



**AZ COMPASS  
PREP SCHOOL**

***AZ Compass Prep School  
Grades 7-12***

**Enrollment Packet**

**School Year 2020 - 2021**

AZ COMPASS PREP SCHOOL  
2020 N. Arizona Ave., Suite 206, Chandler, AZ 85225

Website: <https://azcompassprep.com/>

Phone: 480-779-2000

Fax: 1-877-821-5462

Report Absences:

1-866-346-5730

absentazc@skylineschools.com



# **AZ COMPASS PREP SCHOOL** *Enrollment Process & Checklist*

## **COMPLETE APPLICATION AND PROVIDE REQUIRED DOCUMENTATION; TURN INTO REGISTRAR**

- ❖ Arizona is a “school choice” state and to help parents make an informed decision about whether Skyline Prep is the right school for their child, Skyline Prep uses an interview process; however, a student or parent attending an interview is not a condition of enrollment. We use the information provided to get to know our potential students better.
- ❖ **ALL ITEMS REQUIRED FOR ENROLLMENT**
  - Birth Certificate or other reliable proof of the student’s age and identity, such as a baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate
  - Residency Form with Required Documents
  - Primary Home Language Other Than English Home Language Survey (PHLOTE)
- ❖ **ALL OTHER ITEMS ARE ONLY CONDITIONS FOR ATTENDANCE**
  - Immunization Records
  - IEP if applicable (must be reviewed through the SpEd Department before enrollment)
    - IEP information is used for placement and continuity of services, not as a determinate of enrollment
  - Withdrawal Form (required before a student can start) from last school attended
  - Notarized Legal Documentation of custody or placement if Guardian, Foster, or Group Home Parent
  - Tribal Enrollment Documentation (if applicable)

## **MEET/ INTERVIEW WITH YOUR ADMINISTRATOR**

- Parent and student meet with the administrator.
  - A student or parent attending an interview is not a condition of enrollment

## **COMPLETE ENROLLMENT PACKET AND TURN INTO REGISTRAR OR AN ADMINISTRATOR FOR REVIEW (completion of packet does not constitute actual enrollment)**

- ❖ Intentional omissions or misrepresentations may result in refusal of enrollment (see policies below)

## **REMIT FEES TO REGISTRAR TO COMPLETE ENROLLMENT**

\*Payment of fees is not a condition of enrollment. Additionally, parents may request a waiver of student fees for financial hardship. Please contact the Principal.

### Enrollment Policies A.R.S. § 15-184 (A, B, E)

AZ Compass Prep School does not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in English language, or athletic ability.

AZ Compass Prep School has a fair and equitable policy to enroll all eligible students, who submit a timely application, unless the number of applicants exceeds the capacity of the school facility. AZ Compass Prep School gives enrollment preference only to those students who are returning to the school for the second or any subsequent year of operation and to siblings of pupils who are already enrolled in AZ Compass Prep School. Should the number of eligible enrollment applications exceed the capacity of a grade level, AZ Compass Prep School will utilize a lottery system. The lottery will also determine waiting list order for any unselected applications. Applications received after the open enrollment window closes will be processed on a first-come, first-served basis.

AZ Compass Prep School may refuse to admit any pupil who has been expelled from another educational institution or who is withdrawn while in the process of being expelled from another educational institution.

**Applicant Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **AZ COMPASS PREP SCHOOL**

## **Fees for 2020 - 2021**

\*A registrar will contact you and follow up with payment process, if fees are applicable.

### **FEES\*:**

Non-Refundable

- **Lab Fee:** **\$25.00**  
 School ID, computer lab fee, and classroom lab equipment costs.  
 \*Each student must purchase their own earphones.
  
- **Bus Transportation Reservation Fee (See Bus Routes)** **\$25.00**  
 Students ID's will be required for ALL bus riders.  
 A one-time fee to assure your status is required.  
 Bus transportation is a first-come, first-serve service.
  
- **PSAT Test Fee** (9<sup>th</sup> and 11<sup>th</sup> Grade) Juniors may receive a waiver. **\$20.00**
  
- **After School "Dance Company" or Cheer" Fee:** **\$50.00**  
 \$50.00 one-time fee (this is less than \$5.00 per month).  
 For students who want to further their performing arts,  
 cheer, and dance careers.
  
- **Competitive Team Athletics Fee:** **\$50.00**  
 A one-time fee for referees, supplies, uniforms, and equipment costs.  
 \*If this fee is paid by August 31, 2018, no additional athletics fee is  
 due for the rest of the year (for example, the \$100 football fee is waived.)
  
- **Competitive Tackle Football Athletics Fee:** **\$100.00**  
 A one-time fee for referees, supplies, uniforms, and equipment costs.

### **SCHOOL MEAL PRICES:**

- **School Breakfast and Lunch Meals for students** **FREE**
- **Meals for adults:** \$2.25/breakfast and \$3.25/lunch

### **PERFORMANCES/ GAMES/ EVENTS:**

- **Our school holds performances and other events that have a door fee.**

\* Payment of fees is not a condition of enrollment. Parents may request a waiver of student fees for reasons of financial hardship. Please contact the Principal.

**PAYMENT INFORMATION:**

Total Amount \_\_\_\_\_

Check Number \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_

# AZ COMPASS PREP SCHOOL

## Class Schedule 2020 – 2021

### Monday through Thursday

- **Regular Schedule:** 7:45 am to 3:00 pm

### Early Release (and Friday) Schedule

- **Early Release:** 7:45 a.m. to 12:00 p.m.

### Drop Off and Pick-Up

- **Drop Off:** Students cannot be dropped off earlier than 7:30 am.
- **Pick-Up:** Students must be picked up by 3:30 pm. (by 12:30 on Early Release Days).

### Boys and Girls Club After School:

- AZ Compass students can be transported to the Boys and Girls Club to participate in that facility's after school program. \*Program fees apply. The Boys and Girls Club is only 3 miles away at 300 East Chandler Boulevard, Chandler, AZ 85225, (480) 899-8302.

