

EL DORADO  
PRIVATE SCHOOL



PARENT HANDBOOK  
2011-2012



Welcome Students and Parents!

This school year promises to be an exciting one! We're a school where our teachers and staff are professional educators who are focused on helping every student learn in a caring and challenging environment. We want to bring out the best in each child, helping each one to be all they are capable of being.

This Parent Handbook has been compiled to provide the parents of our students with basic information about the policies, practices and procedures of El Dorado Private School. We hope that you will find the booklet useful in providing answers to some of the questions you may have about our school. This handbook is designed to serve as your one source of information to explain our different school policies. It is important that parents understand the expectations our school has for each student.

Student success is made possible by the combined efforts of the home and the school partnering together. We enjoy good communication with the parents/guardians of our students. It's obvious by our student's achievements that our parents are involved in the lives of their children, help them with their homework, keep the lines of communication open with teachers and positively support the school.

We believe our school runs smoothly when our parents are involved in their child's education. It is our hope that we can work together to provide the best learning environment for your child. Our goal at El Dorado Private School is to give your child a positive school experience through continuous improvements in teaching and learning. Thanks for your support as we learn together!

We extend our best wishes to our parents and students for a successful school year. Whenever questions or concerns arise, please don't hesitate to call or stop in the front office. I believe in an open door policy with the students, staff and parents of El Dorado Private School, and look forward to the opportunity to meet or talk with each of you in person!

Sincerely,

A handwritten signature in cursive script that reads "Linda L. McDermott". The signature is written in black ink and includes a stylized flourish at the end.

Linda L. McDermott  
Director

## THE GRAYHAWK CAMPUS

El Dorado Private School's Grayhawk campus is situated on 4.25 acres in the master planned residential community of Grayhawk. Opened in September, 1996, it houses over 20,000 sq. ft. of classroom, multi-use and administrative office space. Currently, the campus has 16 academic classrooms, a Multi-Purpose Room, Media Center (with dedicated Computer Lab), a Science Room and a Multi-Use Field and dedicated playgrounds for Preschool and Kindergarten, Elementary and Middle School students.

### ~ Parking

The campus has limited parking for parent use. If the parking lot in front of our school is full, additional parking can be found in the Grayhawk Park parking lot on 76<sup>th</sup> Street, north of our facility. It is illegal for parents to park along fire lane curbs (painted in red), or along the south fire lane on the property. Parking in either of these locations at ANY time could result in a parking ticket, payable to Scottsdale Police Department.

### ~ Classrooms

The campus is divided into two main sections: Preschool/Kindergarten and Elementary/Middle School. While each section is overseen by the Campus Director, different governing bodies provide rules and regulations. Our Preschool program is inspected annually by the Arizona Department of Health Services. Additional information about government offices can be found in the handbook on page 24.

Preschool, Kindergarten and First Grade classrooms each contain a student restroom and drinking fountain. Elementary and Middle School classrooms have individual drinking fountains and common area restrooms for student use.

Kindergarten through Middle School classrooms each has a Smart Board. All Middle School students have individual computers in their classrooms.

### ~ Multi-Purpose Room

Our Multi-Purpose Room (commonly referred to as the MPR) is scheduled for a wide variety of events throughout the school year. This space is also used for many after school programs, which may include dance, cheerleading, martial arts and gymnastics. The MPR also contains space for an Art Room, used by children in Grades Kindergarten through Eighth. Music classes are held in the MPR for Kindergarten through Eighth Grades.

### ~ Media Center

The Media Center contains both the Library and Computer Lab. Our Library currently contains over 10,000 volumes available for student and staff use. Each Kindergarten, Elementary and Middle School classroom has scheduled times every week that they may check out library books.

Our Computer Lab contains fifteen computers for use as part of our comprehensive computer program and during Before/After Care. Students in Grades Kindergarten through Eighth attend Computers in this lab at least once a week. This program is taught by a dedicated computer instructor. (Depending on availability of the Lab, Pre-Kindergarten classrooms may attend once a week).

### ~ Science Room

The Science Room contains two-partner stations and has a dedicated Science teacher. Students in the Intermediate Grades and Middle School attend the Science Room weekly allowing for hands-on experiments that enhance and go along with the science curriculum.

### ~ Lunch Counter

The Lunch Counter handles the distribution of our hot meal lunch program and preschool snacks. While it is not a full-service kitchen, we do offer hot lunches at an additional cost, a service provided by a third party caterer. Detailed information about food services can be found under the Food section.

~ Office

The administrative office houses Admissions, the Director's Office, Health & Records, Accounting and the Staff Lounge. Any comments, questions or concerns should always be directed to the front office and Mrs. McDermott.

## REGISTRATION

Parents interested in enrolling their child(ren) at El Dorado Private School must first complete an Application for Admission. Once all relevant documents have been received by the Admissions Office, the application is submitted to the Application Committee for consideration. Accepted applicants will be notified by phone or mail within five (5) days of receipt of the completed Admissions packet. Existing, registered students are always given priority registration consideration from one year to the next *during the designated early registration period*. Registration fee(s) are due at time of enrollment, and this fee is non-refundable and non-transferable. New students must also provide a copy of their birth certificate, and a completed Emergency / Immunization card must be filled out before a student will be allowed to attend class. More detailed information about this card can be found on page 8. New students may be asked to participate in a "shadow day" prior to admission at the discretion of the Application Committee.

Once an opening is reserved, one parent or legal guardian must sign the Tuition Payment Agreement (TPA) for enrollment to be considered complete. The TPA is described in full detail in the Accounting section of this Handbook.

~ Class Placement

A child's final placement in the classroom is the determination of El Dorado Private School.

If you are new to El Dorado Private School, your child's initial class placement will be based on actual age. Class placement for continuing students is based on both a child's age and teacher recommendations.

All incoming students must be age-wise eligible before September 1<sup>st</sup> for the appropriate placement except for the Early Bird Three Year Olds class. They must be three by December 31, 2011. El Dorado Private School strictly adheres to this policy. No exceptions will be made for Pre-Kindergarten students.

Final placement of children entering our Kindergarten, Elementary and Middle School programs is decided by both the teachers (current and upcoming grade level) and the Campus Director. Many factors are considered when placing a child, including but not limited to academic ability, social skills, teacher/student personalities and classroom dynamics as a whole. Please remember that our interests as an educational institution are to provide the best experience for your child, both academically and socially.

## ACCOUNTING

~ Fees and Discounts

All fees are due immediately upon receipt of a bill from the Accounting office. Fees may be paid by cash, personal or business check, money order or credit card. El Dorado Private School accepts, American Express, Discover, MasterCard and VISA.

Registration fees are due at time of enrollment, and these fees, once paid, are non-refundable and non-transferable from child to child.

Discounts off the annual tuition payments are available under the following circumstances:

- ~ If two children from the same immediate family are enrolled in the program during the same school year, a 5% discount off the total annual tuition amount is available. If three children are enrolled, the discount is 10% and four children enrolled from the same family receive a 15% discount.
  
- ~ If the annual tuition payment for any or all children is paid IN FULL prior to June 1<sup>st</sup>, a 5% pre-payment discount is available. For children who register in the program after June 1<sup>st</sup>, the pre-payment discount is ONLY available if the annual tuition amount is paid IN FULL at time of enrollment. Parents may not choose to pre-pay the annual tuition once the first monthly payment has been made. **Annual prepayment of tuition can be paid by cash, check or money order ONLY.**

#### ~ Cancellation Policy

If you are withdrawing your student from school, a written notification needs to be presented to the office. Prorated tuition (less a cancellation fee equal to one-half month's tuition) will be granted by El Dorado Private School if withdrawal from the school is the result of extended illness or moving more than a 50 mile radius from the campus and documentation of enrollment at a new school. In accordance with the Tuition Payment Agreement, all students enrolled for the entire academic year are obligated to pay the full year's tuition and fees after June 1<sup>st</sup>, 2011.

In addition to tuition fees, there are a variety of additional charges that can be placed on a student account. Hot lunches, Before/After Care charges, spirit shirts, Lunch Bunch are just a few such items. Bills for these additional services are sent out every two (2) weeks and are due in full upon receipt.

#### ~ Bills

The Accounting office sends out bills every two (2) weeks. Payment is due upon receipt of statement. Refer to the Fees and Discounts section above for information on payment methods. A late fee of \$25.00 will be assessed on bills not paid within 10 days of bill date. If there are ever any questions on a statement received, they can be directed to Mrs. Nelson, Accounting Manager, at (480)502-6878 ext. 157, or by email at [cnelson@eldoradops.com](mailto:cnelson@eldoradops.com).

