

**Student/Parent Handbook
and Enrollment Packet
2011-2012**



blueprint
high school

**670 N. Arizona Ave. Suite I
Chandler, Arizona 85225
(480) 892-0235**

Fax: (480) 892-0236

eastcampus@blueprinteducation.org

Office Open From: 8:00am – 4:00pm



Table of Contents

Mission Statement.....	4
Letter from Principal.....	5
Enrollment Process.....	6
Credit Requirements.....	7
Course List.....	8
General Policies & Procedures.....	9 - 12
Attendance Policy.....	13 - 14
Academics.....	15 - 16
Student Textbook take home contract.....	17
Honor Code.....	18
Code of Conduct.....	19
Policies, Procedures, Expectations & Rules.....	20
Dress Code.....	21 - 22
Electronic Information Services User Agreement.....	23 - 25
Cell Phone & Electronic Devices.....	26
Discipline Policy.....	27
Due Process.....	28
Confidentiality Information – FERPA Annual Notification.....	29 - 30
Child Find information.....	31
Rights of Homeless Students.....	32
School Calendar.....	33
Enrollment Forms – Complete, Tear Out, and Submit to BHS	34 - 53

Welcome to Blueprint High School & Blueprint Education

Thank you for your interest in receiving your education with us! We have been helping East Valley students receive their education for the past 14 years. Blueprint High School is a charter high school of Blueprint Education. Blueprint Education is accredited through North Central Association Commission on Accreditation and School Improvement (NCA-CASI) and AdvancED.

Mission Statement

Blueprint High School is your home away from home where you achieve your goals and set the stage for your dreams.

About Blueprint Education...

VISION

To be a leading international learning organization serving non-traditional needs through standards based curriculum, flexible delivery methods, and caring staff.

MISSION

We're committed to finding new ways to enable students to succeed.

VALUES

Integrity

Honest

Trustworthy

Caring

Relationships

Self-esteem

Accountability

Leadership

Standards

Innovative

Proactive

Creative

Blueprint Education Office Address:

5651 West Talavi Blvd. Suite 170

Glendale, AZ 85306

1-800-426-4952

www.blueprinteducation.org



Letter from the Principal

Dear Blueprint High School Community,

Hello! My name is Anthony Scanio and I'm happy to be starting my first year as the new principal at Blueprint High School. I am very excited about being part of BHS and Blueprint Education. BHS already has an excellent staff and a wonderful support staff at our main offices of Blueprint Education.

I have been working with students for over twenty years in many different roles. For the past ten years I worked in Arizona as an Administrator for the Gilbert Public Schools and for the Scottsdale Unified School District as an Assistant Principal. Before that, I worked in the Chicago Public Schools for four years teaching math and started in Administration at a second chance alternative night school. I also worked at an alternative high school in the suburbs of Chicago for a three years teaching math. Before that I spent five years at a residential treatment facility/ Group home working with Department of Corrections and inner city kids helping them transition from jail back to their homes. So, I have had a very well-rounded experience in education and working with students and their families.

Blueprint High School offers a blended learning environment. Students work on courses in their graduation plan via a computerized, standards based curriculum. Teachers facilitate the students individually as they progress through the curriculum at their own pace. Small group direction instruction is offered to support the students in the areas of Math, Science, English, Social Studies, and Career Planning.

Again, I am very excited to be the principal here at Blueprint High School and working with our students, parents, my staff, Blueprint Education and the community. With our core values of Innovation, Integrity, Accountability, and Caring can guide our students of today to their goals of tomorrow. We are committed to finding new ways to enable students to succeed.

Sincerely,

Anthony Scanio, M.Ed.

ENROLLMENT PROCESS

Blueprint High School, a free public high school, is pleased to welcome you and provide this packet of materials for you to begin the enrollment process please bring the following items with you to Blueprint High School:

- Original State Issued Birth Certificate
- Complete Immunization records with dates of vaccinations from the Doctor
- Transcripts from your previous school or 8th Grade Promotion Certificate. If you are currently an 8th grader, bring a copy of your last report card
- Withdrawal Form from your previous high school
- Completed Blueprint High School Enrollment Forms
- AIMS Scores
- Proof of Address

Please review this handbook and complete all enrollment forms (Marked with a ☆.) When the forms are completed, please schedule an orientation appointment at the BHS office (480) 892-0235. It is a requirement for the **student and at least one parent** or legal guardian to attend an **orientation** before enrollment in school can be finalized.

