaded (1) weapon, including a starter gun, which will or is designed to, or may readily be converted to expel a projectile by action of an explosive; (2) the frame or receiver of such a weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary or poison gas device, (b) any weapon that will, or may readily be converted to expel a projectile by action of an explosive or other propellant and that has any barrel with a bore of more than one-half inch in diameter, and (c) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled. This violation includes handguns, pistols, rifles, shotguns, starter guns, and flare guns.</i>			
Defiance of Authority	Conference	Parent Involvement	Suspension Expulsion
<i>Refusal to comply with reasonable requests of school officials. Physical resistance to school officials may result in suspension or expulsion regardless if such resistance is the first occurrence.</i>			
Discrimination	Suspension	Suspension/expulsion	Expulsion
<i>Mistreatment based upon race, ethnicity, gender, religion or disability. This violation includes false accusations of discrimination or harassment .</i>			
Disorderly Conduct	Conference	Parent Involvement	Suspension or Expulsion
<i>Conduct that disrupts the orderly operation or educational environment or mission of the school. This violation includes profanity and obscene gesture. It may include suspension on the first and/or second offense.</i>			
Drug Violation	Expulsion		
<i>Distribution, manufacture or sale of marijuana, non-prescribed drugs and inhalants, and other noxious substances. It also includes distribution, manufacture, or sale of drug paraphernalia and imitations of non-prescribed drugs and other substances.</i>			
Fighting	Parent Involvement	Suspension/expulsion	Expulsion
<i>Manual participation in physical violation against a person or persons. It may include suspension on first offense.</i>			
Forgery	Parent Involvement	Parent Involvement	Suspension
<i>Using the signature or initials of another person.</i>			
Harassment, Hazing and Bullying	Suspension/ expulsion	Suspension/expulsion	Expulsion
<i>Physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior. This violation includes abuse based on race, ethnicity, gender, religion or disability, and forcing a student to risk or suffer physical or mental harm or degradation to join or remain in an organization. "Jared's Law", passed 2005, HB2368</i>			
Lying/False Accusation	Conference	Parental involvement	Suspension
<i>Knowingly giving false or misleading information, including false accusations against others.</i>			

Sexual Assault	Parental involvement	Suspension	Expulsion
<i>Sexual contact without consent. May be suspension on first offense depending upon the offense.</i>			
Sexual Harassment	Conference or suspension	Suspension	Expulsion
<i>Unwelcome conduct of a sexual nature, regardless of whether the conduct is physical or verbal.</i>			
Sexual Offense	Suspension	Expulsion	
<i>Sexual conduct that is immoral by community standards. This violation includes indecent exposure, lewd phone calls and possession of pornographic materials.</i>			
Student Speech	Conference or suspension	Expulsion	
<i>Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption, lewd, vulgar or plainly offensive speech, "fighting words," and threats of violence.</i>			
Theft	Conference	Parental involvement	Suspension
<i>Taking or concealing property that belongs to others. This violation includes plagiarism and copyright violations.</i>			
Threats	Suspension/expulsion	Expulsion	
<i>Threatening safety of persons or property. This violation includes violations of ARS 13-2911: (1) bomb threats and other threats made for the purpose of disrupting or interfering with the school or other school functions; (2) going on or remaining on school property for the purpose of disrupting or interfering with the use of school property by students or staff; and (3) disobeying a lawful order to leave school property.</i>			
Tobacco	Parental involvement	Suspension	Expulsion
<i>The use, possession, distribution or possession of a tobacco related product.</i>			
Trespassing	Parental Involvement	Suspension	Expulsion
<i>Unauthorized presence on school property.</i>			
Vandalism	Parental involvement	Suspension	Expulsion
<i>Destroying or defacing property of the school, staff or students. This violation includes graffiti.</i>			

Depending on the nature of the behavior, police involvement may also occur.

Parents: We are a safe and drug free zone. We attempt to create an atmosphere whereby a child will not want to violate the rules and regulations. By law, we must have these policies and notices in place. Should one of those incidences occur, Crown School shall enforce the regulations. To prevent any sort of incident from occurring, we strongly recommend that you work closely with our academic community to keep Crown School a safe and delightful place to learn!