#### ~ Payments

Monthly tuition payments are due on the first of each month from June 1, 2011 through April 1, 2012. Tuition payments received after the 10<sup>th</sup> of the month (regardless of what day the 10<sup>th</sup> may fall) will be charged a late fee of \$25.00. If tuition/bills should be more than 45 days late, the Credit Bureaus will be notified of the late account and the student will be unable to attend class until account is paid in full. Should the student/family account become delinquent (i.e. tuition, hot lunches, Lunch Bunch, Before/After care, spirit shirts, field trips, etc.) students will be asked to refrain from attending class parties, Kindergarten and Eighth Grade graduation, field trips, etc. Should an account be terminated due to non-payment, it will be turned over to a collection agency. \*\*\*NSF – if 2 checks are returned by parent's bank, parent must pay the remainder of the school year by "CASHIER CHECK" or CASH only.

## HEALTH & RECORDS

#### ~ Records

It is extremely important that all student records be kept current and up to date. Any changes to student or parent information, including home address, contact phone numbers, emergency contact information, and special instructions should be delivered to the front office as soon as possible. In the unlikely event of an emergency, it is absolutely imperative that we have correct contact information.

Student Records are kept in the Health & Records office. If your child is transferring to another school, a request for transfer of records must be delivered to our campus from that institution, and all necessary information will be mailed directly to the inquiring school when all books are returned and accounts are paid in full. At no time will records be released to parents or guardians.

#### ~ Immunizations

Arizona state laws dictate necessary immunizations for children prior to entering an academic facility. These immunizations differ based on the age of your child, and most current information can be found in the front office, or on the ADHS website at [www.hs.state.az.us](http://www.hs.state.az.us). Children who are not properly immunized, or have a pending doctor's appointment to receive necessary immunizations, will not be allowed into the classroom. This is for the safety of all children and staff members. A completed "Emergency Information and Immunization Record Card" must be completed in its entirety and signed by BOTH parents and/or guardians. In addition to immunization information, this card also requires parent contact information, at least two (2) alternate contacts in the event of an emergency, and child allergy information. **Students without a completed card on file prior to the start of school will not be admitted into the classroom.**

#### ~ Medications

El Dorado Private School does not have a registered nurse on the premises. Our staff is certified in CPR and first aid. Minor medical situations will be handled by the designated school office staff. When a student becomes ill or is injured in school, he/she will be evaluated and/or treated by the Health and Records personnel or a

designated staff member. If it is necessary for the student to be sent home or to a doctor, parents will be contacted and requested to pick up the child. No child will be released from campus without an adult to accompany them.

In case of an emergency, both the Fire Department paramedics and the parent will be called. Should a life threatening situation exist, the child will be taken to the nearest emergency facility.

In order for medication to be dispensed, a parent or guardian must first complete a medication card provided by the office. Prescription and over-the-counter medications cannot be dispensed without written parent permission. The school will only dispense prescribed medication that is in the original labeled container and displays the child's full name, attending physician, etc. Over-the-counter medication must be received in the original sealed container or it cannot be dispensed. Students needing an Epi-Pen must provide two for school use. One Epi-Pen will be kept in the Health and Records Office and the other will be locked in a medication box in the student's classroom. **Students may NOT keep their own medication, regardless of type (i.e.: inhalers, Tylenol, aspirin, cough drops, etc.). ALL medications must be kept in the Health and Records Office and be dispensed by the Health and Records personnel or a designated staff member.**

#### **Special Consent to Carry and Self-Administer Medication:**

Permission may be granted for a student to carry and self-administer life saving medication only after the following process has been completed and is on file in the Health and Records Office. These medications may include but are not limited to inhalers, diabetic supplies/insulin and EPI-pens.

- 1) A physician's written statement regarding the student's medical condition, medications and dosage have been received and is understood by the health and records personal.
- 2) A Medication Consent Form has been completed, signed and received by the Health and Records Office.
- 3) The parent(s)/guardian(s), student(s), director, and health and records personnel are aware of the student(s) needs, and are comfortable with the cognitive ability and maturity of the student(s) to appropriately carry and self-administer life saving medication only.
- 4) The student(s) and teacher(s) is/are made aware of the student(s) special needs and the student(s) may be in possession of life saving medication.
- 5) The above policy shall not be interpreted to allow a student(s) to carry non-life threatening medication.
- 6) This policy is for life saving emergency medication only.

## **FOOD**

The Lunch Counter is responsible for distribution of all Preschool snacks and the hot lunch program.

~ ADHS Regulations

The Arizona Department of Health Services is responsible for approving snacks and preparation of food for our Preschool students. Only items from an approved source can be served to the children. **Monthly sign up sheets for snacks are located on the door of your child's classroom. Snacks are based on the Arizona Health Guidelines. Please abide by the guidelines below. They were developed to ensure your child's safety.**

Transmittable diseases, such as salmonella, shigella and hepatitis can be spread very easily. These and many other diseases are the result of improper hand washing or improper food preparation or handling. Since the condition under which a parent prepares snacks is unknown, we must abide by the following directions for snacks and/or parties.

- 1) All food and drinks must be brought in their original, unopened container.  
**(Glass bottles are not allowed. Fruit juices must be 100% juice.)**
- 2) Fresh fruits and vegetables must be brought in whole. (Sliced fruits and vegetables may be brought in if packaged in the deli or grocery store.)
- 3) Muffins, breads, cookies, cakes, etc., must be purchased from a commercial bakery.  
(We cannot serve homemade bakery items in the Preschool.)
- 4) Licensing regulations for nutritious snacks must be observed.

**The regulations limit food handling and preparation. For example, if you wish to provide crackers and cheese, both the crackers and the processed cheese must be brought in their original sealed containers.**

Preschool students should drop off classroom snacks at the Lunch Counter, located in the outdoor Lunch Court.

~ Lunches

Our campus offers a hot lunch program, provided by a third party caterer. Lunch menus are sent home with all children on a monthly basis, and meals must be ordered one month in advance. ***Order forms are due by the date printed on the menu. Lunch menus are NOT accepted after the due date.*** Students may purchase milk or juice with their sack lunch at the cost of \$.35. Lunches may be ordered at the cost of \$4.50 per day, per child (Grades 1-8) and \$4.00 per day, per child (Preschool and Kindergarten). These meals are prepared in accordance with all State and Health Department regulations, and provide a well balanced meal with all food groups represented. Refunds will not be given for missed lunches for absenteeism, cancellations or field trips.

**El Dorado Private School is inspected annually by the Arizona Department of Health Services. Parents preparing sack lunches for children attending Preschool are required to be in compliance with regulation #R 9-5-512-N, which states that either milk or 100% fruit or vegetable juice must be provided in the child's lunch. If you do not wish to provide milk or 100% juice, we must have a dated, signed written statement verifying your choice of a drink substitute on file in the Lunch Counter.** A standardized form is sent out with Student packets, delivered during 'Meet the Staff Day' before the start of the school year.

If a student forgets his/her lunch and a hot lunch has not been ordered, one will be provided to your child at the cost of \$5.00/\$4.50. This fee will be billed to your account.

For more information on preschool birthday treats, please see the sub-section titled Birthdays on page 10.

~ Special Events

Children celebrating birthdays or other special events are welcome to bring a special treat for their classmates. These items should be delivered to the Lunch Counter to ensure that all children in the classroom may enjoy the treat. A detailed list of children with specific food allergies is kept in the Lunch Counter, and allowing the Lunch Counter Supervisors to distribute special treats will prevent any child from becoming unnecessarily ill.

## FIRST DAY OF SCHOOL

The first day of school, for any child, is always a special occasion. For a preschool student, it is a momentous day in their life. They must deal with separation from a parent or guardian. They have to adjust to a new environment, new routine, new caregivers and other children their age that they have never seen before. It can be a difficult transition, even for those children accustomed to being left with a babysitter. Separation issues can also be upsetting to the parents, who often do not realize or anticipate the strength of their own emotions.

Anxiety and emotions associated with the first day of school are perfectly normal. If these feelings are occurring in your child, try not to be overly concerned. Our staff members are fully accustomed to it and are prepared to deal with a variety of personal situations. Chances are the classroom teachers have worked through the process themselves and have already assisted many other parents and children with the same situation. They will be able to offer many suggestions to help ease the transition.