Kids at Hope Academy is a system of Arizona charter schools founded by Blueprint Education in 2002. It has partnered with Kids at Hope organization to embrace the belief system that “**All students are capable of success – NO EXCEPTIONS!**” Students develop and enhance relationships with their anchor parents and other caring adults. The school has high expectations with opportunities to succeed. Students set goals in four areas called the 4 Destinations defined in the KIDS AT HOPE philosophy: **Blueprint High School** is a public school and follows state guidelines for Assessment and Accountability; therefore AIMS and Stanford 10 tests are given to students according to the schedule required by the Arizona Department of Education.

Blueprint High School is your home away from home, and welcomes students to enroll at anytime through the year. Classes are available either on the Internet or Print-Based. Students are expected to complete six credits per year to remain on track for high school graduation. Many students set goals to graduate early year and they work rapidly to complete more credits each year. ***This program fits your needs!!***

Again, we welcome you to **Blueprint High School**. Call (480) 892-0235 with your questions and to set an orientation appointment.

CREDIT REQUIREMENTS

For Classes of 2012

Standard		College Prep	
English	4.0	English	4.0
Speech	0.5	Speech	0.5
Math	3.0	Math	4.0
Science	2.0	Science	3.0
Social Studies	3.0	Social Studies	3.0
Health	0.5	Foreign Language	2.0
Comp Ed	1.0	Comp Ed	1.0
Fine Art/CTE	1.0	Fine Art/CTE	1.0
Electives	5.0	Electives	3.5
Total	20.0	Total	22.0

For Classes of 2013

Standard		College Prep	
English	4.0	English	4.0
Speech	0.5	Speech	0.5
Math	4.0	Math	4.0
Science	2.0	Science	3.0
Social Studies	3.0	Social Studies	3.0
Health	0.5	Foreign Language	2.0
Comp Ed	1.0	Comp Ed	1.0
Fine Art/CTE	1.0	Fine Art/CTE	1.0
Electives	5.0	Electives	3.5
Total	22.0	Total	22.0

For Classes of 2014/2015

Standard		College Prep	
English	4.0	English	4.0
Speech	0.5	Speech	0.5
Math	4.0	Math	4.0
Science	3.0	Science	3.0
Social Studies	3.0	Social Studies	3.0
Health	0.5	Foreign Language	2.0
Comp Ed	1.0	Comp Ed	1.0
Fine Art/CTE	1.0	Fine Art/CTE	1.0
Electives	5.0	Electives	3.5
Total	22.0	Total	22.0

COURSE LIST

ENGLISH

Freshman English 1
Freshman English 2
Sophomore English 1
Sophomore English 2
Junior English 1
Junior English 2
Senior English 1
Senior English 2
Freshman English 1 Basic
Freshman English 2 Basic
Sophomore English 1 Basic
Sophomore English 2 Basic
Junior English 1 Basic
Junior English 2 Basic
Senior English 1 Basic
Senior English 2 Basic
AIMS Prep Reading
AIMS Prep Writing

SOCIAL STUDIES

World History 1
World History 2
World Geography 1
World Geography 2
World History/Geography 1
World History/Geography 2
American/Arizona History 1
American/Arizona History 2
American/Arizona Government
Economics
Economics Basic
World History/Geography 1 Basic
World History/Geography 2 Basic
World Geography 1 Basic
World Geography 2 Basic
World History 1 Basic
World History 2 Basic

ELECTIVES

AP/Honors Psychology
Child Development
Contemporary English
Creative Writing
Cultural Diversity
Independent Travel Study 1
Independent Travel Study 2
Interpersonal Relations 1
Interpersonal Relations 2
Pre-Algebra 1
Pre-Algebra 2
Physical Fitness
Physical Education 1
Physical Education 2
Speech
Parenting
Psychology
Today's Teen

FOREIGN LANGUAGE

Spanish 1
Spanish 2
Spanish 3
Spanish 4

HEALTH EDUCATION

Health

COMPUTER EDUCATION

Computer Literacy
Computer Applications
Intro to Computing

MATHEMATICS

Algebra 1
Algebra 2
Geometry 1
Geometry 2
Algebra 3
Algebra 4
Advanced Algebra
Trigonometry

FINE ARTS/CAREER & TECH EDUCATION

Art Fundamentals
Art History
Universal Automotive Technology
Career Skills 1
Career Skills 2
Career Skills 3
Career Skills 4
Career Skills 5
Career Skills 6
Creative Careers
Marketing Entrepreneurship 1
Marketing Entrepreneurship 2

LABORATORY SCIENCES

Earth & Space Science 1
Earth & Space Science 2
Biology 1
Biology 2
Chemistry 1
Chemistry 2
Physics 1
Physics 2

GENERAL POLICIES AND PROCEDURES

Please be mindful that there will be consequences for not abiding by school policies. The consequence will be fitting to the student and situation, and at the final discretion of the administration.

