



**Elementary School Scholar Handbook  
2017-2018**

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## Core Conviction

Empower College Prep (“ECP”) is founded on the core conviction that every child is created for a purpose and has the ability to comprehend abundant and complex information; to engage in analytical, creative, evaluative thought; and to communicate conclusions and beliefs in a clear and compelling manner. A school’s failure to develop any child to his or her full potential is an injustice to the child and a tragedy to society because of the lost benefit of the child to the community. Empower College Prep exists to empower each child to discover and fulfill his or her purpose.

## Vision

All people are empowered with the education, purpose, and character to transform their community their country, and their world.

## Mission

To prepare scholars to succeed in college, solve real-world problems, and maximize their impact in the world.

## Hallmarks

The hallmarks of Empower are:

1. **Rigor** | Scholars will engage in an accelerated curriculum to eliminate the achievement gap, work above grade level, and excel in at least eight Advanced Placement courses before high school graduation.
2. **Gifts and Interests** | Scholars will discover and develop their unique gifts and interests, and connect what they learn to their unique attributes.
3. **Real-world application** | Scholars will apply what they learn to real-world problems and topics, and articulate how the knowledge and skills they master are used to positively impact their community, country, and world.
4. **Core Values** | Scholars will internalize the core values necessary to excel in college and maximize their impact in the world. They will be stewards of the abilities they develop to combine them with their unique passions and gifts to serve humanity. They will demonstrate respect and humility, integrity, compassion and empathy, optimism and hope, stewardship and restoration, wisdom and truth, and perseverance and excellence.

These hallmarks are inter-connected. All scholars engage in rigorous academic contents that are connected to both the real world and scholars’ unique gifts and interests. All of this occurs in the context of our core values. As a result, scholars have the ability, passion, and

awareness to positively impact their world.

### **Core Values**

#### **Respect and humility**

There are people and things in this world with more authority than us. We will enjoy life the most when we respect them and think of others more than ourselves. This is the foundation for justice, goodness, and peace.

#### **Integrity**

We are very valuable. We have different backgrounds, we see the world differently, we act differently, we enjoy and care about different things, we laugh at different things, we are good at different things. We must be true to who we are and all that we were created to become.

#### **Compassion and empathy**

We will act to help and understand others, even when it costs us a great deal. We will believe the best about others, focus on their strengths, and wish good things for them. This will result in a strong community and will motivate us to empower ourselves to empower other people.

#### **Optimism and Hope**

No matter what happens, we will courageously focus on what is good, what is right, what is pure, what is noble, what is excellent, what is praiseworthy, what is admirable, what is possible—and how to make these things come true for ourselves, for others, and for our world.

#### **Stewardship and Restoration**

We have limited resources in our world. So, we will take good care of the things we have and leave things better than we found them in our school, in our community, and in our world.

#### **Wisdom and Truth**

We will follow principles that have been proven true over time. We will also think deeply about how these apply in situations today. We will be curious. We will become aware of what is wrong in our communities and in our world. We will think creatively and logically about how to make these things better.

#### **Perseverance and Excellence**

We will become who we were created to be and do what we have been empowered to do in our community and in our world. We will overcome challenges and do whatever it takes to do what we have said we will do at the highest level of quality. This will require urgent, sustained, hard work. It will require silencing distractions around us and inside of us. It will involve self-discipline and self-control, diligence and determination, tenacity and delayed

gratification.

## **School Policies and Procedures**

### ***A. Calendar and Hours of School Operation***

In the pursuit of excellence, Empower has an extended school day and school year. This gives scholars more time for academic growth, real-world connections, and exploration of their unique gifts and interests. The 2017-2018 school year calendar is located on Appendix A.

The school day begins at 7:55 AM and ends at 3:45 PM on Monday, Tuesday, Wednesday, and Friday. We have early release for scholars on Thursdays at 1:10 PM. Buses are available.

Scholars may arrive as early as 7:05 AM. We ask that scholars are not on campus prior to this time because we do not have supervision for them and safety is our priority.

21st Century afterschool programs will begin on August 21 and run on full days (Monday, Tuesday, Wednesday, Friday) until 5:15 PM. 21st Century afterschool programs end on May 11 and are NOT available the week of Thanksgiving Break or Christmas Break. Late buses are available for the duration of the program.

### ***B. Attendance, Tardiness, Late Arrival, Early Release***

Attendance: Given the goals of Empower to ensure every child gets to college and earns scholarships to help pay for college, attendance and engaged participation every moment of every day is critical. Scholars and their families need to ensure they are at school on time every day.

All absences, including illness, appointments, vacations, incomplete days, suspension, etc. count as absences. Absences reduce opportunities to participate in weekly and monthly celebrations and field trips, and may prevent a child from obtaining the grades required to promote to the next grade.

The only absences that may be excused are illnesses accompanied by a doctor's note, family emergencies, bereavement, out-of-school suspensions, and religious holidays. No absences in excess of 10% of the school year, which is 18 days, will be excused.

Scholars who are absent from school cannot attend or participate in any school-sponsored activities occurring on the day of the absence, unless the school has given advanced permission.

According to Arizona state law, all children under the age of 16 are expected to be in

school. The school will follow procedures set out in statute for instances of truancy, which may include truancy citations issued by the school.

If a scholar is absent for the first day of school or ten consecutive days during the school year, he or she may be withdrawn from the school.

***Tardiness:*** Scholars may arrive at school between 7:05 AM and 8:00 AM. A scholar who is not in the building at 8:00 AM is considered tardy. Tardiness is subject to discipline.

**Scholars who arrive after 8:00 AM must be accompanied by their parent or legal guardian to the office to sign in and receive a tardy pass.**

***Late Arrival, Early Release:*** If a scholar arrives late to school or leaves early, the guardian must check the child in or out in the Main Office. The School will only release children to their legal guardian and those whom the legal guardian has approved in writing to have permission to pick up their child. The School may require photo identification of individuals seeking to pick up a child.

Empower keeps records of all absences and tardies. A phone call home is made for any absence.

### ***C. Transportation***

It is recommended that scholars get to school by bus or with parents or legal guardian(s). Scholars are not encouraged to ride the city bus, to ride bicycles, or to walk to school. If a scholar does need to use one of these forms of transportation, please inform the scholar's teacher(s) as well as the main office. *Scholars may not use skateboards, roller skates, roller blades, or roller shoes as a means of transportation to or from school. Skateboards, roller skates, roller blades, roller shoes, and shoes with wheels are not allowed on campus.*

Transportation to and from school for ECP ES scholars is offered by Royal Transportation. For questions about buses, please contact Royal directly: 602-278-0323.

It is expected that scholars know how they get home each day. If there are changes made to a scholar's dismissal, we require **notification to the main office by 12:00 PM on early release days and 3:00 PM on regular days** in one of the following ways:

- Send a note to school with your child explaining the change to dismissal. Scholars should take this note to the main office upon arriving to school.
- Call the school at 602-283-5720 to explain the change to dismissal.

ECP scholars who ride buses are expected to conduct themselves as they would in the classroom during independent work time. They are expected to be safe and quiet on the

bus to maintain the highest level of safety. The following are ECP's bus rules and consequences.

**Bus Rules:**

1. Stay in your assigned seat. NO moving, standing, or leaning out of window. No fighting or horseplay.
2. Respect and follow ALL directions of the bus driver. No loud talking or yelling.
3. Use appropriate language. No profanity.
4. Only water is allowed on the bus—no eating, drinking, or chewing gum.
5. Keep all of your materials. No throwing anything on or out of the bus.

**What to do on the Bus:**

1. Do your homework.
2. Study states and capitals.
3. Study notes from the day.
4. Read a book.
5. Have an intelligent conversation.
6. Play a quiet game such as rock-paper-scissors with your neighbor.