Below are some tips that you may find helpful in preparing both you and your preschool child for those first days of school:

- ~ Talk with your child beforehand about preschool and some of the things that he/she will be doing while at El Dorado Private School. Talk about the teachers, using their names. Drive by the school and show your child what it looks like.
- ~ Attend 'Meet the Staff Day' before the start of the school year and take the time to introduce your child to the teachers, the classroom, and potentially, some classmates.

- ~ Plan to be available during the first morning (or afternoon) of school. If possible, you may want to take the day off work. That way, if your child should end up needing a shortened day, you will already be available to pick them up.
- ~ Make sure to allow plenty of time to get ready for school on the first morning. Both you and your child will be more anxious if you are rushed for time.
- ~ Be prepared to deal with your own feelings as a parent. Remember to smile and act confident. Body language can sometimes communicate more than your words.
- ~ If your child should express apprehension, accept those feelings and tell your child that you understand. Continue to be positive about the experience, and remind them of how wonderful it is going to be for them.
- ~ When walking to the classroom, remember to walk side-by-side with your child, and try to avoid carrying he/she in your arms. This will help minimize the physical separation.
- ~ **It is our policy that all children entering a preschool classroom are separated from the parent outside the classroom door or on the playground. Please do not enter the classroom with your child. In the event that an emotional situation arises, the disruption to the classroom will be minimal if you remain outside in the preschool courtyard.**
- ~ Try not to linger. It is best to say goodbye at the door, tell your child that you will be back soon and leave quickly and confidently. You are certainly welcome to call the front office during the day to see how your child is doing.
- ~ Arrive promptly at dismissal time. Your child will feel more secure if you arrive when other parents do.

Children usually adapt to new situations very quickly. However, on some occasions, it may take several mornings before you and your child can part comfortably from one another. Try not to judge yourself, or your child. If it appears that your child is not ready for the preschool experience, even after several weeks, you may want to take the time to talk with the teachers and/or the Campus Director about delaying enrollment.

#### **DAY - TO – DAY** (in alphabetical order)

##### ~ Absences

If your child is not going to be at school for any reason, it is necessary to call the absentee line (x159) and report the child's name, room number and nature of the absenteeism.

When the student arrives back at school after an absence, it is the student's responsibility to check with the teacher(s) concerning school work missed during this time. **(A student will have one day for each day absent, up to a total of five days, to turn in missed assignments and class work. Missed quizzes and tests must be scheduled with teacher(s) and taken within the same time frame.)** Some assignments and tests cannot be made up due to the nature of the work. Assignments, class work and quizzes not made up in the allotted time will result in the student receiving a zero for the missed work. **(Class work and homework will not be given out in advance of any planned or unplanned absence.)**

**A child who arrives after 12:00pm or is picked up for the remainder of the day prior to 12:00pm will be considered absent for one full day.** This absence will be counted in the cumulative total number of absences for that student for the academic school year.

**A child who leaves after 12:00pm for any reason will be considered absent for one half (1/2) day.** This absence will be counted towards the cumulative total number of absences for that student for the academic school year.

Half-day absences and tardies are counted against a student's daily attendance. A student will be considered for the Perfect Attendance Award **only if they have attended every school day and have received three tardies or less.**

##### ~ After School Programs

In addition to our supervised After Care environment, a variety of After School programs are available from year to year at an additional cost. In the past, these have included but are not limited to Martial Arts, Cooking, Arts & Crafts, Tutoring and Sports Adventures. These programs are provided as additional enrichment activities to the students of El Dorado Private School. Information regarding these programs is provided during 'Meet the Staff Day' at the beginning of the school year, along with the opportunity to enroll your child in any of the available

programs. Many of these programs begin at 3:15pm or 3:30pm. Any child not picked up at the conclusion of an after school program will be sent immediately to After Care and will be billed accordingly.

~Animals

No animals are allowed on campus for the safety of all the students at school. If your child has a pet they would like to share with his/her class, this must be approved by the front office at least three days prior to the pet's visit. This allows us to verify the safety for the pet's visit for all children in the classroom. (i.e. allergies, fears). All animals must be restrained and accompanied by an adult. Parents arriving on campus with unauthorized pets will be asked to remove them from the campus immediately.

~ Arrival

When arriving on campus for any reason, please make sure that you park your vehicle in designated parking only. Parent vehicle parking is not permitted in any crosswalk, along any fire lane (painted in red), or along any part of the fire lane on the south edge of the property. Parking in either of these locations at ANY time could result in a parking ticket from the Scottsdale Police Department.

Elementary and Middle School students dropped off before 8:15am will be directed into Before Care, and you will be billed accordingly. The playground area is not supervised prior to this time, and students are prohibited from entering the playground area without proper El Dorado Private School staff supervision. Children in Kindergarten through Eighth Grades do not need to be signed in when arriving on time; please be courteous and only park your vehicle if you are attending to other business. All children may be dropped at the front gate and allowed to walk to their classroom unsupervised.

Preschool and Kindergarten children are not allowed to arrive prior to 8:45am without being sent to Before Care or Sibling Care. All Preschool children arriving between 8:45am and 9:00am must be signed into the classroom by the parent or legal guardian. Sheets are posted daily outside the classroom door. Next to your child's last name, please put the time of arrival and sign your FULL name. If you are picking your child up before 3:00pm, you must sign your child out on the assigned sheet with your FULL name and the time of departure. If your child is enrolled in a half-day program and will be attending Lunch Bunch that day, please place a check mark in the appropriate column.

~ Attendance

Regular attendance is a key to academic success and is the responsibility of both the parents and students. Since much of the schoolwork completed in the classroom (i.e.: discussions, participation, in-class projects, etc.) cannot be made up, students should remain out of school only when absolutely necessary. Every attempt should be made to schedule appointments and vacations around the school schedule to minimize the impact on your child's academic experience. Refer to absence policy regarding makeup work.

If your child should ever resist going to school, acknowledge his/her feelings. Encourage the child to talk about it. Proceed to school. Talk with the classroom teachers about the problem, preferably outside of normal school hours. Share as much information as possible. Together, we should be able to identify the basis for your child's loss of confidence in school. Allowing your child to stay home will not solve the problem or address the issue.

~ Before/After Care

Supervised Before/After Care is available for parents who are in need of an extended day environment. This program is available on an as-needed basis, and fees are billed to the parents based on the following schedule:

~ Before Care	-	07:30 – 08:45	-	\$10.00 per day
~ After Care	-	03:00 – 05:30	-	\$ 4.00 per half hour

A \$2.00 per minute fee will be assessed for any child picked up after 5:30pm.

These fees will be billed separately from tuition. See the Accounting section for more information.

~ Birthdays (and other special celebrations)

Birthdays are special! Children are invited to celebrate their birthdays by bringing treats to share with their classmates. Please refer to the Food section of this handbook for proper procedures regarding distribution of treats on campus.

El Dorado Private School has created a special program to commemorate this special day. The Birthday Book Club (BBC) allows students to donate a new book to the Media Center to help expand our literary collection. These books are stamped on the inside cover with your child's name, date of birth, and the school year in which the donation was made. Books then become a permanent part of the library and children get to celebrate with a special treat! BBC forms will be sent home with your child during the month of their birthday.

Private birthday parties are best held on non-school days. Please do not schedule a private party immediately following school unless every child in the class has been invited. **Birthday party invitations or thank you's may not be distributed in the classroom.** We ask that you distribute invitations outside of school to prevent any hurt feelings. Individual invitations may be mailed directly to the families using the Student Directory, which is distributed to every family at the beginning of the school year. We also ask that any gift exchange be done privately.

In addition to birthdays, we learn and discuss about a variety of holidays throughout the year. Special attention is usually given to Halloween, Thanksgiving, Columbus Day, Hanukkah, Christmas, Kwanzaa, MLK/Civil Right's Day, Valentine's Day, President's Day, and Mother's and Father's Day. Preschool and Kindergarten children may celebrate some holidays with classroom parties to commemorate the occasion. Siblings are not allowed at the classroom parties. Only students enrolled in that classroom may attend. Elementary and Middle School students may host parties and/or learn more about the traditions of these special days. Please check with your child's classroom teachers to find out more information about party days and volunteering time in the classroom to assist with such an occasion. **Elementary and Middle School students may only celebrate these occasions from 1:30pm – 3:00pm to minimize disruption to their academic schedule.**

~Cell Phones

Students are prohibited from bringing and/or using cell phones while on campus unless the student has a medical condition and permission has been given by the El Dorado Private School Administration. If children need to use a phone to contact their parent/guardian, they may get permission from their classroom teacher to use a phone in the front office. Cell phones seen on campus during school hours will be confiscated and placed in the front office for pick-up by parents only at the end of the school day.

