



Dear Parents/Guardians,

The staff and I welcome you and your children to The Center for Educational Excellence, an "Excelling School." We are dedicated to providing a positive educational experience for your children. We encourage you to take an active role in their learning by familiarizing yourselves with our teachers, staff, and administration.

This handbook contains our philosophy, guidelines, expectations, and school procedures. It is very important for all of our families to understand our expectations for student behavior. With your support, we will be able to establish a school environment that is respectful, safe, and conducive to learning for all of our students.

Please review this handbook with your children.

Our goal is for every child to experience a successful and rewarding school year. With a positive home and school connection, I am sure we will achieve our goal.

Sincerely,

*Mrs. Cochran*

Stacey Cochran  
Administrator

# **The Center for Educational Excellence School Handbook**

## *Our Mission Statement*

*The Center for Educational Excellence will allow each student to achieve maximum growth in educational and life skills by providing a safe and positive environment that allows each student to progress at his or her own pace.*



*Center for Educational Excellence*

*1700 E. Elliot Road #9*

*Tempe, AZ 85284*

*Phone: (480) 632-1940*

*Fax: (480) 644-1945*

*Website: [Ceeschool.com](http://Ceeschool.com)*

*CEE Bell Schedule K-5th*

*\*doors open at 8:20AM*

*Mon, Tue, Thur, Fri: 8:30AM - 3:30PM*

*K-1 release at 3:15PM*

*Wed: 8:30AM - 1:15PM*

*CEE Bell Schedule 6-8th*

*Mon, Tue, Thur, Fri: 8AM - 3PM*

*Wed: 8AM - 1PM*

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## **Part I: How Our School Is Run**

### **A safe and positive Learning Environment**

Our primary goal at The Center for Educational Excellence is to encourage our students to model positive behaviors. Our school has conduct goals that students are expected to meet, and the classrooms have conduct goals as well. The staff and students have a right to work and learn in a nurturing, motivating, challenging and positive environment. Each student and teacher is responsible for creating and maintaining acceptable behavior. The Center for Educational Excellence emphasizes citizenship and social skills by focusing on the following general expectations, which we call "The Three Rs":

#### ***Respect, Responsibility and Resourcefulness***

### **Curriculum Philosophy**

The Center for Educational Excellence has adopted curriculum that all the teachers follow when planning their lessons. Curriculum objectives have been established for each grade level in the areas of reading, language arts, math, science, social studies, health, art, music, technology and physical education. Our objectives correspond with the Arizona College and Career Readiness Standards. CEE will enhance or modify the curriculum to meet the individual needs of each student. Parents are welcome to review the AZCCRS@Azed.gov for further information.

### **Governing Board**

The Center for Educational Excellence is owned and operated by Allen-Cochran Enterprises, Inc., which is a private Arizona Corporation. CEE has a governing board that is appointed by the corporation. Board members consist of administrators, staff, parents and community members. The board meets regularly to discuss policy issues and budgetary items. Parents are welcome to attend the meetings as observers. Board minutes, the school charter and the school budget may be viewed by request at the school office. Board meeting notices will be posted on site and the calendar at CEESchool.com.

### **Equal Opportunity**

CEE provides equal opportunity and equal participation to all of its employees, parents and students without regard to race, color, creed, sex, age, national origin or handicap.

## Part II: Registration, Wait List Procedures, Visiting and Attendance Policies

### Registration

The Center for Educational Excellence follows the admissions requirements for charter schools set forth in A.R.S. §15–184 enrollment is based on a fair and equitable system which provides for an enrollment period, a lottery, if necessary, and a waitlist. The Center for Educational Excellence accepts all students with no specific geographic boundaries. All new students must submit a complete enrollment packet during the open enrollment period, with the following priorities: Children, grandchildren or legal wards of any of the following:

- Students returning in the second or any subsequent year of enrollment;
- Children with siblings already accepted into the program;
- Employees of the school.
- Employees of the charter holder.
- Directors, officers, partners or board members of the charter holder.

*Pursuant to ARS §15–184(J) The Center for Educational Excellence. does not admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.*

In order for a student registration to be considered complete, parents must complete an enrollment form; provide immunization records, proof of residency and the state residency form, an official birth certificate\*, a PHLOTE form at the time of registration. Other documentation (Special Education IEP and MET, custody documents, Affidavit of Home School Instruction, promotion paperwork etc.) may be required for registration as applicable to the student.