**Positive Consequences may include:**

1. Safety
2. Merits
3. Praise
4. Calls home
5. Points that earn celebrations and treats.

**Negative Consequences may include:**

1. Safety is at risk.
2. Write-ups (See below.)
3. Suspension from the bus.

Bus write-ups result in the following consequences:

<b>Level 1 Infractions</b>		
<b>Examples</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>

<p>Failure to remain properly seated or sit in assigned seat</p> <p>Loud or disruptive talking or yelling</p> <p>Eating, drinking, or chewing gum on the bus</p> <p>Bothering other passengers</p> <p>Throwing objects on the bus</p> <p>Crossing behind the bus</p> <p>Continuously late to bus stop</p> <p>Opening window</p> <p>Other</p>	<p>Verbal warning and recess detention</p>	<p>5 days bus suspension</p>
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<b>Level 2 Infractions</b>		
<b>Examples</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
<p>Profanity, obscene language or gestures, verbal abuse</p> <p>Extending head or arm out of the bus window.</p>	<p>Call home, apology letter, clean up, fix, and/or pay damage, and likely 1-3 days bus suspension</p>	<p>10 days bus suspension</p>

Vandalizing bus or district property		
Defiant behavior shown to bus driver or assistant		
Spitting on the bus		

<b>Level 3 Infractions</b>		
<b>Examples</b>	<b>Minimum Consequence</b>	<b>Maximum Consequence</b>
Throwing objects from bus		
Verbal abuse or physical assault on driver or assistant		
Physical assault on or altercation with another scholar		
Spitting on a person	Call home, apology letter, clean up, fix, and/or pay damage, 3-10 day bus suspension	
Other dangerous or egregious behavior		Bus privileges revoked

<b>Level 4 Infractions</b>	
<b>Examples</b>	<b>Consequence</b>
Lighting matches, having a lighter on bus	
Igniting smoke or stink bomb	<b>Bus privileges revoked automatically</b> Call home, apology letter, clean up, fix, and/or pay damage
Illegal substances of any kind, including cigarettes	

<p>Activating or tampering with emergency equipment</p> <p>Weapon, simulated weapon, firearm, destructive device or dangerous instrument</p> <p>Shoving someone into path of vehicle</p>	
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### ***D. Uniform***

Empower has a school uniform to foster a sense of community centered around our core values, and to reduce distractions associated with clothing. Our scholars are required to look and act professional at all times. A uniform also increases safety on school field trips, because the scholars are easy to see and ensure they are safe. The uniform **MUST** conform to the following:

- A polo that is tucked in at all times.
- Uniform with either of the colors: blue, green, black, or gray.

Blue



Grey



Black



Green



- Pants, shorts, or skirts that are khaki or navy blue that are of appropriate length (typically at fingertips), and neither form-fitting nor baggy.

For Girls



For Boys

\*\*Shorts and skirts must be of appropriate length (typically at the knees) \*\*



- No visible undergarments.
- Leggings may be worn under skirts or pants, but must be khaki or navy blue.  
**LEGGINGS ARE NOT APPROPRIATE AS BOTTOMS.**
- **JEANS AND JEAN-LIKE MATERIAL BOTTOMS ARE NOT ALLOWED** (except on Jeans Day). *Empower offers "Jeans Day" on Fridays for \$1.00, which helps raise money for our scholars.*
- Belts should be plain black, brown, or white.

#### Cold Weather Attire

- Long sleeve shirts may be worn under shirts and must be plain blue, black, white, or gray.
- Jackets, sweatshirts, hoodies are appropriate outdoors between the months of November to March, with some variation depending on weather. **Jackets, hoodies, and sweatshirts must be removed indoors.** *Scholars may wear button down sweaters or cardigans in plain blue, black, grey, or white indoors over their uniform top if they are cold.*

#### Other Uniform Information

- Close-toed shoes are required at all times, and tennis shoes are preferred. This is to ensure safety, and make sure scholars can participate in recess and other clubs and activities.
- Other accessories that might be distracting are not allowed in school (i.e. hats, bandanas, jewelry, sunglasses, etc.)
- Hair that is dyed needs to be dyed a natural color.

Shirts are available for \$10 at Orientation or through the main office during the school year. Polos may also be purchased at any store of your choosing as long as they are one of the appropriate colors.

If the Empower staff believes the clothing or physical appearance of a scholar may be a distraction to others, they may take steps to reduce and remove the distraction in a manner that does not hinder the scholar's educational opportunities. The scholar is expected to demonstrate respect and humility in adhering to the request of the staff member.

If a scholar is out of dress code, a teacher will record 1 demerit and call home to inform of the dress code infraction and see if a change of clothes can be brought to school for the scholar. If a parent cannot come or was not able to be contacted, ECP will try to provide the scholar with an appropriate change of clothes that adheres to the dress code. *The scholar must return the borrowed clothes the following day.* More than one dress code violation automatically results in recess detention and further infractions result in after-school detention. If the problem persists, a parent-school meeting will be called to help rectify the issue.

### ***E. Property: School Supplies, School Property, Other Belongings, Scholar Searches, and Lost and Found***

*School Supplies:* In order to achieve their goal of growing two grades each year, scholars must have the materials they need each day. Where possible, families will provide these items. If financial hardship prevents this from being possible, families will contact the child's teachers requesting these items. See Appendix C for grade level supply lists.

*School Property:* If a scholar is found responsible for damaging school property, they may be responsible for paying it. Damage to school property may also result in loss of privileges such as athletics, after school programs, recess, field trips, and events.

*Other Belongings:* Scholars will not bring non-essential items to school, and the staff will not commit time or resources to the recovery of these items if they are lost. Items include but are not limited to toys, cell phones and other electronic devices. If a scholar needs a cell phone to communicate with family *after* the school day, they may bring one to school and keep it in their backpack during the school day. CELL PHONES ARE NOT ALLOWED DURING THE SCHOOL DAY. This includes texting and calling families, email, and social media. If necessary to preserve the focus and culture of achievement on campus, the school may confiscate non-essential items - including cell phones - and return them to a parent when the parent is available to pick it up.

*Scholar and Materials Searches:* Both to support stewardship and organization of materials, and for scholar safety, the school does reserve the right to conduct searches of scholars and their property. Scholar work spaces and desks, which may be assigned to scholars for their use, remain the property of the school. Scholars have no expectation of privacy in these areas.

*Lost and Found:* A lost and found box will be kept near the Main Office. Parents/guardians may check in the lost & found any time. Monthly, items not recovered may be donated to a local charity.

### ***F. Medication Procedure, Drug and Tobacco Free Zone, Maintaining a Healthy Campus***

#### Medication Procedure

All medication (i.e. inhaler for asthma, Tylenol, cough drops, prescription drugs, etc.) must be given to the Front Office Associate who will serve as the school nurse to administer medication. The medicine must be in the original packaging, and must be delivered to the school by the parent or legal guardian. In order to administer any medication (including over-the-counter medication), the Front Office Associate must also receive the completed "Administration of Medication" form. The School will keep a detailed log of all medicines

that are administered. ***No scholar may have prescription or over-the-counter drugs on them at any time.***

### Drug and Tobacco Free Zone

Empower is an alcohol, drug, and tobacco free zone. Arizona law specifically prohibits any type of drugs and alcohol on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. No parent, scholar, staff member, or other person may smoke or have tobacco products, including E-cigarettes or E-products, anywhere on the campus at any time.

### Maintaining a Healthy Campus

If your child has a contagious condition (pinkeye, bed bugs, lice, etc.) the family must treat this so that it is no longer contagious before sending their child to school. To further preserve a healthy campus, our school will conduct periodic lice checks and communicate with families if a child has lice and the methods necessary to treat them before the child is able to return to school.

Finally, the school is not equipped to handle medical services beyond basic first aid that includes minor accidents, cuts, scrapes, bruises, administration of prescribed medication, etc., which will generally be treated at the school by selected teachers and administrators. In the event that a child requires emergency medical care, a parent or guardian will be notified as soon as possible. If a parent, guardian, or other emergency contact cannot be reached, the school may need to initiate medical treatment. Thus, it is essential that we have on file each scholar's Office/Health Emergency Card, which provides up-to-date contact information for parents and guardians, and which gives the school permission to initiate emergency medical treatment if a parent or guardian cannot be reached, the school may call an ambulance and seek medical support as necessary.