### We Are A Closed Campus

- Once students arrive at school they are to stay at school until they have been released by their last teacher, or a parent has been contacted for early dismissal. Students are not allowed to go to the parking lot or unsupervised area during school or breaks for any reason.

### Signing Out of School:

- Students who are 18 years of age or older living with a parent or guardian, cannot sign themselves out of school on their own consent. Only a parent or guardian can sign a student out early from a school day. Students are still under the guardianship of their parents for school purposes, even if they are 18 years or older.

### Grading Period: 180 Days

- **First Block (44 days):** August 3 to October 1
  - **Second Block (47 Days):** October 12 to December 17
  - **Third Block (42 Days):** January 5 to March 12
  - **Fourth Block (48 Days):** March 22 to May 20
-

# AZ Compass Prep School

## UNIFORM DRESS CODE

| <b><u>7 – 8 Girls</u></b>  | <b><u>7 – 8 Boys</u></b>  |
|--|---|
| <ul style="list-style-type: none"> <li>✓ Collared, long or short sleeved, Polo Shirt or Blouse in Solid Black, White, or Dark/Forest Green</li> <li>✓ Approved School Logo shirts or University / College shirts are allowed on Fridays</li> <li>✓ Cotton Twill Pants, Capris, Dresses, Skorts, Shorts, Jumpers or Skirts (worn no shorter than 2 inches above the knee) in Solid Black or Khaki/Tan</li> <li>✓ Layering of school clothes is permitted provided all layers are within approved school colors (Solid Black, White, or Dark/Forest Green Shirts; Black or Khaki/Tan Bottoms)</li> <li>✓ Solid Black, Brown, White or Dark/Forest Green Belts</li> <li>✓ Tennis Shoes or Closed Toed/Closed Heeled Dress Shoes</li> <li>✓ Conservative jewelry should be worn in moderation, limiting the number of pieces worn, and not posing a danger to self or others</li> <li>✓ Any student wishing to exceed/surpass the uniform dress code requirements by wearing ties, dress pants, blazers, or suits may do so provided dress clothing is within approved school colors (Black, White, Dark/Forest Green, and Tan/Khaki)</li> </ul> | <ul style="list-style-type: none"> <li>✓ Collared, long or short sleeved, Polo Shirt or Oxford in Solid Black, White, or Dark/Forest Green</li> <li>✓ Approved School Logo shirts or University / College shirts are allowed on Fridays</li> <li>✓ Cotton Twill Pants or Shorts (worn properly on the waist) in Solid Black or Khaki/Tan</li> <li>✓ Layering of school clothes is permitted provided all layers are within approved school colors (Solid Black, White, or Dark/Forest Green Shirts; Black or Khaki/Tan Bottoms)</li> <li>✓ Solid Black, Brown, White or Dark/Forest Green Belts</li> <li>✓ Tennis Shoes or Closed Toed/Closed Heeled Dress Shoes</li> <li>✓ Conservative jewelry should be worn in moderation, limiting the number of pieces worn, and not posing a danger to self or others</li> <li>✓ Any student wishing to exceed/surpass the uniform dress code requirements by wearing ties, dress pants, blazers, or suits may do so provided dress clothing is within approved school colors (Black, White, Dark/Forest Green, and Tan/Khaki).</li> </ul> |

|   |
|---|
| <i>Outerwear (Coats, Hoodies, and any Sweatshirt or Sweater not within Uniform Dress Code guidelines) is to be removed upon entering the building</i> |
| <i>Athletic Shorts, sweatpants, jazz pants, and leggings are not acceptable uniform bottoms</i>   |
| <i>No Hats, Headgear of any type, or Hoods up on campus at any time</i>   |
| <i>Wheelies are prohibited on campus at any time</i>  |
| <i>Facial Piercings are prohibited on campus at any time</i>  |

**Arts / Athletics Dress Code:**

- Competition Uniforms are to be worn as a complete uniform, as given; no practice clothes allowed at games.
- Athletic Dress UP Days for games: At the coach’s discretion, Athletic Team Members may dress UP on game days by wearing dresses, dress pants, dress shirts, blazers or suits, and ties; deviation from approved school colors is allowed, if and only if, the student’s dress code exceeds or surpasses the uniform dress code requirements.

**AZ Compass is a prep school, dedicated to creating a positive learning environment; strict adherence to the dress code is expected. Questions regarding compliance should be directed to the school principal PRIOR to wearing the item in question; the principal’s determination of compliance is final.**

**AZ Compass Prep School**  
**9<sup>TH</sup> – 12<sup>TH</sup> DRESS CODE**

The following is a general guide that may be used in helping the student select appropriate clothing. Final dress code violations will be determined at the Administrator's discretion.

**Tops:**

- Tops that reveal bra straps, cleavage, bare midriffs or backs will not be allowed.
- Tops may not be see-through or torn.
- Tube or halter tops are not allowed.
- Strapless tops are not allowed.
- Straps must be at least 2 inches wide to be worn.
- Spaghetti straps are not allowed.
- Tops must have both shoulder straps.

**Pants:**

- Pants must be pulled up, worn at the waist, with no undergarments exposed the entire school day.
- Pants may not be worn low-hung across or below the hips.
- Students cannot wear excessively baggy or sagging pants.
- Pants may not be distressed or have holes, rips, or tears.

**Shorts:**

- Must be fitted at the waist and conceal all undergarments.
- Must be at a reasonable and modest length, at least to the end of his/her fingertips with arms fully extended.
- Excessively short shorts are not acceptable even if tights, spunks, or leggings are worn underneath them.

**Skirts, Dresses, Jumpers, Shirts, Sports Wear:**

- Must be worn at a reasonable and modest length, at least to the end of his/her fingertips with arms fully extended
- Strapless dresses are not allowed.