When grade level capacity is reached, students are placed on a grade-specific wait list according to the date application was received and so on in accordance with the requirements of A.R.S. §15–184A. Our waitlists do not roll over from year to year; parents with students on a waitlist for the current school year must complete a new application for the next school year in order to be eligible for enrollment for that school year. It is not possible for us to determine your child's chances of being offered a spot if they are on a waitlist.

In most cases, a student must be five years old before September 1 to enroll in Kindergarten. However, if parents wish to enter children with birthdays from September 1 through December 31, the school will administer a kindergarten-readiness test to determine eligibility.

*\*A.R.S. §15-828 allows a person to provide one of the following:*

- 1. A certified copy of the pupil's birth certificate.*
- 2. Other reliable proof of the pupil's identity and age, including the pupil's 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.*
- 3. A letter from the authorized representative of an agency having custody of the pupil pursuant to Title 8, Chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law. The enrollment policy does not indicate that a pupil enrolling in the school has the option to provide other documentation, as prescribed by statute.*

## **Withdrawal**

In order for a student to withdraw from CEE, you must notify the office and fill out the required forms. Your child's school records can then be transferred to the receiving school.

## **Attendance**

Regular and punctual attendance is crucial in order for students to have a positive attitude toward school and have a successful education. Please try to schedule appointments for your children before or after school. If your child is ill, or it is necessary for him/her to miss school, you must notify the school within the first two hours of the school day. Students must be in attendance for at least 50% of the morning and 50% of the afternoon in order to be counted as present. If your child is going to be absent for an extended period of time, please notify the office prior to the absence. It is the responsibility of the students to complete assignments and tests missed during their absence. Parents may request missed assignments, and students should return them to the teacher in the required amount of time.

## **Tardy Policy**

Students who arrive late must be accompanied by their parent or driver to the front desk. The parent or driver must sign in the students. Students who arrive late cannot be simply dropped off.

Students who arrive to school late may need to make up for the academics they miss. They may catch up with their work at lunchtime, during recess or after school. The parents of chronically tardy students will be called to meet with the administrator. Please, help your children to learn responsibility by getting them to school on time.

## **Student Drop-Off and Pick-Up**

Parents/Guardians must provide their own transportation to and from the school. Parents/Guardians whose children walk or ride their bicycles to school must sign a liability waiver.

picked up by 3:45 p.m. Any student left on campus after 3:45 p.m. will be charged for after-school day care.

## **Student Check-Out**

If you need to pick up your child during the school day, he or she must be checked out at the office. Parents/Guardians must sign the student out in order to comply with the state guidelines and to ensure the safety of each student. If someone besides the registered parents/guardians will be picking up or checking out your child, that person must be listed on your child's emergency card, or you must sign a note giving permission to that person. Students will NOT be released otherwise.

## **Custody**

Please notify the administration of any court order that limits custody rights or visitation rights of a parent/guardian. If a court order is not on file, the school will assume equal rights of both parents.

## **Emergency Cards**

All students have emergency cards, which must be completed by their parents/guardians. These cards are kept on file in the school office. Staff members refer to these cards for emergency numbers, so please be sure to inform the school of any changes of phone numbers, and please be sure to add or delete emergency contact persons promptly. Although you may sign a note giving permission for a person besides yourself to pick up your child from school, it is better for all people who are likely to collect your child to be listed on his or her card.

## **School Visits and Parent Observations**

We strongly encourage parents and guardians to visit our school. Parents and guardians may request to observe a classroom. We ask that you please notify the office before visiting, and that you schedule time to observe a classroom at least 24 hours in advance. We welcome parent observations and want to maintain an "open-door" policy, but we do not want observations to interrupt instructional time. If you would like a conference with your child's teacher, please schedule a time when the teacher is free to speak with you privately. When

visiting the school, you must sign in and out in order to ensure the safety of our students. Please pick up a visitor badge at the front desk.