~ Conferences (Parent / Teacher)

See the Communication section of this handbook.

~ Discipline

Refer to the Discipline section.

~ Dismissal

El Dorado Private School's dismissal procedures provide for an easy, convenient and expedient way to disperse children at the end of the school day. Detailed instructions regarding afternoon dismissal are provided to every family prior to the start of the school year. It is vitally important that parents abide by these procedures whenever picking up children at their regular dismissal time. If you are picking your Preschool child up before 3:00pm, you must sign your child out on the classroom assigned sheet with your FULL name and the time of departure. Do not park along the curb in front or on the side of the school. *Once dispersal has started, please do not get out of your car for any reason.* All cars parked in dispersal areas must have drivers present in their vehicles. If you ever have any specific questions about the dismissal process, please direct them to the front office.

~ Dress Code

El Dorado Private School recognizes that student dress and grooming are generally a matter of personal choice; however, there is a documented relationship between student dress and success, school pride, the safety and general welfare of the students and staff, and the accomplishment of the curriculum goals and educational objectives. School uniforms are **mandatory** for the Kindergarten through Eighth grade. ***Wednesday*** is "casual" day. Preschool students are not required to dress in uniform.

***Students who are wearing the school uniform must adhere to the following dress standards:***

- 1) Tops: burgundy, white, or navy collared school shirts with El Dorado Private School logo.
- 2) With the exception of the El Dorado Private School logo, logos, emblems, insignias, etc. are not permitted on

any item of clothing.

- 3) Bottoms: solid colored khaki or navy (no blue jeans or cargo) pants, Capri pants, skirts, skorts, jumpers (with El Dorado Private School logo) and mid-thigh shorts. No embellishments are permitted. Only Middle school girls may wear the plaid skirt.
- 4) Leggings and socks must be plain (no patterns or embellishments) in the school colors of white, navy blue or burgundy.
- 5) Outerwear (sweaters, jackets, sweatshirts, etc.) must be in school colors of white, burgundy or navy. The El Dorado Private School logo is mandatory.
- 6) All hair accessories must be in the school colors of burgundy, white or navy.

***All students must adhere to the following standards:***

- 1) No tops that expose the chest or abdomen are to be worn (no midriffs).
- 2) No backless apparel or tube tops. (Tank tops must have 2" width straps.)
- 3) Shorts must be mid-thigh, no biker shorts.
- 4) Skirts need to be no shorter than 4" above the knee.
- 5) Inappropriate lettering or designs will not be permitted on clothing (i.e., profanity, alcohol or tobacco products).
- 6) Close-toed shoes shall be worn at all times. Students must wear rubber-soled shoes and which must remain tied at all times. Shoes with open toes or open heels are not allowed. "Crocs" and boots are not allowed on campus even during "Casual" dress day. Velcro shoes may be worn. Athletic shoes must be worn during P.E. classes. For safety reasons, students wearing shoes that are deemed to be unsafe for certain activities will be asked to call their parents to bring appropriate shoes to school.
- 7) Hats are not to be worn indoors.
- 8) Current fashions are permitted as long as decency is maintained.
- 9) Students hair should be colored and styled in such a way as that it appears natural. Boys' hair should not extend over the top of the collar in the back, over the eyebrows in the front or over the midpoint of the ears on the sides.
- 10) Sweatpants are not allowed except on special days i.e., Health Week, Field Day.
- 11) Pants may not be oversized or baggy.
- 12) Torn or cut garments are prohibited.
- 13) No Super Heroes clothes, shoes, backpacks, lunchboxes or Show 'N Tell items will be allowed.
- 14) Make-up and jewelry should be minimal, worn in good taste and should not be distracting. Preschool students should not wear jewelry (only "stud" type earrings are permitted).

Students who **violate** these dress standards will be asked to do any of the following:

- 1) Change into clothing that is provided by the school.
- 2) Have other clothing brought to school by an adult.
- 3) Asked to leave school and return in proper attire.

Dress code for extracurricular activities include:

For certain field trips, teachers may recommend a certain type of apparel to be worn or may allow the trip to be "uniform optional". In all other instances, for all El Dorado Private School sponsored field trips, students will be expected to wear their uniforms, even if the trip falls on Wednesday (optional uniform day). For each El Dorado Private School sponsored dance, the sponsor will issue the standards for appropriate dress.

Backpacks:

All students from Three year olds to Eighth grade are required to bring a backpack to school everyday. Preschool children should have full-sized, non-franchised backpacks. Wheeled backpacks are not allowed for Kindergarten and Preschool students. Lunchboxes should be soft-sided and also non-franchised. A plain backpack is preferred in the school colors of burgundy or navy blue.

~ Early Release

As stated in the Attendance section of this Handbook, "Regular attendance is a key to academic success and is the responsibility of both the parents and students." Every attempt should be made by the parents to have the child attend class every day, all day. If a situation arises where you need to retrieve your child(ren) before their

regularly scheduled dismissal time, you must stop in to the Front Office first and sign the Early Release Dismissal Log. Only at that time will your child(ren) be called from the classroom. Please do NOT attempt to call the Front Office while en route to the campus to try to expedite the process. This places an unnecessary burden on the administrative staff, who are attending to many other duties. Your phone request will be politely denied and only upon your arrival in the Front Office will your child(ren) be retrieved from the classroom. Please keep in mind that if your children) leaves early for any reason prior to the end of the school day, it will be considered a half-day absence and all absence policies regarding missed work will be taken into effect.

~ Emergency Response Plan

El Dorado Private School has an 'Emergency Response Plan' to handle a wide variety of potentially dangerous and/or threatening situations, on campus, locally and abroad. Regardless of the type of situation that occurs, your child's safety is our utmost concern. Depending on the specifics of the situation, all persons on campus will either be evacuated to a safe location (Evacuation) or kept on campus while securing the facility to prevent outside intrusion (Lockdown). In the event of either occurrence, parents will be notified by telephone or other electronic communication so as to be completely informed of their child's status in the event of an emergency. A copy of this plan is located in the Front Office and can be reviewed at parent's request.

~ Field Trips

El Dorado Private School does not schedule field trips for children in Preschool. In their place, we do offer on-site programs and special interest visitors during the school year to enrich our curriculum.

Kindergarten, Elementary and Middle School students have scheduled field trips throughout the school year. Notification and permission slips will be sent home to parents prior to each field trip. A completed, signed permission slip must be received in the classroom prior to departure. **All students going on field trips MUST wear the El Dorado Private School uniform (unless stated otherwise by their teachers). If a student does not wear his/her shirt on the day of a field trip, one will be provided for them and the cost will be charged to your account.**

**Only students in the classroom may attend the field trip. Siblings may not attend field trips.**

Transportation for most field trips will be provided utilizing the El Dorado Private School Activity Bus. This 24 passenger bus is equipped with 3-point seat belts for every passenger and is driven by full-time staff members who possess a Commercial Driver's License. From time to time, it may be necessary to ask for parent volunteers to chauffeur students, and a note will be sent home prior to the trip to ask for volunteers.

Kindergarten is a time of introduction to many skills, special classes and elementary activities. Because field trips are also introduced at this age, parent chaperones are not limited in number; however, all parents must supply the cost of their own tickets and transportation to and from the sites. All other rules regarding Elementary field trips apply to Kindergarten students as well.

Overnight field trips are offered to the Fifth – Eighth grade students. Deposits are required at the time of notification and are nonrefundable. Once the field trip cost is paid for in full, the student is obligated to attend. If the student does not wish to attend after the fee has been paid in full, the money will be forfeited.

~ Fire Drills

Fire drills are held at irregular, monthly intervals throughout the school year. These drills are held so that students, parents and staff will be familiar with procedures in the event of a real emergency.

Students will become familiar with the closest emergency exit from every classroom they attend. Should a student be in any location other than his/her classroom (i.e.: restroom, Office), that student should locate the nearest staff member, and remain with that staff member until the student can be safely returned to their teacher.