**Shoes:**

- Bedroom slippers may not be worn.
- Shoes that could cause injury to another student (such as shoes with spiked heels/toes) or shoes with wheels may not be worn.
- SLIDES & FLIP FLOPS are not permitted.
- For safety reasons, all shoes must be enclosed (no open-toed shoes)
- Footwear must be worn at all times.

**Belts:**

- Must be worn at the waist to keep pants up at the proper level.
- Must be an appropriate size, buckled, and worn through belt loops.
- Excessive length of a belt must be pulled through belt loops.

**Hats:**

- Hats, caps, or hoods are not to be worn inside the building by boys or girls.
- Hats worn outside of the building may only be worn with the bill facing forward.
- Hair-nets, bandanas, doo rags or wave caps may not be worn or displayed.

Miscellaneous:

- Attire, or accessories, with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol or tobacco shall not be worn.
- Torn or radically altered clothing is not permitted.
- The school reserves the right to restrict clothing if it has become a symbol for gangs in the community and/or surrounding areas.
- Gang related symbols or insignias on books, caps, belongings, or apparel are not allowed.
- Pajamas are not to be worn to school.
- Slips and camisoles may not be worn as dresses or tops.
- Facial jewelry such as lip piercings, ear discs/gauges, and/or tattoos are not permitted.
- Attire or adornments disruptive to the educational environment are not allowed.
- Blankets are not an acceptable alternative to jackets or other outerwear.
- Any clothes that are too tight, too short, or too revealing are not appropriate.
- Final dress code violations will be determined at the Administrator's discretion.

**AZ Compass is a prep school, dedicated to creating a positive learning environment; strict adherence to the dress code is expected. Questions regarding compliance should be directed to the school principal PRIOR to wearing the item in question; the principal's determination of compliance is final.**

# AZ COMPASS PREP SCHOOL

2020 North Arizona Ave 206 ~ Chandler, AZ 85225

## Enrollment Form for School Year 2020- 2021

*Please Print*

→

Student Name (First) Last Name MI Legal Last Name

Physical Address City State Zip Code

Mailing Address City State Zip Code

Entering Grade Level Date of Birth (mm/dd/yyyy) Age Last Grade

### State Born In

Male/ Female Entry Date (official only) Entry Code (Official Use Only)

\*Ethnic Group (Please Circle One) White African-American Hispanic Asian Native American

\*\*Race (Please Circle One) White African-American Asian Native American

### PARENT/GUARDIAN INFORMATION

Name (First, Middle, Last) Relationship to Student

Address Apt/Suite City State Zip Code

Home Phone Business Phone Cell Phone

E-mail Address

Name (First, Middle, Last) Relationship to Student

Address Apt/Suite City State Zip Code

Home Phone Business Phone Cell Phone

E-mail Address

### PARENT/GUARDIAN(S) SIGNATURE:

Guardian A Guardian B Date

Special Education Category & Service Type (if applicable):

1. What is the primary language used in the home regardless of the language spoken by the student? \_\_\_\_\_

2. What is the language most often spoken by the student? \_\_\_\_\_

3. What is the language that the student first acquired? \_\_\_\_\_

Has Your Child been Expelled or are they currently in the process of being Expelled from ANY school?  YES  NO

Native American Certificate #(Tribal ID Number) (if applicable): \_\_\_\_\_  
(Please fill out Native American Forms)



**AZ COMPASS PREP SCHOOL**  
2020 N. Arizona Ave., Suite 206, Chandler, AZ 85225

**FORMAL REQUEST FOR STUDENT RECORDS**

STUDENT  
NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ M \_\_\_ F \_\_\_

PARENT/GUARDIAN \_\_\_\_\_

REQUESTED FROM: \_\_\_\_\_  
(Last School Attended)

Parent/Guardian Signature

Date

**INFORMATION REQUESTED:**

- Official Transcript
- Withdrawal Form
- Immunization Records/Hearing & Vision Report
- State Assessment Scores (State Assessments, AZELLA)
- Specialized Student Data/504 Accommodation Plan
- Special Education Data including the most recent:
  - Psychological Evaluation
  - MET with eligibility determination
  - IEP
- Discipline Records
- ECAP's

Note:

**SEND RECORDS TO:**

AZ COMPASS PREP SCHOOL  
Attn: Registrar  
2020 N. Arizona Ave. Suite 206, Chandler, AZ 85225  
Phone: 1-877-225-2118 Fax: 1-877-821-5462

SCHOOL REGISTRAR OR AUTHORIZED PERSON: \_\_\_\_\_

DATE: 1<sup>ST</sup> REQUEST. \_\_\_\_\_ 2<sup>ND</sup> REQUEST. \_\_\_\_\_

\*\*\*ARS 15-116 B - The nonpayment of fees charged by a public school may not prevent a pupil from enrolling in, applying to or remaining enrolled in a public school.

\*\*\*New Federal Law 99.3 - No parent signature required to be sent to another educational agency.

# AZ COMPASS PREP SCHOOL

## SPECIAL EDUCATION QUESTIONNAIRE

In order to serve our students' educational needs, it is important that we are informed of any special educational services received or needed by your student.

*Please print*

STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PREVIOUS SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

**Please CHECK ALL BOXES below that apply to your student's situation:**

My student has *never* participated in any Special Education Programs.