## **Part III: Academics and Parent-Teacher Relations**

### **Homework**

The purpose of homework is to provide the students with supplement practice, and to teach them responsibility by requiring them to complete and return their after-school assignments on time. We recommend that parents/guardians approach homework as an opportunity to take an active role in their children's educations. The following are guidelines for the amount of time students may spend daily on homework and reading:

Grade	Homework	Reading
Kindergarten	15 minutes	10 minutes
First Grade	20 minutes	15 minutes
Second Grade	20 minutes	20 minutes
Third Grade	30 minutes	20 minutes
Fourth Grade	45 minutes	30 minutes
Fifth Grade	45 minutes	30 minutes
Sixth – Eighth Grade	60 + minutes	30 + minutes

### **Field Trips**

Students will have opportunities to participate in educational field trips throughout the school year. The purpose of these field trips is to enhance the curriculum and expose the children to a wide variety of cultural and scientific experiences. Most trips are directly related to subjects being currently taught in the classrooms. Parents/Guardians must sign permission slips for each field trip. We welcome donations made to the school to support these educational opportunities. Students will be transported in school vehicles. Parents/Guardians are encouraged to participate in our field trips as chaperones and supervisors. Parents may ride in the school vehicles if space permits. Parents may transport their own children on field trips with a signed waiver, but they may not drive other children. Please, remind your child that only students who exhibit responsible behavior may participate in our trips.

**\*\* All students participating in field trips are required to wear CEE approved attire.**



## **Extra-Curricular Activities**

The Center for Educational Excellence offers a variety of after-school clubs. The purpose of these clubs is to enhance the curriculum and to promote student involvement in our school. The clubs are partially funded by our extra-curricular fund, and may also require a nominal fee from each student who participates.

## **Technology**

The Center for Educational Excellence is devoted to providing its students with the most current computer and multi-media technology equipment and education. Each classroom is equipped with computers, projectors, document cameras that all students use to perform and enhance their academic objectives. The school has a computer lab that will accommodate an entire class, as well as multiple classroom mobile computer carts. The objectives for our computer program correspond with the classroom Arizona Academic Standards for technological skills.

CEE has installed filters to keep students from accessing inappropriate websites. It is a violation of school rules for students to attempt to circumvent these filters. Students who wish to access blocked websites must reach them off-campus. Attempting to circumvent these filters is a level II conduct violation as described in the CEE Code of Conduct.

## **Academically Accelerated Students**

The Center for Educational Excellence educates all students at the appropriate academic level. Accelerated learners are provided motivated and challenging instruction. The CEE curriculum will be adapted to allow accelerated learners to progress at their own paces.

## **Special Education**

The Center for Educational Excellence abides by the requirements of federal and state laws in servicing students with disabilities, including the procedures and requirements applicable to charter schools under section 504 of the Rehabilitation Act of 1973, the individuals with Disabilities Act (IDEA), A.R.S. § 15-761, et seq., and A.A.C. § R7-2-401, et seq. To the extent applicable to charter schools generally, and to the grade levels served by Center for Educational Excellence. Center for Educational Excellence's written special education policies and procedures are set forth in the most current version of the Arizona Department of Education's Policy & Procedure Checklist. A copy of our special education policies and procedures document is available upon request.

## **Child Find**

One of our responsibilities as a charter school is to locate, identify and evaluate children 0-21 years of age who have developmental disabilities. To that end, CEE participates in the Child Find and AZ Early Intervention (EIP) programs, which are designed to identify children with special needs. Parents and community members can assist the Child Find & AZ EIP by contacting the school if they know of any child 0-21 years of age who may require special education services.

## **English as a Second Language**

CEE Students who need assistance in learning the English language will receive instructional support at the school.

## **Report Cards**

Report cards inform parents/guardians of their children's progress in each curriculum area. Report cards will be sent home at the end of each quarter. Progress reports will be sent home on a regular basis. If you wish to discuss your child's report card, please make an appointment to meet with your child's teacher.

## **Parent-Teacher Conferences**

Formal parent-teacher conferences are held at the end of the first and third grading periods. Conferences are held in the afternoons and evenings. Please take advantage of these conferences to discuss your child's progress with his or her classroom teacher. If you need to discuss your child's progress at other times during the year, please schedule an appointment with the teacher so that he or she may give your concerns his or her undivided attention.

## **Academic Assessment**

In order to determine our students' academic progress, we use several methods of assessment, including classroom tests in each subject area, teacher observations, student portfolios and standardized assessments. Arizona State Law requires all schools to administer the following assessment tests: The AASA (Arizona's Academic Standards Assessment) is given to all students in the State of Arizona in grades three through eight. The AASA test measures a student's proficiencies in the area of reading, writing and mathematics and compares their progress with the state standards in these subjects. The AZSCI (Arizona Science Test) is given to 5<sup>th</sup> and 8<sup>th</sup> graders to measure their proficiency in the area of science.