When the fire bell sounds, all classes will leave the premises and proceed to the location designated in the Multi-Use Field. **Children should walk quickly and quietly. There should be no talking and no hesitancy in leaving the premises during these drills!**

~ Front Gate

Please note that the main gate will be closed during the following times:

09:05 -- 03:30 PM

All visitors will have to enter through the front office during these times in order to get to any other part of the campus. All visitors are required to sign in and put on a Visitor's Badge. All parents on campus after 9:00am need to come to the office and get a Parent Volunteer Badge. This policy is implemented to ensure the safety of all those on campus and allows us to determine who is on campus in the event of an emergency.

~ Homework

El Dorado Private School recognizes the need for practice at home to improve academic skills. As such, students in Kindergarten, Elementary and Middle School grade levels will be required to do homework. The homework assignments will vary in length and the content may vary from student to student based on academic ability and teacher discretion. Please refer to the Absence or Attendance section for homework policies when a student is absent.

Notices will be sent home to inform you that your child has failed to turn in on time one or more of his/her homework assignments. Any late homework will count as an infraction and loss of recess if the homework is not completed at the beginning of the school that day. Responsibility is an important skill that is required for a successful school year. The parent will need to sign and return the notice to confirm that he/she is aware of the situation. This will be kept in the student's file. After 3 of these notices, a parent/teacher conference will be requested.

Intermediate homework must be turned in to the teacher at the beginning of the day in which it is due. Homework not turned in at the beginning of the day will be considered late resulting in an infraction and the lowering of one letter grade. Students will attend lunch study hall to aid in the completion of the assignment. To receive any credit, late homework not completed in lunch study hall, must be turned in at the beginning of the next day. If homework is not turned in the next day, no credit will be given.

~ Hours

The campus is open 7:30am – 5:30pm every day school is in session. School hours are as follows:

~ Middle School	08:30am – 03:30pm
~ Elementary	08:30am – 03:15pm
~ Kindergarten	09:00am – 03:00pm
~ All-day Preschool	09:00am – 03:00pm
~ Half-day AM (3 & 4 yr olds)	09:00am – 11:30am
~ Half-day PM (3 yr olds)	12:30pm – 03:00pm

See the Arrival, Dismissal and Tardy sections of this handbook for more information on school hours.

~ Illnesses

To preserve the health of all children and staff members, we ask that you not send a sick child to school. Small children are especially prone to infection because their immune systems are not fully developed. Just one sick child in the classroom places all other children at risk.

If your child is absent due to illness, please call the absentee line at(480)502-6878 ext. 159 and leave your child's name, room number, date and reason for absence. This will enable us to inform necessary staff of your child's absence.

**Any child who has a fever should not be sent to school under any circumstances!** A child who is listless or shows active signs of illness should also be kept at home. If your child has any of the following symptoms, please keep them at home until investigated further by a medical professional:

- ~ persistent stomach ache
- ~ diarrhea
- ~ vomiting
- ~ deep or hacking cough, even if a fever is not present
- ~ continuous runny nose
- ~ yellowish or greenish mucus
- ~ an undiagnosed rash
- ~ pink, swollen, matted and/or runny eyes that have not been treated by a physician

A child may return to school after an illness under these conditions:

- ~ fever is gone and temperature has been normal and/or vomiting for **at least 24 consecutive hours without medication**
- ~ energy level has returned to normal for **at least 24 consecutive hours**
- ~ no symptoms or signs of diarrhea for **at least 24 consecutive hours without medication**
- ~ active signs of illness are no longer present

Children do not have to stay at home until all secondary symptoms of an illness disappear. As an example, some forms of nasal and bronchial congestion may linger for several weeks following a cold or flu, but the child is no longer contagious. Consult your child's pediatrician if you ever question whether or not your child should return to school. If one of the classroom teachers observes signs of illness, he/she may suggest that your child be seen by a member of the Health & Record's Office before being admitted to the classroom.

If your child has been exposed, or is ill from a contagious disease, we require that you contact the Health & Records office so that all students and parents in your child's classroom can be put on alert. We notify students and parents in a classroom if the following conditions are present:

- ~ Conjunctivitis (pink eye)
- ~ Chicken pox
- ~ Croup
- ~ Fifth disease
- ~ Mononucleosis
- ~ Strep throat
- ~ Staph infection
- ~ H1N1

Upon confirmation from a medical professional that your child has one of the above diseases, please contact the Health & Records office at (480)502-6878, ext. 153, and leave a voicemail message with your child's name, room number, and type of disease.

If your child develops symptoms of an illness while at school, he/she will be sent to the Health & Records office and a parent or guardian will be called. If a parent has not responded within 30 minutes after the first contact attempt, an office staff member will then try and reach an alternate emergency contact person as listed on the blue "Emergency Information and Immunization Record Card". *When called to pick your child up due to illness, please respond as promptly as possible. Sick children are more comfortable in their own home surroundings. In addition, it is imperative that we do not inadvertently spread any infectious diseases. Any child that has been sent home ill by the Health and Records or Office personnel will not be permitted to attend school the entire following day including Before and After school activities.*

#### Medications

- ~Over the counter medications given to the Health and Records office must be unopened and in the original packaging. The Health and Records Office is unable to accept opened medications not in the original container with the expiration date and directions for usage. A permission form signed by the parent or guardian must also be completed prior to medication being dispensed. Please do not send in over the

counter medication with your child without first completing the permission form or send medication that has been taken out of the box/container.

~ Prescription medication provided by parent or guardian can only be accepted from a container dispensed by a pharmacy with the prescription number, name of the child and dosage on the label attached to the container.

~For the health and safety of all students, medication of any kind should NEVER be sent to school in a student's back pack.

#### After An Illness

~ If a parent or doctor is requesting that a child may not participate in P.E. or recess, the child will be taken outside and will be able to sit on the sideline. A parent will also need to provide a note to Coach in order for their child's non-participation to be excused.

#### ~Lost and Found

Many student items become misplaced while at school. We cannot assume responsibility for losses. We have a Lost and Found in the front office area for items that have been turned into the office. Valuable items turned into the office will be kept there. Any items left at the end of each quarter will be donated to a local charity. Please check the Lost and Found regularly. Please mark clothing, backpacks & lunchboxes with your child's name.

#### ~ Lunch Bunch

Preschool students enrolled in a half-day program may extend their day for one hour (11:30am – 12:30pm) to include the lunch hour. The cost for staying during this time is \$6.00 per day which does not include the cost of food. This fee is billed according to the Fees subsection of this handbook (under Accounting). Please notify the classroom teachers on the morning the student stays for lunch and check the appropriate box on the sign-in sheet posted next to the classroom door.

#### ~ Playgrounds

Our Preschool and Elementary playgrounds have been designed to provide equipment and accessories that are developed for the ages of children that will be using them. Children are not allowed access to either playground unless proper teacher supervision is provided. **AT NO TIME IS A PARENT ALLOWED TO SUPERVISE CHILDREN ON THE PLAYGROUNDS WITHOUT THE PRESENCE OF A STAFF MEMBER.** The Elementary playground does not open until 8:15am, with the preschool playground opening at 8:45am. Do not release your child(ren) to the playground prior to these times. Any child found on the playground before they open will be sent to Before Care and your account will be appropriately billed. Please do not engage in conversation with teachers while they are on playground duty for the safety of all students on the playground.

#### ~ Potty Accidents

El Dorado Private School's Preschool is licensed as a Day Care Facility by the Arizona Department of Health Services. As a result, children entering our Early Bird Three Year Olds and Three Year Old programs must be fully potty trained, and cannot be sent to school in any type of transition undergarments (diapers, Pull-Ups, etc.). While we understand that during the first few weeks of school, certain children may experience potty related accidents, the following policy has been implemented to help parents understand the school's position on children with multiple potty accidents:

- ~ Each time a child has a potty accident, a letter will be sent home to the parents to inform you that an accident occurred.
- ~ After three (3) accidents, the parents will be required to conference with the child's classroom teachers to discuss ways that El Dorado Private School can help your child have successful "dry" days at school.
- ~ After five (5) accidents, a call to the parents will be placed by the Administrative Office.
- ~ If six (6) accidents occur, the child will be asked to withdraw.

If a child is asked to withdraw because of multiple potty accidents, the cancellation policy regarding tuition payments would apply. See your child's copy of the Tuition Payment Agreement (TPA) for more information regarding this policy.