My student has been tested or evaluated for Special Educational Services.  
(Please attach the evaluation if available)

My student currently has an Individualized Education Plan (IEP).  
(Please attach the current IEP)

My student currently has a 504 Accommodation Plan.  
(Please attach the current 504 Accommodation Plan)

**\*\*Failure to disclose factual information could hinder your student's educational progress.**

*Please Print*

NAME (PARENT/GUARDIAN) \_\_\_\_\_

SIGNATURE (PARENT/GUARDIAN) \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

# SKYLINE EDUCATION

## STUDENT STATUS FOR MCKINNEY-VENTO

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This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C.11431 et.seq. The answers to this residency information help determine the services the student may be eligible to receive. *This is not to be taken as an exhaustive list. Other factors may be involved which are not included but may meet the student status for McKinney-Vento.*

- 1) Is your current address a temporary living arrangement? Yes No  
**If you answered Yes to question #1, please continue.**  
**If you answered No to question #1, return this unsigned form to the Enrollment Counselor.**
- 2) Is this temporary living arrangement due to loss of housing, economic hardship or similar reason? Yes No
- 3) Where is the student presently living? (Please check one box.)  
In a Motel \_\_\_\_\_ In a Shelter \_\_\_\_\_ Awaiting Foster Placement \_\_\_\_\_  
With more than one family in a house or an apartment \_\_\_\_\_  
With a Parent or Guardian \_\_\_\_\_ Moving from Place to Place \_\_\_\_\_  
With a Parent or Guardian in the residence of a friend or relative \_\_\_\_\_  
In a place not designed for ordinary sleeping accommodations such as a car, park or campsite \_\_\_\_\_
- 4) With whom is the student living? (check one box)  
One Parent or Legal Custodian \_\_\_\_\_ Two Parents \_\_\_\_\_ Friend \_\_\_\_\_  
Relative (Not Parent or Legal Custodian) \_\_\_\_\_ Unaccompanied Adult \_\_\_\_\_  
An Adult (Not a Parent or Legal Guardian) \_\_\_\_\_ Alone \_\_\_\_\_

Current School \_\_\_\_\_

Last School Attended \_\_\_\_\_

Name of Student \_\_\_\_\_ Male Female  
Last First Middle

Birth Date \_\_\_ / \_\_\_ / \_\_\_ Age \_\_\_ NCWISE # \_\_\_\_\_  
Month Day Year

Name of Parent(s)/Legal Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

Student Enrollment Date: \_\_\_\_\_ M-V-Liaison's Name: \_\_\_\_\_

Signature of DSS Case Manager \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_

*Presenting a false record or falsifying records is an offense under Section 37.10, Penal Code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).*



**Arizona Department of Education  
Arizona Residency Documentation Form**

Student \_\_\_\_\_

School \_\_\_\_\_

School District or Charter Holder \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_

As the Parent/Legal Guardian of the Student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

- \_\_\_ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- \_\_\_ Valid U.S. passport
- \_\_\_ Real estate deed or mortgage documents
- \_\_\_ Residential lease or rental agreement
- \_\_\_ Water, electric, gas, cable, or phone bill
- \_\_\_ Bank or credit card statement
- \_\_\_ W-2 wage statement
- \_\_\_ Payroll stub
- \_\_\_ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe that contains an Arizona address.
- \_\_\_ Documentation from the state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
  
- \_\_\_ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent/Legal Guardian

Date



State of Arizona  
Department of Education  
Office of English Language Acquisition Services

**Primary Home Language Other Than English (PHLOTE)  
Home Language Survey**  
(Effective April 4, 2011)

These questions are in compliance with Arizona Administrative Code, R7-2-306(B)(1), (2)(a-c).

Responses to these statements will be used to determine whether the student will be assessed for English Language Proficiency.

1. **What is the primary language used in the home regardless of the language spoken by the student?** \_\_\_\_\_
2. **What is the language most often spoken by the student?** \_\_\_\_\_
3. **What is the language that the student first acquired?** \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Date of Birth \_\_\_\_\_ SAIS ID \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

District or Charter \_\_\_\_\_

School \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Please provide a copy of the Home Language Survey to the ELL Coordinator/Main Contact on site.  
In SAIS, please indicate the student's home or primary language.  
1535 West Jefferson Street, Phoenix, Arizona 85007 • 602-542-0753 • [www.azed.gov/oelas](http://www.azed.gov/oelas)



Estado de Arizona  
Departamento de Educación  
Servicios de Aprendizaje del Inglés

**Idioma Principal en el Hogar excluyendo el inglés (PHLOTE)**  
**Encuesta sobre el Idioma en el Hogar**  
(Efectivo el 4 de abril de 2011)

Preguntas en conformidad con R7-2-306(B)(1), (2)(a-c) del Reglamento de la Junta Directiva.

Las respuestas que proporcione a las preguntas siguientes serán usadas para determinar si se evaluará la competencia en el idioma inglés de su hijo(a).

1. **¿Cuál idioma se habla principalmente en su hogar sin considerar el idioma que habla el estudiante?** \_\_\_\_\_
2. **¿Cuál idioma habla el estudiante con mayor frecuencia?** \_\_\_\_\_
3. **¿Cuál fue el primer idioma que aprendió el estudiante?** \_\_\_\_\_

Nombre del estudiante \_\_\_\_\_ Núm. de identificación \_\_\_\_\_

Fecha de nacimiento \_\_\_\_\_ Núm. de SAIS \_\_\_\_\_

Firma del padre o tutor \_\_\_\_\_ Fecha \_\_\_\_\_

Distrito o Charter \_\_\_\_\_

Escuela \_\_\_\_\_

-----  
**FOR OFFICE USE ONLY:**

Please provide a copy of the Home Language Survey to the ELL Coordinator/Main Contact on site.  
In SAIS, please indicate the student's home or primary language.  
1535 West Jefferson Street, Phoenix, Arizona 85007 • 602-542-0753 • [www.azed.gov/oelas](http://www.azed.gov/oelas)

U.S. Department of Education  
Office of Indian Education  
Washington, DC 20202

**TITLE VI ED 506 INDIAN STUDENT ELIGIBILITY CERTIFICATION FORM**

Parent/Guardian: This form serves as the official record of the eligibility determination for each individual child included in the student count. You are not required to complete or submit this form. However, if you choose not to submit a form, your child cannot be counted for funding under the program. This form should be kept on file and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

**STUDENT INFORMATION**

Name of the Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_ (As shown on school enrollment records)  
Name of School \_\_\_\_\_

**TRIBAL ENROLLMENT**

Name of the individual with tribal enrollment: \_\_\_\_\_  
(Individual named must be a descendent in the first or second generation)  
The individual with tribal membership is the: \_\_\_ Child \_\_\_ Child's Parent \_\_\_ Child's Grandparent