## **Promotion and Retention of Students**

Recommendations for the promotion or retention of students will be made on an individual basis. Decisions will be made by an interdisciplinary team of teachers, administrators, parents, and any other professionals who are needed for this process.

## **Student Records**

In order to maintain our students' records properly, the Center for Educational Excellence abides by the federal law entitled The Family Educational Rights and Privacy Act (FERPA). This law outlines which information about students may be released without the permission of parents/guardians, and which information is kept confidential. FERPA gives students and parents the following rights:

The right to inspect and review a student's educational records within forty-five days of the day the district receives a request for access.

The right to request the amendment of a student's educational records that they believe is inaccurate or misleading.

The right to consent to disclosures of personally-identifiable information contained in a student's records, except to the extent that FERPA authorizes disclosure without consent.

The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Parents can learn more about FERPA by writing to this address:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

## **Parent Volunteers**

The Center for Educational Excellence enthusiastically welcomes parent volunteers. Our teachers and staff are grateful for the aid and support our parents provide. Please consider volunteering your time in your children's classrooms and in the school at large. It's a wonderful way to get to know the teachers, other parents, and your children's friends.

At the back of the handbook is a list of possible activities for which we can always use volunteers.

\*\*\*All volunteers must provide proof of current fingerprint clearance with the State of Arizona.

All volunteers must sign in at the office. New volunteers will complete our volunteer form and receive nametags. We ask volunteers to find daycare options for their small children, as the presence of non-CEE children, particularly young ones, can be disruptive in the classroom and possibly unsafe for the small children.

## **Parent-Teacher Organization (PTO)**

The Center for Educational Excellence has a Parent-Teacher Organization. This non-profit organization sponsors school-wide events, organizes volunteers to assist in the classrooms, raises funds for equipment and supplies, and gives parents the opportunity to be involved with the CEE community. At CEE we believe that a large part of a successful educational environment is the ongoing collaboration of staff, parents and community. Please, plan to be involved with the PTO and our school.

## **Part IV: Conduct and Discipline**

### **Dress Code**

Students are expected to wear appropriate attire during the school day and at all school-sponsored events. Students will be offered alternative attire or parents will be called if the administration feels that a student's clothing must be changed. CEE has adopted a uniform dress code. Research has shown that uniforms help:

- Eliminate opportunities for ridicule.
- Instill students with discipline.
- Help parents and students resist peer pressure.

#### **Boys Uniforms:**

- Boys may wear navy blue, khaki or black cotton twill blend slacks or walking shorts (shorts no shorter than 3" above the knee). No denim, sweatpants or stretch knit material allowed.
- Shirts should be a knit solid color polo-style with a collar and short or long sleeves. Small logos are acceptable.
- Jackets/cardigans/sweaters must be solid colored and not have a hood. Small logos are acceptable.

## **Girls Uniforms:**

- Girls may wear navy blue, khaki or black skirts, skorts, capris, jumpers, slacks or shorts (shorts no shorter than 3" above the knee). No denim material, sweatpants, stretch knit material or gaucho pants are allowed.
- Shirts should be a knit solid color polo-style with a collar and short or long sleeves. Blouses in oxford or woven shirts & blouses. Small logos are acceptable.
- Jackets/cardigans/sweaters must be solid colored and not have a hood. Small logos are acceptable.

The dress code is to be followed by all students enrolled in Kindergarten through 8th Grade at The Center for Educational Excellence.

**\*\*Students participating in field trips are required to wear CEE's navy logo polo shirt.**

- On school authorized days students will be able to wear non-uniform clothing.
- Students may not wear clothing or hairstyles that are hazardous to themselves or others. Clothing and hairstyles cannot block vision, restrict movement or create classroom disruption. Vivid or unnatural hair colors are not permitted.
- Students may not wear baseball caps, stocking caps, visors, bandanas or any other headgear. Exception will be made for medical problems and religious observance.
- Students' clothing must adequately cover their bodies. Mesh or gauze shirts, halter tops and spaghetti-strap tops do not adequately cover the body. Bare chests and midriffs are not allowed.
- Students' clothing must adequately cover their underwear. Bra straps and the waistbands of underwear must not show.
- Students may not wear clothing printed with vulgar, offensive or obscene language or graphics.
- Students may not wear colors or insignia that suggest or represent affiliation with gangs.
- Students must limit visible body piercings to the ears only.
- Students' footwear must be appropriate for school. Students' must wear soft-soled shoes with closed toes on P.E. days.
- Students will be asked to remove body paint and "temporary tattoos".
- Students may not wear belts unless the garment has belt loops.