If for any reason you feel your child should have restricted physical activities, please provide school officials with a doctor's statement giving the reason and the length of the restriction. This information will be forwarded to other school personnel as appropriate.

### ***G. School Breakfast, Lunch, and Afternoon Snack***

Eating healthy is critical for scholars to have the energy to do the hard work required to learn every day. To ensure every child has access to this, the school participates in the National School Breakfast and Lunch Program, which provides free or reduced price breakfasts, lunches and snacks to eligible scholars. We encourage families to participate in this program.

Eligible scholars will receive breakfast free of charge each morning from 7:55-8:15 AM. Being tardy may result in a scholar missing breakfast. Scholars are expected to complete

each meal in order to ensure health and energy to fully engage in the hard work required for exemplary academic achievement. Wasting food may result in not receiving a merit for stewardship or perseverance, or receiving a demerit for stewardship or perseverance. Skipping or not completing meals may result in lack of attention and focus, feeling weak, or even a weakened immune system.

Families of scholars who have particular dietary restrictions need to provide a doctor's note to the Front Office Associate as soon as they become aware of this need.

For families who provide their children with breakfast, lunch, and/or snack, we ask these to be nutritious in order to provide the energy necessary to do the hard work required to learn. Unhealthy foods, including chips, soft drinks, energy drinks, and other such foods, are not allowed at school. Peanuts and peanut butter are not allowed for allergy and safety reasons.

### ***H. Homework and Homework Completion***

To ensure scholars practice and master what they learn each day in order to build on it the following day, homework is an essential component of Empower's academic program. Families are asked to provide a quiet, clean, consistent space for children to work. Scholars have four daily responsibilities related to homework:

- Write down all homework assignments.
- Complete all homework assignments before arriving at school the next day in a manner consistent with the value of perseverance and excellence.
- Demonstrate stewardship by keeping each assignment neatly in the appropriate folder.
- Submit the homework on time.

If a scholar has not satisfactorily completed his or her homework that is due on a given school day, he or she may be asked to complete the assignment before or after school or during lunch or recess. This will provide scholars a quiet, constructive place to complete missed or incomplete assignments, and then begin the successful completion of their next evening's homework assignments. Academic support will be provided by Empower's staff during these times as well.

### ***I. Make-Up Work Policies***

Scholars who are not in school miss critical academic assignments and assessments. Scholars will complete all missing work by the time they arrive on their second day back at school. To support with this, teachers will provide missing work while children are absent, and teacher phone contact information will be available. If a scholar is absent for an

extended period of time and needs additional days to complete the work, the scholar and/or family will schedule a meeting to discuss this with the child's teacher(s).

### ***J. Academic Support and Accountability***

Every staff member at Empower is deeply committed to keeping our promise of empowering our scholars to go to college and change their world. Our teachers are committed to providing quality educational opportunities for scholars while promoting a professional learning community. Parents/guardians are permitted to review staff qualifications. Please contact the school director Becky Jones at 602-702-0207 or at [becky.jones@empowercollegeprep.org](mailto:becky.jones@empowercollegeprep.org) to arrange an opportunity to review a staff member's certification, educational background, and professional experience.

To ensure we keep our promise of empowering our scholars to go to college and change their world, we provide academic support and accountability for scholars in the following ways:

- Teachers differentiate to meet scholars' needs in class, sometime including two teachers in a room.
- Teachers provide different types of guided and independent practice to meet scholars' diverse needs, sometime including being pulled out with a small group of scholars.
- Extra support and tutoring at lunch or before & after school.
- Different schedule to provide extra time and help in certain classes.
- Summer School opportunities
- Repetition of a grade (See below for details)

Additionally, every new-to-Empower scholar is screened within 45 days of entrance for health, behavior, and academic strengths and weaknesses. This information is then used to identify those scholars in need of intervention.

Each child receives multiple opportunities for enrichment and remediation each week, as well as extensive time in each subject. Below is a sample schedule:

<b>Time</b>	<b>Class</b>
7:55-8:30	Homeroom
8:30-9:30	Block 1
9:33-10:33	Block 2
10:36 - 11:36	Block 3
11:39 - 12:00	Intervention

12: 05 - 12:25	Lunch
12:25 - 12:45	Recess
12:50 - 1:30	Electives
1:35 - 2:35	Block 4
2:40 - 3:45	Block 5

### ***K. Assessments and Promotion Policy***

Empower College Prep uses daily, weekly, unit, quarterly, and yearly assessments to monitor scholar progress, inform instruction, and ensure all scholars succeed. Results are shared with families through the report card each quarter and parent conferences at least twice each year.

In order to promote to the next grade, scholars must pass Reading, Writing, Math, Science, and Social Studies.

In order to pass, scholars must:

1. Earn an average of 70% or higher on the assessments and quizzes throughout the year,
2. Earn 60% or higher on the cumulative exam at the end of the year, OR
3. Demonstrate at least one year of growth (most commonly used in Reading and Math).

If a scholar does not pass any class, the School Director, Homeroom teacher, family, and other teachers as needed, will meet to determine one of the following courses of action:

1. The scholar will repeat the grade, OR
2. The scholar will have additional work over the summer and the following year to master the content in the previous grade and current grade by the end of the following year (which is more common if a scholar has only failed to pass one class).

### **Rationale of Scholar Retention at Empower College Prep**

Aligned to our mission of children competing academically with scholars from anywhere in the country, the promise of Empower College Prep is that upon high school graduation scholars will have an acceptance letter to a university, scholarships to help pay for it, and a plan for what they will study. In order to keep this promise, scholars must demonstrate academic growth and achievement each school year. When teachers do not have sufficient data to support growth or achievement, it is difficult to promote a scholar without risking our mission. In cases when the three requirements are not met, scholars are recommended by the teachers to have an additional year of free public education. This is meant to catch scholars up to be able to compete academically with scholars from around the country. Teachers, scholars, and parents must agree to an academic plan when a scholar is

recommended for retention. The purpose of the plan is to ensure requirements are met the following school year, and all parties are knowledgeable and committed to what is best for the child.

### ***L. Discipline Policy***

The staff of Empower is driven by two priorities: what scholars are empowered to do, and who scholars are empowered to become. We view our work together as leading scholars on a path to go to college and to change their world. The discipline policy of our school is designed to ensure this pathway leads every scholar to achieve these goals.

Teachers at Empower first and foremost develop respectful and professional relationships with their scholars in order to build trust. Scholars receive merits and other encouragement as they demonstrate the core values and excel in the academic curriculum. Merits can be used to purchase items or earn special privileges. Scholars also receive daily feedback regarding how well they are doing.

The staff provides specific directions when needed to ensure every scholar knows how to ensure they and their class progresses along the path to achieve their goals. Empower values restorative practices and consequences that are aligned to actions (i.e. writing apology letters when insulting someone or challenging someone's authority). When violations occur, scholars receive additional support and accountability. With the exception of a decision for long-term suspension or expulsion, the discipline system will be enforced by the school's staff, teachers and administrators. A decision for long-term suspension (discussed below) or expulsion will be determined by the School's Governing Board. The discipline system at Empower includes the following consequences:

1. Demerits
2. Writing a paragraph expressing the scholar's commitment to their education
3. Temporary isolation from class for reflection and restorative conversation with a teacher or staff member
4. Informal Conference with teacher(s) or community circle in class
5. Formal Conference with teachers, parents, and administration

\*Based on Formal Conferences the following consequences may occur:

6. After-school Detention (administrative action, parent contact)
7. In-class suspension (administrative action, parent contact)
8. In-school suspension (administrative action, parent contact)
9. Out-of-school suspension (administrative action, parent contact, may include notification of police pursuant to ARS 13-2911)

10. Long-term Suspension and Expulsion (administrative action, parent contact, may include notification of police pursuant to ARS 13-2911). This includes assault, possession of a dangerous weapon, possession of a controlled substance (including but not limited to illegal drugs).