Name of tribe or band for which individual above claims membership: \_\_\_\_\_  
The Tribe or Band is (select only one)  
\_\_\_ Federally Recognized  
\_\_\_ State Recognized  
\_\_\_ Terminated Tribe (Documentation required. Must attach to form)  
\_\_\_ Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994. (Documentation required. Must attach to form)

Proof of enrollment in tribe or band listed above, as defined by tribe or band is:  
A. Membership or enrollment number (if readily available)

\_\_\_\_\_ OR  
B. Other Evidence of Membership in the tribe listed above (describe and attach)  
\_\_\_\_\_

Name and address of tribe or band maintaining enrollment data for the individual listed above:  
Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**ATTESTATION STATEMENT**

I verify that the information provided above is accurate.  
Name Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS FOR THE ED 506 FORM FOR APPLICANTS:**

**PURPOSE:** To comply with the requirements in 20 USC 7427(a), which provides that: “The Secretary shall require that, as part of an application for a grant under this subpart, each applicant shall maintain a file, with respect to each Indian child for whom the local educational agency provides a free public education, that contains a form that sets forth information establishing the status of the child as an Indian child eligible for assistance under this subpart, and that otherwise meets the requirements of subsection (b)”. **MAINTENANCE:** A separate ED 506 form is required for each Indian child that was enrolled during the count period. A new ED 506 form does NOT have to be completed each year. All documentation must be maintained in a manner that allows the LEA to be able to discern, for any given year, which students were enrolled in the LEA’s school(s) and counted during the count period indicated in the application. **FOR PARENTS/GUARDIANS:** **DEFINITION:** Indian means an individual who is (1) A member of an Indian tribe or band, as membership is defined by the Indian tribe or band, including any tribe or band terminated since 1940, and any tribe or band recognized by the State in which the tribe or band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994. **STUDENT INFORMATION:** Write the name of the child, date of birth and school name and grade level. **TRIBAL ENROLLMENT INFORMATION:** Write the name of the individual with the tribal membership. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one name: either the child, child’s parent or grandparent, for whom you can provide membership information. Write the name of the tribe or band of Indians to which the child claims membership. The name does not need to be the official name as it appears exactly on the Department of Interior’s list of federally-recognized tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. If Terminated Tribe or Organized Indian Group is elected, additional documentation is required and must be attached to this form. • Federally Recognized- an American Indian or Alaska Native tribal entity limited to those indigenous to the U.S. The Department of Interior maintains a list of federally-recognized tribes, which OIE can provide you upon request. • State Recognized- an American Indian or Alaska Native tribal entity that has recognized status by a State. The U.S. Department of Education does not maintain a master list. It is recommended that you use official state websites only. • Terminated Tribe-a tribal entity that once had a federally recognized status from the United States Department of Interior and had that designation terminated. • Organized Indian Group- Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994. Write the enrollment number establishing the membership of the child, if readily available, or other evidence of membership. If the child is not a member of the tribe and the child’s eligibility is through a parent or grandparent, either write the enrollment number of the parent or grandparent, or provide other proof of membership. Some examples of other proof of membership may include: affidavit from tribe, CDIB card or birth certificate. Write the name and address of the organization that maintains updated and accurate membership data for such tribe or band of Indians. **ATTESTATION STATEMENT:** Provide the name, address and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied. The Department of Education will safeguard personal privacy in its collection, maintenance, use and dissemination of information about individuals and make such information available to the individual in accordance with the requirements of the Privacy Act. **PAPERWORK BURDEN STATEMENT** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W203, Washington, D.C. 20202-6335. OMB Number: 1810-0021 Expiration Date: 02/29/2020.



**AZ COMPASS PREP SCHOOL**  
**EMERGENCY INFORMATION**

**Student Name:** \_\_\_\_\_

In case of an emergency or if I cannot be contacted to pick up my student, I hereby authorize the following person(s) to pick up and/or authorize release of my student:

|                |                |
|----------------|----------------|
| 1. Name _____  | 3. Name _____  |
| Home # _____   | Home # _____   |
| Work # _____   | Work # _____   |
| Cell # _____   | Cell # _____   |
| Relation _____ | Relation _____ |
| 2. Name _____  | 4. Name _____  |
| Home # _____   | Home # _____   |
| Work # _____   | Work # _____   |
| Cell # _____   | Cell # _____   |
| Relation _____ | Relation _____ |

The following person(s) **may not** remove my student from the school: (**Please supply the school with custody papers**).

Name \_\_\_\_\_ Custody papers on file \_\_\_\_yes \_\_\_\_no

Name \_\_\_\_\_ Name \_\_\_\_\_

**Medical Information**

Is student allergic to any foods or other substances? (If so, name foods or substances to be avoided and procedure to follow if reaction occurs.)

\_\_\_\_\_

Is student usually susceptible to infections and if so, what precautions need to be taken?

\_\_\_\_\_

Is student subject to convulsions, and what should be the schools procedure if one occurs?

\_\_\_\_\_

Is there any physical condition that the school should be aware of, and what precautions or procedures should be taken?

**Has your student had the chicken pox or received the chicken pox vaccination (varicella)?**  YES  NO  
**If you have checked yes above, what was the date of disease or the vaccination?** \_\_\_\_\_

Additional Comments \_\_\_\_\_  
Other Special Instructions \_\_\_\_\_

The above emergency information is provided by: \_\_\_\_\_  
Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# AZ COMPASS PREP SCHOOL

## MEDICAL INFORMATION

Student's Name: \_\_\_\_\_

Insurance/Group # \_\_\_\_\_ Name/ I.D. # of Primary Holder \_\_\_\_\_

Doctor \_\_\_\_\_ Office Phone \_\_\_\_\_

Hospital \_\_\_\_\_ Phone \_\_\_\_\_

Please Explain Any Medical Alert:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your student have any of the following conditions? If so, please explain.