## Behavior on Buses

CEE uses buses to transport students on field trips and school sponsored functions off campus. Any staff member who drives the bus has the authority to enforce the rules of safety and conduct. Students who behave inappropriately will be disciplined, and may lose the privilege to ride the bus. The following rules apply to all students and staff members who ride in the buses:

Follow the directions of the staff members.

Remain seated, belted and facing the front of the bus.

Talk in normal tones. Loud or inappropriate language will not be tolerated.

Do not open or close windows without permission.

## Drug-Free Zone

We comply with the Arizona State statutory requirements for a "Drug-Free School Zone." The Drug-Free School Zone extends 300 feet around the school grounds and also extends to any public property within 1000 feet of the school. Law enforcement officials will be notified and charges will be filed against any individual found using, possessing or selling illegal substances within this zone. Here is the official Arizona State explanation of the Drug-Free School Zone:

*The mission of the Drug Free School Zone is to guarantee a safe environment on and around the school campus. This will be accomplished through enhanced enforcement and prosecution of drug, weapons and other criminal offenses. With the cooperation between local law enforcement, schools, parents and the community, our children and their teachers will be afforded the fundamental right to a safe educational environment.*

## Weapons Policy

A weapon is defined as an instrument perceived by a reasonable person to be capable of causing injury or death. This includes, but is not limited to, the following: knives, firearms, explosives, BB and pellet guns, razor blades, clubs and sling-shots. This also includes any type of simulated weapon that has the appearance of, is represented as, or is threatened as a weapon.

Students may not possess or carry weapons or simulated weapons on the school premises. Any student who is found in possession of a weapon will be immediately reported to the school administrator. The administrator has the authority to take immediate disciplinary measures in order to ensure the safety of staff and students. The administrator will notify both police and parents/guardians.

## **Search and Seizure**

Students have the right to privacy as guaranteed by the Fourth Amendment of the U.S. Constitution. However, this right is balanced by the school's responsibility to protect the safety and welfare of all its students. School employees may conduct searches when they have reason to believe that the health and safety of students and staff may be threatened.

## **CEE Conduct and Discipline Policy**

The staff at CEE is committed to modeling positive behavior and to maintaining a cooperative atmosphere between students, teachers and parents. Students are expected to conduct themselves in a manner that is conducive to learning. These are the general expectations we have for student conduct:

### **The CEE Code of Conduct**

Students are expected to show consideration and respect for staff members and fellow students.

Students are expected to display physical and verbal self-control.

Students are expected to seek positive methods for dealing with conflicts.

Students are expected to take responsibility for their own behavior.

Students shall not interfere with the education of their peers or the instruction by their teachers.

A positive and effective discipline policy is important for educators, parents and students. We believe that students must learn to accept responsibility for their decisions and actions. We believe that student behavior management should be consistent, positive and appropriate for each student. We believe in administering logical consequences when students make poor conduct choices.

We believe that parental involvement is a key factor in helping our students to learn responsibility. Parents/guardians will be notified of actions taken by the school for any transgression beyond minor offenses.

Parents/guardians will be involved in the development of intervention plans to remedy significant or chronic behavior problems.

**CEE will not tolerate physical assault, the possession of weapons or the possession of illegal substances. Such serious misbehavior will result in off-campus suspension and possible expulsion. Conduct that violates any federal, state or city law is subject to the full range of disciplinary actions, including expulsion, in addition to civil or criminal prosecution.**

The following are the disciplinary actions CEE may impose upon a student as a consequence for his or her misbehavior including, but not limited to, restitution for damages. Definitions of these actions are listed below.