Crown School reserves the right to modify this at any time.

Please understand, we are not required to give advance notice of suspension. Depending on the severity of the offense, suspension can encompass as much as 3 to 5 days.

33. Acceptable Use Of School Computers

33-A Acceptable use of the school computers and technology requires the use of these resources be in accordance with the following guidelines and support the educational goals of Crown School.

33-B The user must:

- Use the school computers and technology for educational purposes only.
- Agree not to submit, publish, display, retrieve, or download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang-related, sexually threatening, racially offensive or illegal.
- Not attempt to harm, modify without system administrator approval, gain unauthorized access to district systems or data, destroy software, or interfere with system security.
- Notify a system administrator if a password is lost or stolen, or if there is reason to believe that someone has obtained unauthorized access to the system.
- Not use the network in a way that would disrupt the use of the network by others.
- Understand that e-mail on networks should not be considered absolutely secure or private.
- Not use the school computers and technology to make any unauthorized purchases or to conduct any business that has not been approved by the school administration.
- Abide by all copyright regulations, thereby refraining from illegally copying copyrighted software.
- Follow all school policies and parent/student handbooks as written.

33-C The use of computer resources at Crown School is a privilege, not a right. Any action by a user specifically delineated in this document or determined by a system administrator to constitute inappropriate use of a computer system or network system is subject to consequences.

33-D Depending on the seriousness of the user's offense, consequences will be administrated as stipulated in the Crown School Handbook or by United States laws governing the use of Internet Technology.

34. ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION.

34-A Confidentiality of education records is a right of public school students and their parents. Two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA) provide for this right. Under these laws, "educational records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parent's names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance records, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, correspondence from parents, and Child Find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

- 34-B The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.
- 34-C This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.
- 34-D Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements. The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.
- 34-E The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:
- 34-F (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- 34-G Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 34-H (2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- 34-I Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 34-J (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- 34-K One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- 34-L A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility
- 34-M Upon request, a school may disclose educational records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.
- 34-N (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
44 Maryland Avenue S.W.
Washington, D.C. 20202-4605

- 34-O A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:
- 34-P The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
- 34-Q Notice of these rights is available upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

35. Student Injuries and Insurance

- 35-A Even with great precautions and close supervision, students do have accidents at school. It is necessary for us to have current, accurate addresses and telephone numbers to call in case of an emergency. Remember, our ability to contact someone immediately may be critical to your child's health and well being. Every attempt will be made to contact the parents or emergency contacts in the event that a student suffers an injury. If the injury is of a serious nature and we fail to contact parents or emergency contacts, the administration will determine the seriousness of the situation and may seek medical assistance for the student by taking the student to the emergency room or calling an ambulance to transport the injured student.
- 35-B Parents need to be prepared for such medical expenses that may arise should their child be injured at school. Medical insurance is the responsibility of the parents.
- 35-C It is the responsibility of the parent to keep all emergency contact information up to date.

School Calendar

2023-2024

See Attachment

First Day of Classes.....	August 7, 2023
Last Day of Classes.....	May 24, 2024
Awards Ceremony.....	TBD
Kindergarten Graduation.....	TBD

School Holidays

Labor Day.....	September 4, 2023
Fall Break/Thanksgiving	November 20-24, 2023
Veteran's Day.....	November 10, 2023

Winter Break.....	Dec18, 2023-Jan 2, 2024
MLK Day.....	January 15, 2024
President's Day.....	February 19, 2024
Spring Break.....	March 11-15, 2024

Staff Professional Development Days

Half day / Early release..... See Calendar

All School Activity Events

Families are encouraged to attend all school events

Fall Festival – November
Winter Holiday Celebration-December
Field Trips – March
*Standardized Testing – April***
Beach Day – May

Please check your school calendar for dates!

**** Mandatory testing, students must be here during scheduled
Standardized Tests ****