Glasses: \_\_\_\_\_ Asthma: \_\_\_\_\_

Hearing Problems: \_\_\_\_\_ Allergies: \_\_\_\_\_

Diabetes Medication: \_\_\_\_\_ Convulsions Food Allergies: \_\_\_\_\_

The above medical information is provided by: \_\_\_\_\_

Parents/Guardian Signature

Date

## MEDICATION RELEASE

*Please Print*

I, \_\_\_\_\_, (Parent/Guardian name) hereby give consent for \_\_\_\_\_, (Student) to receive the following over-the-counter first aid from School Staff. School Staff will administer over-the-counter first aid only as needed.

\_\_\_\_\_ Band-Aids

\_\_\_\_\_ Antiseptic

\_\_\_\_\_ Ice Pack

**Note: The school is not allowed to dispense any over-the-counter drugs (i.e., aspirin, Tylenol, cough drops, etc.).**

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date

**AZ COMPASS PREP SCHOOL**  
**Field Trip Release**

My student \_\_\_\_\_ has permission to participate in field trips that are authorized by the school and have school transportation. All and any activities that the student participates in would be the student's responsibility and not the liability of the school.

---

Parent's signature

Date

**AZ COMPASS PREP SCHOOL**  
**Media/Photo Release**

My student \_\_\_\_\_ has permission to be in pictures and publicity including school yearbooks, school advertising and other school pictures that are needed and used by the school. The student/parent/guardian will receive no compensation for the photos. The photos and materials become the exclusive property of Skyline Education, Inc.

I, legal parent or guardian of the student described above, consent to the foregoing.

---

Parent's signature

Date

# AZ COMPASS PREP SCHOOL

## Technology and Internet Usage Agreement

Dear parents or guardians,

As you are aware, the use of computer technology in today's classroom is part of the educational process. During the regular school experience your student will have access to computers and the internet. Internet filtering and monitoring are in place to comply with applicable laws and to provide students a safe technological environment. Students are neither to use nor to attempt to use "proxy" websites to get around the school's content filter. Below are the rules for use at the school. It is required that you and your student read the rules and sign, indicating your approval and understanding of the rules.

### Rules and Guidelines for Computer and Internet Usage:

- All students must have this signed agreement in their file to use school computers and access the Internet.
- Respect for the equipment and the school's network is a condition for use. Vandalism, theft, graffiti, or other detrimental actions will not be tolerated.
- Uploading or downloading files or programs onto school workstations without prior consent from the Network Administrator or a school administrator are prohibited.
- Usage of computers and the Internet is for official school work only.
- Hacking is a very serious violation of the usage agreement and the consequence is zero tolerance, carrying a referral to the Board of Trustees for expulsion.
- Students are to notify the teacher immediately of any material they find disturbing on the Internet.
- Students are not to give out personal information like name, address, phone numbers, or e-mail addresses to anyone on the Internet.
- All discs or other removable media brought to the classroom for use in the computers must be scanned for content and viruses by the teacher.
- In addition to these rules, teachers may have additional related classroom policies to facilitate learning in their classes.
- Simply stated, the computers and the Internet are provided to students to achieve learning in today's technological environment. They are to be used for official school work, not personal use.

*Violation of any of these rules may result in forfeiture of use and may include appropriate disciplinary action as presented in the school policies and procedures.*

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I have read and understand the above technology and internet usage agreement.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I have read and understand the above technology and internet usage agreement.

# Shared Responsibilities under Title I

*Effective during School Year 2020 – 2021*

## **I. Required School-Parent Compact Provisions Under Title I**

### **A. School Responsibilities:**

South Phoenix Prep, South Valley Prep, Skyline Prep, Skyline Gila River, AZ Compass, Vector Prep will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student achievement standards as follows:
  - ❖ Provide teacher training that includes classroom management skills and teaching methodologies.
  - ❖ Provide a classroom environment that is warm and conducive to learning.
  - ❖ Ensure class sizes are conducive to student learning.
  - ❖ Provide administrative support for teachers in the classroom.
  - ❖ Provide AZ College and Career Standards (AZCCR) based curriculum at all grade levels.
  - ❖ Teach academic skills in the classroom based upon the AZCCR standards.
  - ❖ Assess student knowledge of the AZCCR standards skills regularly.
  - ❖ Provide interventions for students in the areas of reading and math in preparation for the State assessment of the standards.
  - ❖ Provide high quality curriculum and instruction in a supportive and effective learning environment.
  - ❖ Ensure that parents are aware when the state assessment of the standards will be given and encourage parents to work on academic skills with their children.
  - ❖ Ensure that all students participate in state assessment of the standards.
  - ❖ Provide information to parents regarding their children's performance on the state assessment of the standards.
  - ❖ Provide support for parents at school through conferences and workshops.
  - ❖ Encourage parent involvement in their children's education.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
  - ❖ Parent-teacher conferences are annually scheduled in October of each school year.
  - ❖ Parent-teacher conferences may be scheduled during the year as needed.
3. Provide parents with frequent reports on their children's progress.
  - ❖ Progress reports are sent to parents in the middle of each grading period.
  - ❖ Progress may be mailed to parents upon request.
  - ❖ Weekly progress reports are available to students and parents upon request.
  - ❖ Parents may view student's grades at any time using the Parent Web-based Portal.
4. Provide parents reasonable access to staff.
  - ❖ Parents may meet with administration of the school and district whenever they are available.
  - ❖ Teachers are available to meet with parents after school with prior notice.
  - ❖ Parents are encouraged to communicate with teachers to keep informed of their child's progress.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
  - ❖ Parents may schedule a time with the teachers when they may visit the classroom.
  - ❖ Parents are encouraged to participate and volunteer at all school activities and sporting events.