1. Verbal Warning
2. Personal conference with a staff member
3. Step 1
4. Written Warning
5. Conference between the student, parent/guardian and teacher or principal
6. Restriction from certain privileges, transportation, extra-curricular activities or social activities.
7. In-school supervision
8. Out-of-school suspension
9. Expulsion

## **Definitions of Disciplinary Actions**

### ***Step 1***

When a student has interrupted the learning of others, he or she is told to take a Step 1. The student goes to a designated place in the classroom or office to reflect on his or her behavior. Students who receive multiple Step 1's are referred to an administrator.

### ***Written Warning***

When a student violates a principle of the Code of Conduct, a teacher or staff member may submit a written notice to the administration. This is known as a Conduct Referral. The referral includes the nature of the violation, the intervention taken, and the signatures of the student, a staff member and a parent/guardian. A copy of the Conduct Referral is sent home and a copy is maintained in the school office. A Conduct Referral is treated confidentially and is maintained separately from the student's cumulative records.



## **Restitution**

Under Arizona State Law, parents/guardians are liable for damages done by their children. If a student damages school property, the student or parent/guardian is required to pay for the damage.

## **In-School Suspension**

The school administrator may remove students from their regular classrooms for a period of time. The students must work in a place where they are supervised by the administration or staff. Parents/guardians will be included in the decision to impose this consequence.

## **Off Campus Suspension**

The school administrator may suspend students for a period of up to ten consecutive days. A written record of the suspension is kept on file. Parents/guardians will have an active role in deciding the length of the suspension.

## **Expulsion**

Expulsion means permanent withdrawal from The Center for Educational Excellence. Expulsion requires the official action of the Governing Board. Formal notification of expulsion is given to parents/guardians and kept on file in the school office.

## **Guidelines for the Consequences of Misconduct**

The following are guidelines for the Consequences of Misconduct at CEE. This is a general guide for first offenses. Each offense will be considered individually, allowing consequences to be adjusted depending on the situation. Disciplinary action may be taken for misconduct not included in these guidelines. Misconduct that violates any federal, state or city law is subject to the full range of disciplinary action, as well as civil or criminal prosecution.

### Misconduct Level I

Minimum: Conference with teacher or administrator

Maximum: In-school suspension or short term off campus suspension

Disorderly conduct

Cheating

Classroom disturbance

Computer violation

Inappropriate display of affection

Dress code violation

Use of a cell phone on campus

Forgery

Lying

Language that is abusive or profane

Plagiarism

Selling or trading, e.g. toys, food

Truancy

Ethnic or racial slurs

### Misconduct Level II

Minimum: Conference with Administrator/In school suspension

Maximum: In-school or off campus long term suspension

Destruction/defacement of property

Disrespect/defiance of school personnel

Verbal threats or intimidation of fellow students

Circumventing or attempting to circumvent internet filters

Gambling

Theft

Fighting

### Misconduct Level III

Minimum: off campus suspension

Maximum: Expulsion

Sexual harassment

Sexual misconduct

Use or possession of illegal substances

Arson

Possession, use or sale of tobacco

Explosive devices

Bomb threats

Gang activities

Extortion

Sale or distribution of illegal substances

Assault

Possession or distribution of pornography

Possession or use of matches or lighters

Threats to a staff member

Possession or use of or threat with a  
weapon or dangerous instrument

## Part V: Health and Human Services

### Illness Policy

The staff at CEE is dedicated to helping students to stay healthy. In order to protect all of our children from the spread of disease, if he/she exhibit any of the following symptoms we ask that you keep your child home for at least 24 hours or until they no longer have these symptoms.

Nausea and vomiting

Elevated temperature

(Any child with a temperature of 100.4 degrees or more may **not** attend school)

Red or inflamed eyes

(Pinkeye is *very* contagious. Do **not** send your child to school if he or she has pinkeye.)

Symptoms of cold or flu – sore throat, cough

A contagious skin rash

Chicken Pox

(Students with chicken pox should be kept out of school until all blisters are scabbed over and dry, and the child is free of fever for 24 hours.)

Please make sure that a parent/guardian or another designated adult can pick up your child if he or she gets sick or injured at school. Please notify the office of phone number and address changes on your child's emergency card.

### Medication

CEE can administer both prescription and non-prescription medication. Parents/guardians must complete a medical authorization form in order for the staff to administer medication. Medical authorization forms are available at the office. All medications are stored in the office in a locked box. A designated staff member will administer medications. There is no nurse on campus, but one is available on an on-call basis.