~ Prohibited Items

The following items are prohibited on school grounds at any time. Possession of these items on school property will result in immediate expulsion:

- ~ tobacco (in any form)
- ~ intoxicating liquor
- ~ drugs (dangerous or narcotic)
- ~ weapons (of any kind; this includes both real and play items)
- ~ explosives
- ~ fireworks
- ~ smoke or stink bombs
- ~ any illegal or dangerous items

Scooters, rollerblades, skateboards, radios, walkmans, iPods, electronic games and gum are prohibited on school grounds without express permission from the school administration.

~Rainy Day Dispersal

**If it is raining during any dispersal time, parents are required to PARK their cars and PICK their child up in their regular classroom. Please pick your child up and leave the campus to allow all parents to find nearby parking in the inclement weather.**

~ Signing in/out (see Arrivals section).

~ Student Directory

Information provided within the Student Directory is for personal use only! Under no circumstances is the directory to be used for telephone, email or postal mail solicitations. Information in the directory was collected from student directory authorization forms with parental consent and is considered strictly confidential. Reproduction of any kind, in any form, is absolutely prohibited!

~ Tardy (Late arrival)

Children who arrive after the scheduled start time for their classroom are required to first stop by the front office and fill out a tardy slip. These slips are then sent with the student into the classroom. The number of times your child is tardy each quarter will appear on their Progress Report. An excessive number of tardies (6) each quarter will result in a meeting with the director, the parents and teachers to discuss this problem.

~ Transportation

Students are not transported by El Dorado Private School to and/or from school for the academic day. Transportation is provided for school related functions during and after school hours, and more information can be found under the Field Trip sub-section.

## COMMUNICATION

El Dorado Private School firmly believes in keeping an open line of communication between the parents and staff. If there is ever a situation that you feel requires the attention of a teacher, office staff member or the Campus Director, please do not hesitate to communicate those feelings through the front office.

Communication from the school regarding your child, school events, and other pertinent information is handled in a variety of ways:

~ EDPS Website

The El Dorado Private School website provides a wealth of information about the school and curriculum expectations. A monthly Newsletter is also provided, detailing all campus-related events may also be available for parents to view and/or download. The website address is <http://www.eldoradops.com>.

~ Email

El Dorado Private School provides parents the opportunity to sign up for email communication from the school, thereby eliminating most paper communication between the parent and school. Once a family has signed up for this optional service, emails from the campus will be sent on a regular basis, providing continuous updates on

events, student progress, and other vital information. You may change your preference for this service at any time by stopping by the front office and filling out a Paper Communication form.

~ Parent/Teacher Conferences

Parent/Teacher conferences may be scheduled at any time by contacting the front office. Children in Grades Kindergarten through Eighth will have the opportunity to schedule a conference with their child's teachers at the conclusion of the first and third quarter. Additional meetings are on an as-needed basis. Depending on the situation, both the Campus Director and/or school psychologist may be asked to be present.

~ Written communication

Pertinent information about your child's progress, campus events, and after school activities are sent home in written form in your child's backpack. Even if you have requested email communication, some written information will be sent home. It is the parent's responsibility to check the backpack on a nightly basis to keep informed of activities that pertain to their child.

### **CONFLICT RESOLUTION**

If a conflict occurs between two parties (i.e. parent, teacher, student(s)), the following measures should be adhered to in an effort to attain conflict resolution: 1) The parties should try and address the issue with each other in a respectful, calm manner. 2) If successful resolution of the conflict does not occur, the matter should be brought to Mrs. McDermott. Mrs. McDermott will then determine which parties need to be present at the meeting to attain successful resolution of the conflict. A meeting will be scheduled as expediently as possible considering the schedules of the parties whose presence are needed to achieve resolution. 3) The meeting will occur and a resolution shall be obtained.

EL Dorado Private School is comprised of a small, close-knit community of families. Like with most families, there is not always agreement amongst family members. As part of our family we ask that when a conflict occurs, that it remain solely between the parties involved. Gossip, speculation and rumors are hurtful to those involved and make for an unhappy family environment.

### **DISCIPLINE**

*El Dorado Private School has a **Zero Tolerance Policy**. This means that the school has no tolerance for transgressions that interfere with the safe learning environment of others in any manner. The school feels all children have the right to attend school in a positive, constructive, learning environment. If a student interferes with another's right to learn in a safe, positive environment, that student will receive consequences commensurate with the transgression and may be considered for expulsion.*

~ Preschool Discipline Policy

Philosophy:

Young children are individuals, eager to learn and responsive to love, attention and guidance. By nurturing and respecting each child, we foster development of a child's sense of well being. Each child's emotional and social growth is nurtured by El Dorado Private School's caring staff as he/she feels uniquely accepted, safe, and important. Each child feels he/she can make friends and can be an integral part of the class. Physical skills using both large and small muscles are practiced so that children become competent and feel good about their bodies. The development of cognitive skills is an important part of our curriculum. Through learning games, planned activities and lessons, children learn language skills, pre-reading and reading skills, beginning math, science and social studies. Since children learn through discovery and exploring in their play, we offer an environment conducive to such exploration. Activities and modalities such as art, sand and water play are just a few things we utilize to stimulate the senses. Our goal is for each child to feel confident about him or herself and his abilities. Each child is encouraged to contribute his or her own strengths and ideas in a warm, safe, nurturing environment.

Discipline:

Discipline is a way of teaching and is a necessary and positive part of our preschool program. Children need to know what is expected of them and they need to learn this from the adults with whom they interact. Our

preschool presents an environment that facilitates positive behaviors, safe play areas, cognitively stimulating activities and an individualized school curriculum to diversify our school days. The guidelines for Preschool are as follows:

~ The teachers set up clear, easy to understand expectations. They will be repeated as many times as necessary during the year. We avoid saying words such as "No" or "Don't" when redirecting a child. The Preschool classrooms use a "Good Choice/Poor Choice" system for discipline.

~ Children are reinforced positively when they are following an expectation by describing what is seen. i.e.: "I see you remembered to line up quietly. Good job!" This results in a "Good Choice" note.

~ When a negative behavior occurs, the positive expectations will be stated first and the child will be redirected. If he/she cannot be redirected, consequences such as being removed from the immediate area may occur. The child will be spoken to privately and expectations will be explained. A "Poor Choice" note will be sent home.

~ The teachers help preschoolers to problem solve with each other, giving them words and directions when necessary to facilitate the process. Children will be included in the problem solving process as the teacher guides the process towards successful problem resolution. The child will be guided back to the activity they were asked to leave when they are deemed ready to participate. The child will be observed closely to ensure that they are ready to join the group/activity.

~ El Dorado Private School has a strict "hands-off" policy. If a child's behavior is harmful to others, the child will be removed from the immediate area where the conflict is occurring and sent home for the remainder of that academic day and the next scheduled day of attendance. A child sent home may not participate in on campus after school programs on those days. This corresponds with the Level II SNAP form school-wide policy.

~ If a negative behavior continues and the above steps are not successful, a parent conference with the teachers and director will be held to discuss the child and negative situations that occur frequently. It is expected that the parents and teachers will work together to make school a successful experience.

~ If a negative behavior continues, another conference will be called to discuss problems and seek further solutions. These may include seeking outside interventions in order to help the child. If a parent does not follow through with the recommendation of the school for such an intervention, the school reserves the right to ask the child to leave the school.

~ If a child is harming other children continuously or disrupting the general atmosphere of the classroom and if the school feels that it is not meeting the needs of a particular child, the school reserves the right to have that child no longer attend the Preschool.

#### ~ Kindergarten, Elementary and Middle School Discipline Policy

##### Goal:

El Dorado Private School is proud of its students and accomplishments. High standards are set both behaviorally and academically. Students, parents and teachers are expected to follow a clear set of standards of behavior through a comprehensive school wide discipline plan. This plan is designed to create a positive learning environment by encouraging all students to behave in such a manner that they are a credit to themselves, their parents and their school. Each teacher will develop and implement specific classroom discipline plans that are consistent with the school wide discipline plan. The goal of this discipline plan is to create a *positive*, orderly and respectful learning environment in which all students' potential for learning is maximized and all children feel safe at school.

##### Discipline Philosophy:

The El Dorado Private School discipline philosophy is based upon the beliefs that:

~ Self-confidence develops as one develops self-control.

~ As self-control increases, accepting responsibilities for one's actions also increases.

~ Mutual respect implies that others have rights which should be honored.

Procedures:

~ The first week of school, all teachers will develop classroom rules for their class and introduce the El Dorado Private School Code of Conduct.