*Suspension—In-School and Out-of-School*

When a child poses a serious risk to the learning environment of the school, and/or the previous disciplinary actions have not effectively improved the scholar's actions, he or she may be suspended in-school or out-of school, depending on various factors including the frequency of the behavior, its severity, and the degree of non-compliance.

When a child is suspended from school, the following procedures will apply:

- The family of the scholar shall receive written notice of the following by the end of the day of the decision to suspend the scholar:
  - Infraction,
  - Summary of the evidence of the infraction,
  - Consequence(s) of the infraction
  - A formal conference with all parties involved to resolve the issue
  - A scheduled meeting with the School Director or other school personnel upon re-entry

*Long-term Suspensions and Expulsion*

Prior to a suspension of more than ten days, the following procedures will apply:

- The family of the scholar shall receive written notice of the following by the end of the day of the decision to suspend or move to expel the scholar:
  - Charges and a statement of the evidence;
  - Date, time and place of a hearing;
  - Notice of the right at the hearing to:
    - Be represented by his/her parents, legal or other representative (at the scholar's / parent's own expense).
    - Present evidence.
    - Confront and cross-examine witnesses.
- The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the scholar upon request.
- Notices and proceedings will be translated into the scholar's/parent's primary language if necessary for their understanding of the proceedings.
- A scholar and/or parent, upon request, will have the right to review the scholar's records.
- The Governing Board's decision regarding expulsion and long-term suspension is final.

All decisions by the School Director regarding long-term suspension or expulsion of a scholar for any reason will be in writing.

Empower does not use corporal punishment. Staff may use reasonable, necessary force to restrain a person who is endangering the safety of themselves or others, or damaging property.

In addition to any of the preceding infractions, any breaches of federal law or Arizona law may be handled in cooperation with the Phoenix Police Department and may result in expulsion.

### ***M. Harassment***

Empower is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, scholars, vendors and other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Empower requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow employees, scholars and all members of the school community.

#### ***Definition of Harassment***

In general, harassment includes communications such as jokes, comments, innuendoes, notes, e-mails, text messages, social media messages, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Empower.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other

sanctions as determined by the school administration and/or Governing Board, subject to applicable procedural requirements.

### ***N. Bullying and Cyberbullying***

Empower is a values-based school that embraces the values of compassion and empathy, and respect and humility. Bullying is contrary to these values, illegal, and will not be tolerated at Empower. Scholars have a right to be free from any form of bullying. Scholars, parents, and school employees have a right and a responsibility to report incidents of bullying. Any scholar who engages in such behavior will face behavioral consequences through the school, and could face charges in the legal system.

Cyberbullying (bullying via the internet on any electronic device), especially cyberbullying that is conducted at school, will be treated the same as in-person bullying and all consequences will apply. Cyberbullying that occurs outside of school but affects the learning environment may also receive consequences.

### **Bullying Policy**

1. School Wide Definition of Bullying: Bullying is **repeated** verbal, physical, social or psychological behavior that is **harmful** and involves the **misuse of power** (physical strength, access to embarrassing information, popularity, etc.) by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies. Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, race, disability, sexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying behavior can be:

- **Verbal:** name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **Physical:** hitting, punching, kicking, scratching, tripping, spitting
- **Social:** ignoring, excluding, ostracizing, alienating, making inappropriate gestures
- **Psychological:** spreading rumours, dirty looks, hiding or damaging possessions, malicious text and email messages, inappropriate use of camera phones, social media messages

### **School-Wide Bullying Obligations**

scholar	Parent	Teacher	Admin
-Ask "bully" to stop	-Notify school immediately when	Contact manager,	-Investigate reported bullying -Contact all parents

-Walk away -Report it to closest adult when it happens	child reports bullying with these answers: Who? What? Where? When? - Talk to your child about being respectful and kind.	culture associates to investigate	-Consequences (Mandatory after-school bullying classes after scholar's 2nd offense. 3rd offense follows 3rd level in code of infractions.)
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Conflict or fights between equals and single incidents are not defined as bullying. **Bullying behavior is not:**

- Children not getting along well
- A situation of mutual conflict
- Single episodes of nastiness or random acts of aggression or intimidation.

### ***O. Non-discrimination***

Empower does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA), or on the basis of pregnancy status in accordance with the Pregnancy Discrimination Act of 1978. In addition, no person shall be discriminated against in admission to the school on the basis of race, sex, color, creed, ethnicity, sexual orientation, mental or physical disability, age, or ancestry. Finally, no person shall be discriminated against in obtaining the advantages, privileges, or access to the courses of study offered by the school on the basis of race, sex, color, religion, national origin, or sexual orientation.

### ***P. Grievance Procedure***

The intent of every member of Empower's team is to empower our scholars to excel academically and become the people they were created to be. However, if at any time a scholar or their family believes a scholar has been treated unjustly, we want to know so that we can resolve any and all issues immediately. We ask that you take the following

steps to address grievances:

**1. Initial Conversation:** If you or your child has a grievance you should first discuss it informally with the person directly involved in the matter. We hope that the majority of concerns will be resolved at this stage.

**2. Where To File A Complaint:** If necessary, a complaint or grievance may be written and submitted to the School Director Becky Jones at [becky.jones@empowercollegeprep.org](mailto:becky.jones@empowercollegeprep.org) or at the front office. If the grievance involves the School Director, the grievance may be sent to the Executive Director Brian Holman at [brian.holman@empowercollegeprep.org](mailto:brian.holman@empowercollegeprep.org) or to the Governing Board Chair by taking it to the front office, or by e-mailing it directly to the Board Chair. These individuals' contact information can be found in the front office, online at [www.empowercollegeprep.org](http://www.empowercollegeprep.org), or both. Both the Executive Director and the Director of Finance and Operations will be informed of all formal grievances.

If the complaint relates to discrimination based on disability, and it is not resolved after contacting the School Director, the procedure set forth in Arizona Administrative Code § R7-2-405 must be followed.

**3. Contents of Complaints and Timelines for Filing:** Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. Any person of the scholar's choosing may assist the complainant with filing the complaint. The written complaint must include the following information:

1. The scholar's name and the parent's name who is filing the complaint on behalf of the scholar.
2. The name, address, telephone number, and e-mail address of the scholar's legal representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the scholar or parent wants the complaint to be resolved.

**4. Investigation and Resolution of the Complaint:** Respondents will be informed of the charges as soon as the School Director deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated. The School Director, or one of his designees will interview witnesses whom s/he deems necessary and appropriate

to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (10) school days of receiving the complaint.

Within fifteen (15) school days of receiving the complaint, the School Director will meet with the scholar, parent and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the scholar, parent, and/or representative, the School Director will provide written disposition of the complaint to the scholar, parent and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by the school involves disciplinary action against an employee or a scholar, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment).

All the timelines above will be implemented as specified, unless the nature of the investigation or circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific timeline for notice and/or investigation of a complaint, such time lines will be followed.

Confidentiality of scholars/respondents and witnesses will be maintained, to the extent possible.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

**5. Appeals:** If the scholar or parent is not satisfied with the disposition of a complaint, the scholar/parent may appeal the disposition to the Governing Board. The Governing Board will issue a written response to the appeal within 30 school days of receiving the appeal. The Board expects that all prior steps have been followed before action is taken at a Board level. All applicable public open meeting laws will be followed for the Board's meeting, including prior notice and the right of the employee to request that any potential employment action be held in an open meeting. The Board's decision is final.

***Q. Exploratory and Elective Classes, Extra-curricular Activities, and Fundraisers***

To ensure scholars have the opportunity to explore their unique gifts and interests, they will participate in specials (3rd-5th grades) or electives (6-7th grades) classes each day. We offer physical education, art, music, dance, and technology to all scholars during the regular school day. Some of these activities (i.e. sports teams) will continue after the school day and require family transportation in order to participate. Some activities will also require scholars to participate in fundraising programs to raise the funds necessary for these activities.