In order for our staff to administer medication, the following rules must be met:

Medication must be stored in its original container. Medication will not be accepted in envelopes, foil or baggies.

Prescription medication must be labeled by the pharmacist with the child's name and a current date.

Medication **must** be brought to and taken from the office by an adult.

Ibuprofen may only be administered with parental permission.

## Vision and Hearing Screenings

Vision and hearing screenings are conducted annually on certain grades. Parents/guardians are notified if their children fail either screening.

## Immunizations

State law requires students to be immunized against the following diseases in or to enter school:

Diphtheria	Measles (Rubella)	Tetanus
Mumps	Pertusis	Rubella
Poliomyelitis	Haemophilus Influenza (HIB)	Hepatitis B
Varicella (chickpox)		

Students may be exempt from the immunization requirement if the following has occurred:

A doctor has certified that one or more of the immunizations would endanger the child's life.

The parents/guardians have submitted a signed statement that the immunizations conflict with their personal, medical or religious beliefs.

Immunizations are recorded on the student's emergency cards. Parents/guardians may submit a photocopy of their children's official immunization records to the office. Please notify the school if your child receives an immunization during the school year so that our records can be kept up to date.

## **Child Abuse**

Arizona State Law requires school personnel to report any suspected non-accidental injury, sexual molestation, abuse or neglect to Child Protective Services and to the City of Tempe Police Department.

## **Part IV: More Information**

### **School Lunch**

Students must bring a lunch packed at home. We ask that parents/guardians pack healthy meals for their children. Please, do not send soda pop, gum, or candy with their lunch.

### **School Celebrations**

Please, check with your child's classroom teacher before sending birthday treats to school. Each teacher sets his or her own rules about the timing and scope of in-class celebrations.

### **School Pictures**

In the fall of each school year, a commercial school photographer will take individual class photographs of the student and staff. Photo packages will be offered for sale.

### **Lost & Found**

Please put your children's names on their personal belongings. Found items will be stored in the lost-and-found area of the office. At the end of each month, all unclaimed items will be sent to a charitable organization.

### **Toys, Games and Personal Items**

Students are not allowed to bring toys, games, skateboards, scooters, electronic games, iPods, cell phones or other personal items to school unless these items are requested by a teacher for a special project or event. Students are responsible for any personal items brought from home. The school will not be held responsible for any loss or damage.

## **Cell Phones**

Students may not use cellular phones on campus. This is an important safety regulation! If a parent feels a cell phone for before/after school use is necessary the phone must be checked in at the school office, where it will be locked up until after school is released.

If the cell phone is not turned into the school office, school staff/administration may confiscate the cell phone. A parent or legal guardian will need to make arrangements to pick up the cell phone in the school office.

## **Emergency Drills**

CEE has an Emergency Crisis Intervention Plan. A copy of this plan is on file in the school office.

CEE will hold fire drills on a periodic basis to teach students the safest and quickest routes out of the school building. All students, volunteers and guests must follow the emergency procedures listed below:

- Know the emergency route from each classroom. The route is posted in each room.
- Leave all work and materials and line up quietly.
- Follow the directions of teachers and staff.
- Walk quietly, facing forward in a single-file line.

## **Part VII: Volunteer Activities**

There are many ways that parents/guardians and other relatives can help our school. Some activities are performed at school, and some are performed at home. Here are just a few ways in which we can use your help. Do you have an idea for a way you can help the school? Please, share!

## **Box Top and Receipt Collector**

Each year we collect box tops from cereal companies and receipts from supermarkets. Collect these items from your friends and relatives and turn them in at the office.

### **Cafeteria Aides**

Our lunch staff would really appreciate some help!

### **Classroom Volunteer**

Help your children's teachers during and after school.

### **Computer Guru**

Help our teachers and staff with hardware and software problems.

### **Field Trip Chaperone**

Hey, you get to go to some pretty cool places!

### **Field Trip Guru**

Help the teachers find and plan great activities.

### **Guest Speaker**

Share your profession, hobby or talent with our students.

### **Parent-Teacher Organization**

Join the PTO and help them plan fun school events, raise money, and support our staff and students.

### **Phone Chain**

Call other parents with important notices and reminders.

### **Posters**

Are you artistic? We always need nice posters.

### **Repair**

Can you fix things?

### **Home Room Parent**

Be the point person for all classroom activities.