~ The first rule of each classroom will be: All school wide rules apply in the classroom. Violations of classroom rules will be written up on a **SNAP** (**S**tudents **N**eeding an **A**ction **P**lan) form. A child will be written up when they are asked to stop a behavior and they do not comply. Please note, in order for a school wide behavior plan to be successful, **ALL** behaviors will be written up if they create a disruption to the classroom.

~The **SNAP** form is a communication tool utilized to inform parents about a behavioral occurrence/transgression that has occurred. On the SNAP form there are three levels of offenses that are delineated based on the severity of a child's behavior. The severity of the behavior dictates not only the level of offense but the severity of the consequences. The SNAP form is in checklist format to allow the teacher and student to immediately identify both behavior causing difficulty and the action needed to rectify the behavior. Typically, staff members will write a detailed description of the situation that occurred to warrant a SNAP form. In addition, at the end of the school day, the staff member(s) will contact the parent to provide a detailed description of what has occurred that warranted the SNAP form.

**Level I - Mild Offenses-** These typically consist of repeated noncompliant behavior. These include, but are not limited to: disrespect, talking back to the teacher, minor disruptive behavior in class such as talking, out of seat, disturbing others, disruptive behavior on the playground and running or making loud noises in close proximity to classes in session. A child will be written up when they are asked to stop a behavior and do not comply. If your child receives a SNAP, discuss what transpired with a focus on how to improve the behavior so it does not occur again. Your child will have already received a behavioral consequence at school. In most cases for Level I offenses, your child should not receive a second punishment at home for misbehavior. Most of these offenses can be handled effectively by the teacher through normal classroom discipline. However, you will be notified of your child's behavior on the SNAP form. If a student receives five infractions in a given week, a SNAP form will be issued. Level I incidents do not accrue from quarter to quarter. A child gets to "start over" at the end of each quarter. If a student receives three SNAP forms in a quarter, there will be a conference with the parents, teachers and Mrs. McDermott to try to rectify the problem and discussing the possible consequence of suspension for a day. Five Level I incidents of the same behavior become a Level II with the sixth occurrence.

**Level II - Greater Offenses-** These offenses include but are not limited to: blatant disrespect for a teacher, any hands-on incidents, harassment, lying, stealing, inappropriate language or gestures, cheating on class work, destruction of school property, graffiti, and deliberate destruction of another person's property and improper use of the Internet. If a child receives a Level II offense, the parent will be notified on a SNAP form and the child and staff member will place a phone call to the parent explaining behavior. The parent is required to immediately pick their child up from school. The child will miss school for the remainder of that school day and a minimum of one scheduled day of school based upon administrative decision. The child will be responsible for any work missed as a result of misbehavior. Prior to leaving the school premises, a brief meeting with the staff, parents and student will occur to discuss the incident, review the length of suspension and to determine other consequences that may result from the situation. Prior to returning to the classroom subsequent to a suspension, a re-entry meeting will occur to determine if the student is ready to return to class.

Three Level II incidents become a Level III at the fourth occurrence. If a student receives three Level II SNAP forms, a student may be expelled as a result of these Level II SNAP forms. Expulsion could be immediate and at the discretion of the administration. *When called to pick your child up due to disciplinary transgressions, please respond as promptly as possible.*

**Level III - Severe Offenses-** A child receiving a Level III offense will be immediately sent home and be a candidate for expulsion. Level III offenses include but are not limited to: possession of drugs, tobacco, alcohol, illegal activities and bullying. Weapons on the school premises or situations that deem a threat to person(s) on campus will result in immediate removal from school grounds pending an investigation to gather information regarding the situation. If necessary, appropriate authorities will be notified and appropriate measures will be taken to ensure the safety of those involved. Pending results of the investigation, a student may be expelled

from school as a result of a Level III offense. Expulsion will be immediate and at the discretion of the administration.

#### Basic Information:

~ The SNAP form(s) will be sent home at the end of the same school day. It will be returned on the next school day with a parent signature or the child misses recess and free time until the paper is returned. If the SNAP form is not returned at the end of two school days, a phone call home will be placed on the second day. The child will continue to miss recess until the form is returned.

~ Level II and Level III incidents accumulate over the course of the entire school year. Level I's do not accrue.

~ Level III incidents result in suspension and possible expulsion based on the administration's rulings.

~Discipline is a necessary part of teaching children that their decisions and actions result in consequences. These can be either positive or in the case of a transgression, negative. All consequences meted out will be based upon factors such as: the severity of the transgression, the age of the student and the frequency of the incident(s). This will be determined by school staff prior to the student's departure on the day the suspension begins.

~A student returning to school after a suspension must participate in a re-entry meeting to determine readiness to return to class and discuss any lingering concerns that have arisen as a result of the suspension. Students deemed not ready to return to school may have an extension placed upon the initial suspension term. This is at the discretion of the school staff.

~El Dorado Private School has a **zero tolerance policy** towards bullying and harassment. These result in immediate suspension and a student may be expelled from school as a result of these behaviors. Once again, expulsion is at the discretion of the school administration. **Bullying** is defined as repeated or intentional infliction of injury or discomfort on another person through physical contact, words or in other ways that cause harm. These include but are not limited to: saying hurtful things, making fun of others, overlooking others, hitting, kicking, telling lies, spreading false rumors, sending mean notes and deliberately excluding someone from a group. **Harassment** is defined as behavior that is unwelcome, is directed at or is offensive to someone, consists of objectionable conduct, comment, material or display that demeans, belittles, intimidates or humiliates another person. Further, the person committing the act knows, or ought reasonably to know, that his or her behavior is unwelcome. Harassment may include the misuse of authority, intimidation, threats, coercion and blackmail; it may be either personal or sexual in nature.

#### Guidelines:

##### Infraction System (Kindergarten – Eighth Grade)

The Infraction Book System supplements and compliments the S.N.A.P. system. The system operates on weekly basis in Kindergarten, a monthly basis in First grade through Third grade and a quarterly basis in Intermediate and Middle School. Infractions are not carried over to the next quarter. Students have the opportunity to earn perfect behavior in a month and earn a "free dress" day.

Infractions are given for minor behaviors that in-and-of-themselves do not warrant a SNAP form. Before negative habits form, students are immediately informed that their choice has earned them an infraction. This system is quick and simple to use. Student's conduct grade on their Progress Report or Report Card corresponds more accurately to their actual behavior because there is an objective record.

The infraction book moves with the class from teacher to teacher. This gives a clear picture of student's behavior throughout the day. It also encourages dialogue between the homeroom teachers and specials teachers. The specials teachers are not isolated in their discipline, but are part of the team of teachers who deal with each student.

The infraction book is useful during parent conferences because it contains the daily record of a student's behavior. Questions about behavior (probably affecting academics) can be examined. For example:

- a. Is the student receiving infractions during a certain part of the day?
- b. Is the student receiving infractions from a certain teacher?
- c. Is the student receiving infractions on a specific day of the week?
- d. Is the student exhibiting the same behavior throughout the day?
- e. What infractions is the student receiving? Can these be worked on? An example would be that if the student is missing supplies in each class, parents/teacher can devise a plan to keep the student organized.

The infraction system provides immediate consequences for actions. This prepares the students, especially Middle School, for high school where there are no second chances. The infraction system provides an easy record for rewarding well-behaved students. Rewards are built into the system and the students have a concrete goal.

#### El Dorado Private School Code of Conduct

- ~ I will treat everyone with respect.
- ~ I will treat personal and school property with respect.
- ~ I will create and maintain a positive and safe school environment.
- ~ I will come to school on time and prepared for learning.
- ~ I will act responsibly and accept the consequences for my actions.

#### The Discipline System

- ~ To increase consistency among all staff members.
- ~ To create a user-friendly policy.
- ~ To promote positive management practices with an emphasis on prevention.
- ~ To promote the importance of accepting personal responsibility.
- ~ To strengthen cause and effect connections, especially the link between responsible choices and positive consequences.

#### Student Responsibilities:

- ~ To do all they can to help themselves learn.
- ~ To respect the rights of other students.
- ~ To respect the teacher's right to teach.
- ~ To respect and protect school property.
- ~ To follow school and classroom rules.
- ~ To behave in an orderly and safe manner.