***R. Field trips and Fundraisers***

To ensure scholars have the opportunity to connect what they learn to the real world, Empower has field trips throughout the year, including a university field trip in every grade level. These are a part of our school and we expect that all scholars attend because they are directly related our mission of getting all scholars to college. Overnight university trips for scholars begin in 5<sup>th</sup> Grade. Empower attempts to limit the amount of money we request from families; however, some of the incredible opportunities and experiences do require fundraising or family contributions.

***S. Communication with families: Homeroom teacher, Planner, Written notes, Report cards, Conferences***

A strong partnership between the families and staff at Empower is needed to achieve our goals for our children. The school welcomes family phone calls, visits, volunteers and participation in the life of the school. Additionally, the school communicates with families through the Weekly Planner (Appendix B), notes and letters sent home, newsletters, phone calls, quarterly report cards, and parent teacher conferences.

*Homeroom Teacher:* To facilitate a strong partnership between the scholar, their family, and our school, each scholar has a Homeroom teacher. Families can contact their child's Homeroom teacher, who will be able to answer the question, find the answer, or connect the parent directly to the person who can best answer the question.

*Planner:* Each scholar will have a Weekly Planner page that shows the scholar's objectives from each class, homework, and demonstration of the core values by receiving merits or demerits. Families are encouraged to review the Planner with their child every day and set goals for the following day, and families sign the Planner at least once every week.. See Appendix B.

*Written notes:* Each teacher will also have a phone number provided by the school to communicate with families and build relationships between the parents and school staff.

Parents should expect a note, letter, or phone call from their child's Homeroom teacher at least once each month. Please respond to these notes, letters, and phone calls. Parents may also use these numbers when they wish to contact the Homeroom teacher or teacher of a specific subject, including to provide help with their child's homework. If the staff member does not answer, the parent may leave a message. The school staff will return messages as soon as possible, and always by the end of the next school day.

Report Cards and Conferences: Each quarter, the school will send home a report card and request time to have a conference to meet with families and discuss their child's progress. See the calendar on Appendix A for exact dates for report card distribute.

***T. Family Partnerships: Empower Families Organization, Volunteer and Supporting Mission, Tax Credits, and Visitation***

Empower Families Organization: Empower will host monthly "Empower Families" meetings for families to plan fundraisers and provide feedback to the school staff about what they believe is going well and ways to improve in order to better fulfill our mission. We also will have dinners, celebrations, and other times to meet as a school community throughout the year that the Empower Families group will lead. Empower Families Meetings are scheduled on the first Monday of every month at 6:00 PM at Empower College Prep High School (2411 W. Colter Street).

Volunteering and Supporting Mission: In order for us to keep our promise of 100% of scholars going to college, and to provide the tutoring, extra-curricular activities, and university field trips along the way, we need a strong partnership with families that includes family involvement in the following ways:

- 1) Volunteering
- 2) Fundraising,
- 3) Recruiting scholars and families to join Empower
- 4) Providing a quiet, clean, consistent space where scholars complete their homework every night,
- 5) Reinforcing the core values and celebrating academic progress at home, including daily discussions about what scholars are learning and doing at school, and how they are growing as a person by doing these things.

A variety of ways exist to volunteer. You may contact our Development Director Naquana Mitchell at [naquana.mitchell@empowercollegeprep.org](mailto:naquana.mitchell@empowercollegeprep.org) for more information.

Tax Credits: One mutually beneficial form of fundraising is the Arizona tax credit. Any person who pays income taxes in Arizona has the unique opportunity to help public schools through the use of tax credit donations to be used for extra-curricular activities. Individuals may

donate up to \$200 each calendar year, while couples who file taxes jointly may donate up to \$400. Please consider this as you plan for the school year, and invite others you know to contribute as well!

*Visitation:* When visiting the school, all non-staff is required to sign in the visitor log, including parents and guardians. The School will work to quickly connect the guardian with the scholar while preserving the learning environment.

#### ***U. Family Services:***

To support our families in times of crisis and critical need, you may contact the office and ask for our Operations Manager Diego Poveda or email him at [diego.poveda@empowercollegeprep.org](mailto:diego.poveda@empowercollegeprep.org). He will have contact information for various social services. These organizations are independent organizations not affiliated with Empower.

#### ***V. Custody***

In most cases, natural parents shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of a parent to access a child and/or the child's official school records.

It shall be the responsibility of the natural parent who has a court order restricting the rights of the other (non-custodial) parent to a child or the child's official school records to notify school officials of the conditions of the court order and to provide school officials with a current copy of the court order. In cases in which a person other than the natural parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested, in the absence of court action granting the natural parents specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

#### ***W. FERPA—Annual Notification to Parents and Eligible Scholars Regarding Scholar Records***

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to scholar educational records. It is directed to parents (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible scholars (scholars aged 18 or older) or attending an institution of postsecondary education).

Rights as a parent or eligible scholar include:

- The Right to Inspect and Review the Scholar’s Educational Records. If you wish to inspect/review the scholar’s educational records, please contact the School Director to make an appointment to do so. You will be provided access to records within a reasonable period of time, but in no case more than 45 days after your request is received. 34 Code of Federal Regulations § 300.613. School personnel will respond to reasonable requests for explanations and interpretations of the records. The school will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.
- The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Scholar’s Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent. The school will limit the disclosure of information contained in a scholar’s education records except: (1) By your prior, written consent; (2) As directory information; or (3) Under certain limited circumstances permitted by FERPA, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), and the No Child Left Behind Act of 2001. Some instances in which disclosure is permitted without your consent are set forth below.

FERPA allows for the disclosure of scholar records without parental consent in the following circumstances:

- Directory information,
- Teachers or other school officials,
- Officials of another school system where the scholar seeks to enroll,
- State juvenile justice systems or their officials,
- State and federal educational authorities,
- In compliance with a judicial order or a lawfully issued subpoena,
- In connection with the receipt or application of financial aid,
- Organizations conducting educational studies,
- Accrediting organizations, or
- Health and safety emergency.

**Directory Information:** Your consent is not required for the school to release the following scholar information designated as “directory information:”

- Name
- Parent name
- Telephone, email, and/or address
- Date & place of birth

- Class designation
- Telephone
- Participation in officially recognized activities and sports
- Weight and height for athletic teams
- Photograph
- Dates of attendance
- Degrees and awards received

**If you wish to refuse to permit the school to release directory information, you must submit your written refusal to the School Director Becky Jones at [becky.jones@empowercollegeprep.org](mailto:becky.jones@empowercollegeprep.org) within two weeks of the date of this notice.**

**Disclosure To School Officials:** Empower may disclose personally identifiable information from a scholar's education record without your consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Administrators, supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel
- Members of Governing Board, when acting in their official capacity
- Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A "legitimate educational interest" is the person's need to know in order to fulfill the school official's professional responsibility and/or to provide a service or benefit to the scholar or the scholar's family.

- The Right to Seek Amendment of the Scholar's Education Records that the Parent or Eligible Scholar Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Scholar's Privacy Rights. If you believe the scholar's records contain information that is inaccurate, misleading, or in violation of the scholar's privacy or other rights, you may ask the school to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if the school decides not to alter it according to your request. A form for this purpose and additional information is available in the School Director's office.
- The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by (the school) to Comply with the Requirements of FERPA. You are entitled to file a Complaint with the U.S. Department of Education if you believe Empower has violated FERPA. Complaints may be sent to the Family Policy

Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

Empower complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.; 34 C.F.R. Part 300); and A.R.S. §§ 15-141, 15-142.

Parents and eligible scholars have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the scholar records laws and regulations with the Arizona Department of Education. Complaints relative to federal statutes and regulations governing scholar records may be filed with the Family Policy Compliance Office, U.S. Department of Education.