## **B. Parent Responsibilities:**

We, as parents, will support our children's learning by:

1. Monitoring attendance.
2. Making sure that homework is complete.
3. Monitoring amount of television my child watches.
4. Volunteering in my child's classroom.
5. Participating, as appropriate, in decisions relating to my child's education.
6. Promoting positive use of my child's extracurricular time.
7. Staying informed about my child's education by properly reading all notices from the school or school district either received by my child or by mail and responding as appropriate.
8. Communicating with the school and/or classroom teacher about any questions, comments, or concerns I may have
9. Serving as a parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the district-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

## **II. Optional Additional Provisions**

### **A. Student Responsibilities:**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards by:

1. Doing my homework every day and asking for help when I need to.
2. Reading for at least the recommended minutes every day outside of school time.
  - Kindergarten: 15 minutes reading plus 15 minutes in other academic areas
  - First Grade: 15 minutes reading plus 20 minutes in other academic areas
  - Second Grade: 15 minutes reading plus 30 minutes in other academic areas
  - Third Grade: 20 minutes reading plus 30 minutes in other academic areas
  - Fourth Grade: 20 minutes reading plus 45 minutes in other academic areas
  - Fifth Grade: 25 minutes reading plus 45 minutes in other academic areas
  - Sixth Grade: 30 minutes reading plus 45 minutes in other academic areas
3. Giving my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
4. Doing my best in all academic areas and in all my classes.
5. Conducting myself as a leader would in and out of classroom.

## **III. Additional Required School Responsibilities** (requirements that schools must follow, but optional as to being included in the school-parent compact.)

### **A. South Phoenix Prep, South Valley Prep, Skyline Prep, Skyline Gila River, AZ**

#### **Compass, Vector Prep will:**

1. Involve parents in the planning, review, and improvement of the school's parent involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parent involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.

5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels that students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

**B. Optional School Responsibilities:**

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, Skyline Schools, Inc. will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in literacy and specialized programs.
3. Notify parents of the School's participation in Early Reading First, Reading First, and Even Start Family Literacy programs operating within the school, the district, and the contact information.
4. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
5. Work with the LEA to ensure that a copy of the SEA's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

Your signature indicates you have read the Title One School-Parent Compact and understand the shared responsibilities of the parents and the school.

**Please return this signed page to the Registrar at School**

**Signature**\_\_\_\_\_

# FERPA NOTIFICATION

## Annual Notification to Parents Regarding Confidentiality of Student Education Records

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. 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 within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that 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:

School officials with legitimate educational interest

- A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
- A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;

- o Other schools to which a student is seeking to enroll;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o 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, email, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student by [INSERT DATE] that the school is not to disclose the information without consent.

**The Individuals with Disabilities Education Act (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such 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 pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

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.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887(voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

|  |   |
|--|---|
| Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901 | Arizona Department of Education<br>Exceptional Student Services<br>1535 W. Jefferson, BIN 24<br>Phoenix, AZ 85007 |
|--|---|





## Arizona School Immunization Requirements: Kindergarten - 12<sup>th</sup> Grade

- Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Exemption forms are available from schools and at <http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>. Homeless students are allowed a 5-day grace period to submit proof of immunization records.
- The immunization record for each vaccine dose must include the complete date and the doctor or clinic name.
- The statutes and rules governing school immunization requirements are:
  - Arizona Revised Statutes §15-871-874; and Arizona Administrative Code, R9-6-701-708

Please check requirements for each child's age and grade level in the chart below.

| Age➔   | Under age 7  | 7 – 10 years  | 11 years and older  |
|--|--|---|---|
| Grade➔   |  |   |   |
| Vaccine ↓  | Kindergarten and above   | Kindergarten-5 <sup>th</sup> grade  | 6 <sup>th</sup> through 12 <sup>th</sup> grade  |
| DTaP<br><small>(Proof of DTP or DT counts toward DTaP requirement)</small> | 4-5* doses<br>At least 1 dose at 4 years of age or older is required.<br><br>*A 6 <sup>th</sup> dose is required if 5 doses have been given before 4 years of age.   | 3 DTaP and/or Td doses are required if all doses were given <u>after</u> 12 months of age.<br><br>Or<br><br>4 DTaP and/or Td doses are required if any of the doses were received <u>before</u> 12 months of age. | <u>1 Tdap dose is required for students 11 years and older.</u><br><br>Students who completed the primary series of tetanus/diphtheria doses must receive a Tdap when 5 years have passed since the student's last tetanus/diphtheria dose.<br><br>Students who did not complete the primary series of tetanus/diphtheria doses before age 11 are required to receive a total of 3 doses, including 1 Tdap and 2 Td doses.<br><br>Tdap doses given prior to age 11 meet the requirement. A Td booster is required 10 years after the Tdap dose. |
| Td   |  | Tdap may be counted to meet the requirements above. Tdap is <u>not</u> required for 11 year olds until they enter 6 <sup>th</sup> grade.  |   |
| Tdap   |  |   |   |
| Meningococcal  |  | <u>Not required</u> but may be counted as valid when given at this age.   | 1 dose is required.   |
| Polio  | 3-4 doses<br>4 doses meet the requirement. 3 doses meet requirements if dose #3 was given at 4+ years of age. (Not required for students 18+ years of age.)  |   |   |
| MMR  | 2 doses<br>A 3 <sup>rd</sup> dose will be required if dose #1 was given before more than 4 days before the 1 <sup>st</sup> birthday.   |   |   |
| Hepatitis B  | 3 doses<br>A 4 <sup>th</sup> dose will be required if the third dose was given before 24 weeks of age.   |   |   |
| Varicella  | 1 dose is required if the 1 <sup>st</sup> dose was given before 13 years of age.<br>2 doses are required if the 1 <sup>st</sup> dose was given at 13 years of age or later.<br><br>Students attending school or preschool in Arizona prior to 9/1/2011 with parental recall of chicken pox disease are allowed to continue attendance with parental recall of disease. Students enrolling for the first time after 09/01/2011 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity or personal beliefs. |   |   |

Note: ADHS observes a 4-day grace period for vaccine ages and intervals, except for the space between two live vaccines such as Varicella and MMR, which must be given at least 28 days apart if they are not administered on the same day.