#### Parent Responsibilities:

- ~ To do all they can to help their child to succeed in school.
- ~ To make sure their child is at school ON TIME and stays in class until the scheduled afternoon dismissal.
- ~ To schedule appointments before or after school whenever possible.
- ~ To become involved in their child's education. For example, to check homework, monitor progress, sign and return necessary papers, read information sent from school regarding your child's education.
- ~ To support school policies and reinforce respect of all staff members.
- ~ To follow through at home when school staff needs assistance improving a student's academic performance or behavior.
- ~ To report to administration and conference on any concerns they have regarding any dissatisfaction that occurs within the school environment.

#### Teacher Responsibilities:

- ~ To commit to supporting school-wide procedures.
- ~ To do all they can do to help students learn.
- ~ To demonstrate mutual respect for students, parents and colleagues.
- ~ To serve as role models for the students.
- ~ To comply with school policies regarding discipline by using preventive practices, parent conferences school wide behavior plan and actively supervising students at all times.
- ~ To support the administration regarding referral procedures.
- ~ To create and maintain a safe, orderly and respectful classroom learning environment.

### Administrator Responsibilities:

- ~ To support and maintain the school wide discipline system.
- ~ To provide assistance, support and feedback regarding discipline issues.
- ~ To communicate expectations of the school-wide discipline program to students and their parents.
- ~ To support and maintain a safe, orderly and respectful environment for students, teachers and staff members at El Dorado Private School.

### Student Expectations:

#### Safe Travel Through Campus

Students shall walk throughout the campus in an orderly and quiet line, closely supervised by their teachers. Talking should be kept to a minimum to avoid disrupting other classes that are in progress. Running is not permitted.

#### Consequences:

- ~ Classes will have extended practices at the expense of recess and/or free time.
- ~ Individual students will be made to go back where they began to run and walk from that point.
- ~ Teacher will decide other appropriate consequence.
- ~ An infraction will be given.
- ~ A SNAP sheet may be sent home.

#### Safe Recess Environment

Students must observe recess guidelines established by the teachers in each grade level. These guidelines are designed to create a safe playground environment and mutual respect among all staff and students. Teachers on duty continuously monitor all playground areas being used by students. All classes must adhere to recess schedules in order to avoid an overcrowded and unsafe condition on the playground.

#### Consequences:

- ~ Loss or delay of activity.
- ~ An infraction will be given.
- ~ A SNAP sheet may be sent home.
- ~ Teacher may decide other appropriate consequences.

#### Safe Lunch Court Environment

Students will enter the lunch court escorted by their teachers on time and in an orderly manner. Students will be required to keep a quiet voice and maintain a safe environment by not touching others. The students getting hot lunch will line up in an orderly manner at the lunch counter. Students are expected to help maintain the cleanliness of the lunch courtyard by picking up any garbage that may have dropped. Due to food allergies, students are prohibited from sharing or trading food under any circumstances.

#### Consequences:

- ~ Students will be asked to adhere to the guidelines.
- ~ Students will miss lunch recess.
- ~ An infraction will be given.
- ~ A SNAP sheet may be sent home.

#### Student Restroom Responsibilities

Students are expected to utilize the restroom during designated times whenever possible. Students are expected to respect each other's privacy in the restroom and maintain its cleanliness by flushing the toilet and throwing their paper towels in the trash can when finished. Soap should be used for washing hands only.

#### Consequences:

- ~ Students will be asked to adhere to the guidelines.
- ~ Students will have to be supervised by an adult.

- ~ Students will be referred to administration for any damage inflicted.
- ~ An infraction will be given.
- ~ A SNAP form may be sent home.

#### Student's Behavior During Specials

Students are expected to be on their best behavior in Specials and comply with teacher requests in the same manner as with classroom teachers. Students are required to walk quietly and orderly to and from Specials.

#### Consequences:

- ~ Students will be asked to adhere to guidelines.
- ~ An infraction will be given.
- ~ A SNAP form may be sent home.
- ~ Loss or delay of Specials activities.

## **CLASSROOM OBSERVATIONS**

### Guidelines for Parental Class Observation:

~ El Dorado Private School has an open door policy. However, all parents and visitors need to sign in and receive a Parent or Visitor's Pass from the front office. This is for the safety of all students on our campus as well as for the safety of visitors in the event of a campus emergency. This allows us to account for all people present on our campus at that time. A parent arriving at a classroom without a visitor's/parent's tag will be referred back to the office to sign in and acquire a visitor's/parent's tag.

~ After 8:30am (Elementary & Middle School) and 9:00am (Preschool & Kindergarten), **ALL** visitors must leave the classrooms to allow classes to conduct morning activities. Any visitors remaining on campus must sign in and obtain a Visitor's Pass from the front office.

~ There is a limit of two parents observing in the classroom at a time unless otherwise specified by the classroom teacher. Visitors are asked to sit at the perimeter of the classroom unless otherwise directed by the teacher. This enables the teachers to teach and establish a rapport with the children and minimizes disruption to your child's education.

~ Please help the teachers at their request. We appreciate your help at those times. Look for the Parent Volunteer Sign Up sheets posted on classroom doors.

~ Preschool parents should be aware that it is inevitable that there will be crying children. Separation anxiety is expected and is a healthy behavior. Although this may be unsettling to the observer, please understand and allow the teachers to handle the various situations. If your help is needed, we will ask for your assistance.

~ The first month of school will be challenging and exciting for children, teachers and parents. The implementation of our plans will be adjusted to meet the needs of the children as the days unfold. The children will feel a sense of routine after this initial adjustment period.

~ Playground: Please allow teachers to observe and monitor children on the playground without disruption. If you need to meet or talk with a teacher, schedule an appointment at another time so they can properly supervise the children on the playground.

~ Classroom Volunteers: All parents wishing to volunteer at school must read and sign the Volunteer Guidelines at the start of the year. Please be certain if you are volunteering at school that you receive a Parent Volunteer Badge from the Front Office. Classroom teachers are instructed to send all parents back to the office to receive a Parent Volunteer Badge. This enables us to provide a safe campus environment.

**Siblings are not allowed in the classroom when volunteering.**

## ADDITIONAL RESOURCE INFORMATION

### ~ Telephone Extensions

Every classroom has a voicemail extension for parents to utilize when needing to leave a message for a classroom teacher. **AT NO TIME SHOULD A PARENT DIRECTLY DIAL INTO THE CLASSROOM.** This is a disruption to the academic process. In the event of an emergency, please contact the front office at ext. 150, and request that a message be immediately forwarded to the classroom for a response.

Below is a list of pertinent extensions. To reach an internal extension, dial the school's main phone number, (480) 502-6878, and press the appropriate 3-digit extension at the voice prompt:

Admissions	150	Room 1	101
Campus Director	154	Room 2	102
Health / Records	153	Room 3	103
Front Office / Director	154	Room 4	104
Library	155	Room 5	105
Lunch Counter	156	Room 6	106
Accounting	157	Room 7	107
Absentee Line	159	Room 8	108
Before / Aftercare	160	Room 9	109
Art	112	Room 10	110
Computers	161	Room 11	111
Music	165	Room 13	113
Physical Education	163	Room 14	114
Spanish	165	Room 15	115
Science	118	Room 16	116
		Room 17	117

### ~ Staff Email Addresses

Every staff member at El Dorado Private School has their own personal email address, which can be used to communicate with parents and students in a professional manner. If you wish to contact a staff member via email, please refer to the Faculty page on the El Dorado Private School website at [www.eldoradops.com](http://www.eldoradops.com).

## CONTACT INFORMATION

### ~ School Address / Phone / Website

El Dorado Private School  
20624 North 76<sup>th</sup> Street  
Scottsdale, Arizona 85255

office (480) 502-6878  
fax (480) 502-8044

[www.eldoradops.com](http://www.eldoradops.com)

Director – Linda L. McDermott  
[president@eldoradops.com](mailto:president@eldoradops.com)

### ~ Arizona Department of Health Services (ADHS) & Arizona Department of Education

ADHS is the governing body that oversees our preschool programs and Lunch Counter procedures. If you have any questions about rules, regulations, or other procedures, you may contact the front office or ADHS directly:

Arizona Department of Health Services  
Office of Child Care Licensure  
150 N. 18<sup>th</sup> Avenue Suite 400  
Phoenix, Arizona 85007-3244  
(602) 364-2539  
[www.hs.state.az.us](http://www.hs.state.az.us)

Arizona Department of Education  
1535 West Jefferson Street  
Phoenix, Arizona 85007  
(602) 542-3111  
[www.ade.state.az.us](http://www.ade.state.az.us)

**El Dorado Private School carries liability insurance of at least \$300,000.00.**