### ***X. Technology***

Every scholar at Empower College Prep has the privilege of using a device for the entire year. Each scholar is ultimately responsible for taking care of the device. The following pages outline our device protocols and policies.

## **Scholar and Parent Mobile Device Handbook**

### **WHY EMPOWER COLLEGE PREP ISSUES ONE-TO-ONE DEVICES**

We are excited to offer your scholar the opportunity to use an Empower College Prep issued laptop in class to enhance their academic experience. This handbook highlights key information about our program and the responsibilities of both scholars and parents/guardians for participation in this program.

One-to-One computing offers many benefits to our modern day classroom and learner. Empower College Prep expectation is that the scholar will have their computing device (laptop) with them for use in all their classes. The laptop will help increase scholar engagement. Scholars can access learning materials and engage in real-time inquiry as their questions arise. Adaptive learning software has evolved to a point that scholars can track their own learning and have confidence in their progress. Laptops also support Problem-Based Learning, allowing scholars to research, collaborate, and produce a final product to share with peers, teachers and parents.

All scholars have the same tools aligned with teaching and designed to best support their learning. From the teachers' perspective, a major advantage is that scholars are ready to start learning when the bell rings.

### **COMPONENTS OF EMPOWER COLLEGE PREP'S ONE-TO-ONE PROGRAM**

**Google Apps for Education:** Internet based learning platform with file storage and email. This safe/secure environment allows scholars and teachers to collaborate with each other and work on their files anywhere that they are.

**CIPA Web filtering:** Keeps the computer safe and prevents scholars from going to inappropriate or harmful websites.

**Lenovo n21, m22, n23, and x140e:** A convertible device that can be used as both a tablet and laptop computer. All laptops run Chrome OS Enterprise, these devices are able to be remotely managed by the Technology Department.

### **PARENT/GUARDIAN RESPONSIBILITY**

In order for scholars to take an Empower College Prep mobile device, a scholar and parent /guardian must sign the scholar Technical Use Agreement and agree to and follow applicable ECP policies and procedures.

The parent/guardian is responsible for the cost of repair or replacement at the date of loss if property is:

- Not returned Intentionally damaged
- Lost because of negligence

- Stolen, but not reported to school and/or police in a timely manner (within the next school day).

Empower College Prep reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence as determined by school administrators.

### **MONITOR SCHOLAR USE**

The parent/guardian will monitor scholar use of the computer while away from school. The best way to keep scholars safe and on-task is to participate in what they are doing.

Suggestions:

- Have your scholar share their passwords with you so that you can monitor their activities. (scholars should only share passwords with parents/guardians)
- Laptop should be used in common spaces in your home, not isolated behind closed doors.
- Ask your scholar to show you what they are doing. Ask questions about their work.

### **SUPPORT ONLINE SAFETY**

Internet filtering is required by The Children’s Internet Protection Act (“CIPA”). The school network is protected and monitored by CIPAFilter hardware. This will limit the scholar’s browsing on the Internet. General categories that are blocked as follows:

- Sites that include material deemed obscene, promote violence, gambling, pornography, or harmful to minors
- Non-School monitored forums and chats
- Sites promoting hacking or containing security risks (malware, viruses, etc.)
- scholars are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable

### **SCHOLAR LAPTOP USAGE**

#### **WEB CAMS**

##### **Purpose**

Each scholar laptop is equipped with a webcam. This equipment offers scholars an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

##### **Examples of Use**

Webcams are to be used for educational purposes only, under the direction of a teacher.

Examples include:

- Recording videos or taking pictures to include in a project

- Recording a scholar giving a speech and playing it back for rehearsal and improvement

### **LISTENING TO MUSIC**

Listening to music on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

### **WATCHING MOVIES**

Watching movies on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

### **GAMING**

At School Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

### **GENERAL CARE OF LAPTOPS**

Never eat or drink over or near the laptop. Food and beverages should be at least two (2) feet from the laptop

### **CARE OF LAPTOPS AT SCHOOL**

- Laptops should be stored in a backpack that isn't designed to hold a laptop
- Never pile things on top of it
- Never leave it on the bottom of a backpack

### **HALLWAYS**

- Always use the handle or strap to carry the laptop
- Never leave the laptop or laptop accessories unattended for any reason

### **CLASSROOM HABITS**

- Center the laptop on the desk
- Lock the computer before walking away from it
- Close the lid of the laptop before walking with the laptop
- Do not leave your laptop or laptop accessories unattended
- Follow all directions given by the teacher

### **PROHIBITED ACTIONS**

scholars are prohibited from:

- scholars may not loan laptop components to other scholars for any reason.
- scholars who do so are responsible for any loss of components
- Putting stickers or additional markings on the laptops, cases, batteries or power cord/chargers

- Defacing the laptop or case in any way; including, but not limited to, marking, drawing, stitching, or marring the surface
- Installing software. scholar laptops will not allow scholars to install software on them scholars who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other scholars
- Modifying the device's operating system in any way scholars may not open the device case for any purpose Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

### **LAPTOP DAMAGE/THEFT/LOSS**

Normal wear and tear of the equipment is covered by a 1-year warranty. Accidental damage and theft of the device is covered by Empower College Prep's normal wear and tear policy.

### **REPAIRS**

Occasionally, unexpected problems do occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The Technology Specialist will assist scholars with having these fixed. These issues will be remedied at no cost.

### **LOANER LAPTOPS**

Temporary replacements, known as "loaners", are available at each school so that learning is not disrupted by the repair process. scholars are responsible for the care of the loaner while issued to them. The same rules and regulations apply to loaner. scholars are encouraged to store their files in OneDrive. This will prevent loss of files when moving from one device to another.

### **ACCIDENTAL DAMAGE VS. NEGLIGENCE**

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the technology staff or authorized repair company, if the laptop is deemed to be intentionally or negligently damaged by the scholar, the scholar may be subject to discipline and the cost of repair or replacement. scholars must report damage to their school within two school days of the damage being done.

Negligence repairs will be subject to a to be paid for by the parent/guardian. Gross negligence (e.g. scholar throwing the laptop, gauging with a screw driver, etc.) will not qualify for the normal wear and tear repair. Parents/guardians will be charges the full cost of repair/replacement. If assistance is needed, please discuss with your school's administrator.

### **LOST EQUIPMENT**

If any equipment is lost, the scholar or parent must report it to the school immediately.

scholars can let a teacher or administrator know, and the staff member will assist him/her. Financial Responsibility The circumstances of each situation involving lost equipment will be investigated individually. scholars/families may be billed the full cost for lost equipment.

### **STOLEN EQUIPMENT**

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the scholar or parent in a timely manner (within five school days). If there is not clear evidence of theft, or the equipment has been lost due to scholar negligence, the scholar and parent will be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the scholar. Financial Responsibility Laptops are covered by the district's insurance policy. After investigation, if a laptop is deemed stolen, the district will cover its replacement via insurance. The scholar will be issued a replacement computer.

### **REPLACEMENT COSTS FOR ACCESSORIES**

- N21, n22, n23 ..... \$225.00
- n140e.....\$200.00
- AC Adapter ..... \$35.00
- Broken Screen..... \$125.00
- Missing Key .....\$20.00
- Broken Hinge .....\$80.00
- Keyboard Replacement.....\$60.00
- Broken Power Port.....\$40.00

### **BEHAVIORS AND DISCIPLINE RELATED TO scholar COMPUTER USE**

<b>Tech-related Behavior Violations</b>	<b>Equivalent "traditional" Classroom Violations</b>
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism

Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else's locker

<b>Technology Specific Violations</b> <i>Behavior unique to the digital environment without a "traditional" behavioral equivalent</i>
Chronic, tech-related behavior violations (see above)
Deleting browser history
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district's Internet filter

### **SUPPORT AND TROUBLESHOOTING POWER ON/SHUT DOWN**

- Press the power button on the front right side of the keyboard
- After about a minute you will be presented with the login screen
- Click on the scholar icon like below and enter the password: scholar
- To Shut down click the Start Button, select Power and select Shut down

## HOW TO CONNECT TO WIRELESS

- Click on the wireless icon in the tray when connections are available
- Select the Wireless network you would like to join
- Enter the required information needed to connect to the desired Wireless Network

## PROBLEMS

- Something is broken (e.g. broken screen, keys fall off, battery won't stay charged), take the laptop to the school's Technology Specialist will review/repair the unit.