## **Skyline Education, Inc. School Bus Guidelines and Rules**

The conduct of students aboard a school bus must be controlled in order to provide safe and efficient transportation. The students aboard a bus are under the authority of the bus driver and directly responsible to the driver. The attached articles are provided for driver guidance in maintaining student discipline. In the enforcement of student discipline, the drivers should work closely with school administrators. In the event of unresolved problems aboard the bus, after consulting with the school administrator, drivers should bring the matter to the attention of the Director of Transportation.

1. **DRIVER'S AUTHORITY:** Students in a school bus are the complete responsibility of the bus driver and under his/her direction; students must always be courteous and show respect for the driver and obey the driver's instructions.
2. **BUS STOP ASSIGNMENT:** Students may not get on or off the bus at any location other than their regularly scheduled stop. Parents must submit in writing a bus change 24 hours in advance. When an emergency occurs, a parent may arrange for an alternative authorized bus stop *on a limited basis.*
3. **BUS DEPARTURE TIMES:** Students should be at their bus stop at least 10 minutes prior to the scheduled pick up time; buses must operate on a definite schedule and drivers will not wait for late arrivals. Students are not to arrive at the stop more than 10 minutes prior to the departure time. *Excessive late arrivals to the bus stop will result in disciplinary action.*
4. **BOARDING THE BUS:** As the bus approaches, students must form an orderly single-file line and stand no closer than 10 feet. Students shall not move towards the bus until it has come to a complete stop. Students must enter the bus one at a time, with no pushing or shoving in line.
5. **SEAT ASSIGNMENT:** Students are to take the seat indicated by the driver; they may not exchange seats without the driver's permission.
6. **STUDENTS MUST REMAIN SEATED:** Students must sit upright, face the front of the bus, keep feet out of the aisle, and in no way obstruct aisles or bar progress of other students moving in or out of the bus. Standing, walking, or any movement out of seats while the bus is in motion is prohibited.
7. **BUS WINDOWS:** Windows may not be lowered without the driver's permission and at no time may they be lowered below the second notch (the window should never be open more than 6 inches).
8. **\*HANDS/BODY OUT OF WINDOWS:** Students may not extend hands, arms, head or any other part of the body out of the window at any time on the school bus. Unauthorized exiting from emergency doors and windows is prohibited.
9. **\*TAMPERING WITH BUS EQUIPMENT:** Tampering *of any kind* with bus doors, emergency exits, radio, or controls is prohibited.
10. **\*SMOKING NOT ALLOWED:** Smoking, use of any tobacco product, lighters, or lighting of any material is prohibited and is against the law.
11. **EXCESSIVE NOISE/DISORDERLY CONDUCT:** Students are prohibited from creating disturbances such as whistling, playing musical instruments, yelling or talking loudly, throwing articles, shooting rubber bands, scuffling, etc. Students shall quietly converse only with those students sitting in the same seat they occupy. Distractions and noise levels inside the bus must be kept to a minimum so the driver can hear and observe approaching emergency vehicles, horns, or other impending hazards.
12. **\*PROFANE LANGUAGE/GESTURES:** Using profane language or obscene gestures is prohibited.
13. **LITTERING:** Littering or throwing of objects of any kind is prohibited.
14. **\*FIGHTING:** Students may not interfere with others, nor destroy the property of others; they may not intimidate or threaten anyone on the bus. Students must keep their hands to themselves; fighting, slapping, hitting, poking, shoving, pulling hair, etc., in the bus or at the stop, is prohibited.
15. **EATING/DRINKING:** Drinking, items other than water, or eating, including gum and candy, is prohibited at any time.

- 16. **PROHIBITED OBJECTS:** Items such as glass containers and large or dangerous objects are not allowed on the bus. Transporting live animals, fish, reptiles, or insects on the bus is prohibited.
- 17. **\*DAMAGE TO THE SCHOOL BUS OR BUS STOP:** Students may not vandalize or damage the school bus or bus stop. Parent(s)/Guardian(s) will be required to pay for damage done by their child to either the school bus or to private property at the bus stop location.

**WHEN ENFORCEMENT OF DISCIPLINE IS REQUIRED THE FOLLOWING DISCIPLINE FLOW CHART IS USED:**

The school bus driver will issue:

- At least 2 verbal warnings, then
- One written warning, then
- If the student’s behavior does not improve, the driver will make a recommendation of denial of bus privileges to the school administrator
  - on occasion, a school administrator may request the driver to request a parent conference or a bus driver may request to attend. In either case, arrangements to attend and participate should be coordinated through the Director of Transportation. School administrators will be responsible for informing the Director of times and dates.

The situations listed below, and asterisked under the Bus Guidelines and Rules, are serious offenses and are regarded as Disorderly Conduct. The Discipline Flow Chart will not be followed; an immediate recommendation to deny transportation will be given:

- Unauthorized jumping out or entering the bus through windows and emergency exits
- Tampering with bus equipment e.g. emergency door, brakes, switches or other devices used in the operation of a school bus
- Smoking in the school bus
- Lighting lighters, matches or other materials; exploding firecrackers or burning papers on the bus
- Degrading, vulgar or profane speech or gestures directed at the driver or other students on the bus
- Use of physical force upon the driver or inflicting injury upon other students through the use of physical force
- Intentional destruction or defacing of seats or paneling within the bus
- Refusal to remain seated while the bus is in motion after verbal warnings.

Charter Schools are not reimbursed for transportation, therefore Skyline Education, Inc. transportation is a courtesy to our students. We must follow pre-determined routes. The \$25.00 fee is a reservation fee, non-refundable, (first come first serve) so we do not overpopulate the bus. Due to this you may not get a seat on the bus to school and it is not the school’s responsibility to transport your student to and from school. Charter Schools are schools of choice and the ADE does not reimburse the school for transporting any student.

**I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE BUS GUIDELINES AND RULES AS RIDING THE BUS IS A PRIVILEGE**

**STUDENT NAME (PRINTED):** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT NAME (PRINTED):** \_\_\_\_\_