## FREQUENTLY ASKED QUESTIONS

### **What happens if a scholar's laptop is broken after check out?**

The scholar will bring the broken laptop to school to turn it in. A loaner/spare may be checked out on the spot to minimize loss of instructional time. The scholar is liable for loss or damage to the spare while it's in his or her possession. Once the scholar's original laptop is repaired, the scholar will be notified to swap the loaner for the original laptop. If the damage is determined to have been caused by scholar negligence or abuse, there will be a fine assessed for the repair costs, as stated in the contract.

### **What if the laptop is stolen?**

The loss needs to be reported ASAP to your scholar's school. The scholar can then check out a loaner/spare until we settle the loss issue. It is critical that the scholar maintain good security for the laptop at all times! Please work with your scholar to reinforce the importance of taking care of the laptop.

### **My scholar is on a sports team and/or is taking PE.**

How will the laptop be kept secure? PE and coaching staff will instruct scholars on the specific procedures. A secure location will be made available for scholars in PE and on athletic teams to keep laptops safe during those programs.

### **How will my scholar be protected from objectionable material?**

Filtering software is installed on each laptop. Objectionable websites are screened out. However, no filtering system is perfect. Internet safety is taught to scholars to help them stay away from objectionable material as well as to stay safe online. The filtering software remains on the laptop when used at home, as well.

### **Why can't my scholar bring his/her own computer to school? (BYOD)**

We have reviewed this possibility and have determined it does not meet our goals and objectives. There are several reasons why we are providing the same computing devices to all scholars in school. They include safety, instruction, technical support and equity.

- **Safety:** we have installed web filters and have other safety precautions that help prevent scholars from accessing inappropriate or unsafe websites while at school or home.

- **Instruction:** we have purchased and installed several different software packages on district laptops that will not be available on outside computers. The same software, and even the same version, will be on each district laptop, so teachers will be able to quickly and more efficiently teach entire classes and help individual scholars.
- **Technical support:** We can provide robust technical support through our technical support staff to a limited universe of computing devices. We can't offer the same level of support to an unlimited universe of devices, which could lead to more computer downtime and lost learning opportunities.
- **Equity:** some families cannot afford the latest computer or even a computer at all. If all scholars are using the same device, they can focus on what they are learning with the device, not on who has which device and what else is on it.

**What if I don't sign the agreement? I don't want my family to have to be responsible for the laptop.**

- If no parent or guardian signs the agreement, a scholar will still get access to a computer when he or she is at school. In order to facilitate this, the scholar will need to report to a designated Empower College Prep location/person (office, tech office, tech associate, etc.) both before and after school to check-in and out their laptop. If the scholar intentionally damages the computer, families still may be liable for the damage, the same as with any piece of school-owned equipment.

**What if I forgot my password?**

Ask your teacher to reset your password

## Appendix A: Elementary School Calendar



### 2017-2018 Elementary School Calendar

July 2017							August 2017							September 2017						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1			1	2	3*	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17*	18	19	10	11	12	13	14*	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31*			24	25	26	27	28*	29	30
30	31											22							20	

  

October 2017							November 2017							December 2017						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2*	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19*	20	21	12	13	14	15	16*	17	18	10	11	12	13	14*	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30*			24	25	26	27	28	29	30
		Λ											31							

  

January 2018							February 2018							March 2018						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4*	5	6					1*	2	3					1*	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18*	19	20	11	12	13	14	15*	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22*	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

  

April 2018							May 2018							June 2018						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5*	6	7			1	2	3*	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19*	20	21	13	14	15	16	17*	18	19	10	11	12	13	14	15	16
22	23	24	25	26*	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31	Λ		24	25	26	27	28	29	30
										Λ										

First and Last Day of School	Staff Only; No school for scholars
School Closed	Early Release Day
Last day of Quarter; Grades due	* = Pep Assembly
Event	State Testing Window
	Report Cards Sent Home



<p><b>July 2017</b>            3: Parent Teacher Org. meeting            17-19: *New Teacher ONLY* PD            20-21, 24-28: All staff PD            31: Staff PD/work day            21: 3<sup>rd</sup> grade ONLY Orientation            24-25: 4-7<sup>th</sup> grades Orientation</p>	<p><b>August</b>            1: Staff PD/work day            2: First Day of School            3: Pep Assembly            7: Parent Teacher Org. meeting            17: Pep Assembly            22: Meet the Teacher            31: Pep Assembly</p>	<p><b>September</b>            4: Labor Day, no school            7: Star Wolfpack Breakfast            11: Parent Teacher Org. meeting            14: Pep Assembly            28: Pep Assembly</p>
<p><b>October</b>            2: Parent Teacher Org. meeting            4: Picture Day            5: Star Wolfpack Breakfast            9-13: Fall Break, no school            19: Pep Assembly            26: Fall Scholar Expo            27: End of Quarter 1 (57 days);            Grades due            30: University Trips Information            Session            30-31: Spirit Week, Conferences            31: Report Cards sent home</p>	<p><b>November</b>            1-3: Spirit Week, Conferences            2: Pep Assembly            6: Parent Teacher Org. meeting            9: Star Wolfpack Breakfast            10: Veterans' Day observed, no school            15: Picture Re-takes            16: Pep Assembly            22-24: Thanksgiving Break, no school            30: Pep Assembly</p>	<p><b>December</b>            4: Parent Teacher Org. meeting            7: Star Wolfpack Breakfast            8: 6-7<sup>th</sup> Grades Winter Dance            14: Pep Assembly            14: Winter Scholar Expo &amp; Music            Showcase            20-29: Christmas Break, no school</p>
<p><b>January 2018</b>            1: New Year's Day, no school            2: Staff Work Day, no school            4: Pep Assembly            8: Parent Teacher Org. meeting            11: Star Wolfpack Breakfast            15: Martin Luther King, Jr. Day, no            school            18: Pep Assembly            26: End of Quarter 2 (51 days);            Grades due            30: Report Cards sent home            31: Spring Picture Day</p>	<p><b>February</b>            1: Pep Assembly            5: Parent Teacher Org. meeting            8: Star Wolfpack Breakfast            9: 6-7<sup>th</sup> Grades Valentine's Dance            15: Pep Assembly            19: Presidents' Day, no school</p>	<p><b>March</b>            1: Pep Assembly            5: Parent Teacher Org. meeting            5-9: Spirit Week            8: Star Wolfpack Breakfast            12-16: Spring Break            22: Pep Assembly            26-30: Conferences            27: University Trips Information            Session</p>
<p><b>April</b>            2: Parent Teacher Org. meeting            5: Pep Assembly            6: End of Quarter 3 (44 days); Grades            due            10: Report Cards sent home            12: Star Wolfpack Breakfast            12: Spring Scholar Expo &amp; Music            Showcase            16-17: AZ State Writing Testing            19: Pep Assembly            23-May 3: AZ State Math &amp; Reading            Testing</p>	<p><b>May</b>            3: Pep Assembly            7: Parent Teacher Org. meeting            10: Star Wolfpack Breakfast            14-18: University Week            17: Pep Assembly            22: Grade Swap (scholars meet next year's            teachers)            24: Field Day            25: Last day for scholars/End of            Quarter 4 (35 days); Grades due;            Grade-level award ceremonies            30: Report Cards sent home</p>	<p><b>June</b>            4: Parent Teacher Org. meeting</p>

## Appendix B: Weekly Planner

<b>Weekly Planner</b>			
<b>Directions:</b> Copy the objective and homework in the appropriate blanks during the first <b>2 minutes</b> of each class.			
<u>Monday</u>		<u>Tuesday</u>	
M A T H	Objective:	M A T H	Objective:
	HW:		HW:
	RICOSWP:		RICOSWP:
R E A D I N G	Objective:	R E A D I N G	Objective:
	HW:		HW:
	RICOSWP:		RICOSWP:
S C I E N C E	Objective:	S C I E N C E	Objective:
	HW:		HW:
	RICOSWP:		RICOSWP:
W R	Objective:	W R	Objective:

I T I N G	HW:		I T I N G	HW:
	RICOSWP:			RICOSWP:
S O C  S T	Objective:		S O C  S T	Objective:
	HW:			HW:
	RICOSWP:			RICOSWP:

Comments:

TOTAL stamps for the week: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Appendix C: Grade-Level Supply Lists**  
**Empower College Prep 3rd Grade Supply List School Year 2017-2018**

**Each scholar should supply the following items:**

- 4 – large, pink erasers
- 4 – glue sticks (no glue bottle please)
- 1 – pack of highlighters
- 2 – packs of black, low-odor, dry-erase markers
- 2 – marble composition notebooks - wide ruled
- 4 – 2 pocket folders (plastic)
- 1 – pack of 3x5 index cards
- 1 – box of tissues
- 1 – container of Clorox disinfectant wipes
- 1 – roll of paper towels

*At Empower, our 3<sup>rd</sup> grade team use community supplies – all supplies will be shared with the class. **Please label so that we can thank you.***

**Other items that your child will need to be successful:**

- Backpack to be brought daily, labeled with name
- **Teacher Wish List**
- Colored copy paper

We thank you for your contribution to our classes!

Sincerely,  
Third Grade Team

## 4th Grade Supply List 2017-2018

### **Personal Items You Need:**

- Backpack
- 2 different colored two-pocket folders
- 4 Notebooks (Please label it Math, Reading, Science, Writing with your scholars' name)
- 24 Pencils
- Crayons (24 pack)
- 2 Boxes of Tissues
- Black or Blue White Board Markers
- Graphing paper
- Ruler-non rollable rulers
- Glue Sticks (Pack of 4)

***Scholars are responsible for their own supplies.***

***Please label them with their name on it.***

***Any supplies dropped off without name on it, will be considered class donation.***

***Scholars should come to school prepared with all supplies in backpack.***

### **Optional Items:**

- 2 packs of loose-leaf lined paper (wide ruled)
- Pencil Sharpener – hand hold that holds shavings
- Soft white or pink erasers (2)
- Post It Notes
- Clorox wipes
- Paper towels
- Highlighter
- Markers
- Pencil Box or Bag
- Scissors
- 2 Red Pens

**5th Grade supply list 2016-2017****Please bring one of each supply listed to school:**

- Tissue
- Hand sanitizer or Disinfectant wipes
- Binder
- Glue Sticks
- Crayons
- Markers
- Color pencils
- Pencils
- Index cards
- Highlighters
- Folder
- 3 hole punched insertable plastic dividers
- Scissors
- Small pack of graph paper (grid lines)
- Ruler
- Water bottle
- Large pink erasers
- Band aids
-

## 6<sup>th</sup> Grade Recommended Supply List 2017-2018

### **Homeroom Community Supplies:**

Markers (1 pack)  
 Colored Pencils (1 pack)  
 1cm Graphing Paper (1 pack)  
 Multicolored Highlighters  
 Pens (1 pack/ Blue, Black, Red)  
 Scissors (1)  
 Erasers (1 large white/stadler recommended)  
 Glue Stick (1)  
 Post-It Notes (1 pack/ 3 x3)  
 Index Cards (2 packs)  
 Dry Erase Markers (1 pack)  
 4 compositions notebook (college ruled)  
 5 single subject spiral notebooks (college ruled, 70 pages)  
 1 Ruler  
 1 Plastic Folder w/ Two pockets / Yellow or Orange Folder

### **Writing Box:**

1 inch binder  
 1 spiral notebook  
 1 pack of loose-leaf paper  
 1 pack of index cards  
 Pencil case (large enough for all your supplies)  
 Markers  
 Red pens (pack of 10)  
 Highlighters  
 Scissors  
 Erasers  
 Pencil sharpener  
 2 glue sticks  
 Clipboard

### **Optional Donation Items:**

Box of Tissues  
 Hand Sanitizer or hand wipes  
 Paper towels  
 Carpet Squares or Bean Bags  
 Any extras of the supplies listed above  
 Composition notebooks

### 7th Grade Supply List 2017-2018

Hello 7th graders,

We are excited to work with you this upcoming year. Here is a required list of items you will need to be successful in your class this year. The items below can be purchased at most locations for example: Walmart, Target, or the Dollar store.. **Most** items can be purchased at the Dollar Store at a cheaper cost than what is listed below.

<b>Item Needed</b>	<b>Number Needed</b>	<b>Average Cost</b>
Lead Pencils OR Mechanical Pencils	20 lead pencils OR 10 mechanical + lead	\$2 per 10-pack OR \$6 per 10-pack
Pens ( <i>Black/blue</i> )	3	\$2 per 12- pack
Index Cards	2 packs of 100	\$2 per pack
Single Subject notebooks	2 Spiral bound AND 1 Composition book (not spiral)	\$.25 each AND \$2
Lined college ruled paper	1 pack	\$1
Binder - 2 inch	1	\$3
Two-pocket folders	5	\$1/each
Ruler	1	\$1
Scissor	1	\$2
Binder Dividers	1 pack	\$2
Glue Stick	1	\$1
Colored Pencils or Markers ( <i>no sharpies</i> )	1 pack	\$2
Hand Sanitizer	1 bottle	\$1
Phoenix Public Library Card (for scholar)	N/A	\$0

Approximate Total	\$25
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**The following items are not required but would be very helpful as donations for our classrooms this year.**

- Tissues
- White board markers
- Erasers
- Pencil sharpeners
- Pencil pouches
- White out

## **Scholar Technology Equipment Use Agreement**

### **Scholar Agreement**

- I have read the Empower College Prep School scholar and Parent Mobile Device handbook.
- I will not leave my device unattended at any time while at school or in a public place.
- I will not remove the District barcode label or mark the device in any way with markers, stickers, scratches, engravings, etc.
- I will not remove the hard drive and/or modify the device's operating system in any way.
- If I have problems with the device, I will stop using it and ask my teacher or building staff for assistance.
- I understand that I may lose my technology equipment privileges as a result of inappropriate behavior, and may be financially responsible for damage to or loss of any District issued device.
- I will return the equipment when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

### **Scholar**

**Print your name here:** \_\_\_\_\_

**Signature and date here:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian Agreement**

- I have read the Empower College Prep's Acceptable Use Procedure
- I understand that my scholar may lose his/her technology equipment privileges as a result of inappropriate behavior, damage, neglect, or loss.
- Empower College Prep reserves the right to charge the user the full cost for repair or replacement when damage or loss occurs due to gross negligence as determined by school

administrators.

● I understand my scholar must return the equipment when requested at the end of the school year. I understand that I will be charged for any missing equipment (laptop, stylus, charger, and bag).

● I accept responsibility to monitor and ensure appropriate use of the internet and websites when my scholar accesses the internet outside of the district's network.

**PARENT/GUARDIAN**

**Print your name here:** \_\_\_\_\_

**Signature and date here:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

*Empower College Prep Elementary School*

I have received and read a copy of Empower’s Scholar Handbook. I understand that if I ever have any questions regarding school policies, I can ask a member of the school team for further explanation.

\_\_\_\_\_  
Scholar Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Scholar Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*\*If a family has more than one child attending the school, a separate Statement of Understanding must be returned for each child.*

*We look forward to partnering with you this year to empower our children to compete academically with scholars from any school in the country; combine what they learn with their unique gifts and interests to solve real-world problems; and to internalize the values necessary to excel in college, maximize their impact in the world, and fulfill the purpose for which they were created.*