Also keep in mind that any of the policies & procedures, expectation, and rules may change at any time.

DAILY PROCEDURES

All students will enter the building through the front door and must enter the Learning Lab area through the door by the front desk. At dismissal all students will exit out the back door.

All students must sign in on their homeroom teacher's clipboard next to their name on the counter next to the student bulletin board. The sign in sheets will be checked daily, so make sure to sign in at the appropriate time, as there are consequences to signing in at the wrong time.

Students will not be allowed to talk while in the Learning Lab unless given permission. Students may be asked to move seats or be issued an assigned seat if the teacher deems it necessary. You may face a consequence if you choose not to comply with your teacher's request.

Students are not allowed to use the back hallway unless given permission by a teacher to get a drink of water. Students are not allowed in the staff lounge. Students are not allowed in the staff offices, classrooms, or the student book room without permission.

If you need to speak to front desk attendance, go to the open window by the front counter after receiving permission from your teacher. If you need to speak to the counselor, you will need to make that request with front desk attendance. If a student or parent needs to speak to the principal, ask your teacher for permission.

There is a bulletin board located on the wall by the door when you walk into the Learning Lab that is for student use. Announcements will be posted there as well as any additional information. Please make sure you check the main white board in the middle of the lab for daily announcements.

The student shelf is on the West side of the building located between the staff offices. Each week the student shelf will be stocked with the following items; lined paper, pens, staples, paper clips, and other appropriate school supplies. Once these items have been used up, then you will be required to provide your own supplies.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

BATHROOMS

Students who need to use the restroom will need a bathroom key from a teacher. The bathrooms will remain locked and be monitored every hour. The bathrooms are located in the Northwest corner of the building. Time spent will be monitored. Students are not allowed to use the staff bathroom.

COMPUTER USAGE

Students are not allowed to access any non-academic related websites (i.e. Myspace, Facebook, Youtube, etc.). Any student found to be on a non-academic related site may face the following consequences: warning to get off site, 1 week loss of computer use, or suspension from lab. Internet access is a privilege and inappropriate use will result in a cancellation of privileges. Blueprint High School staff and/or network administrators will deem what is appropriate use and their decision is final.

Students are not allowed to use the computer to play music from the Internet or from CDs or for any other purpose, which is not directly related to completing an online course.

Absolutely **NO** food or drinks are allowed at or near the computer stations in the Learning Lab. (only exception water bottle w/cap)

Students are responsible for any stolen or damaged computer hardware that occurs while they are using the computer. Hardware includes but is not limited to the CPU, monitor, keyboard, mouse, headphones, etc.

Computers are furnished with OpenOffice software that is to be used to complete assignments.

If you are not using a computer to do coursework online and need to read, you need to move to a table so that another student may use the computer.

The Testing Room (room with the window) will be used for any student who needs to take a midterm or final.

If you need to work on an assignment that requires headphones, you will need to sit at a computer with a tower.

TEXTBOOKS

Students are responsible for any books that are issued for their courses. If any student is unable to return any textbooks in their original condition, replacement and/or repair fees will be charged.

Students are responsible for coming to school prepared. You will be required to bring your Blueprint High School I.D., textbooks, and any other material that is necessary for your courses. If you do not come to school prepared, you may be sent home for the day.

Students will be assigned a cubby that can be used during your session. If you choose to leave any items in your cubby when you leave school for the day, you will be doing so at your own risk. If your textbooks are removed from your cubby, you will still be held responsible for them.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

FOOD AND DRINK

Students are not allowed to have any food, drink, candy, or gum near the computers. Students are able to bring in food and drinks to put inside the student refrigerator to eat during their break.

BREAK

All students will take the same scheduled 15 minute break. Students will need to sit in one of the designated areas determined by the staff, at which time they can eat and drink the items brought in. This is a time to take a break from schoolwork and appropriately socialize with friends. Students may use this time to arrange a ride, but they must use the school's phone, and only with permission first. Students may also use the bathroom, but must follow the regular process of getting the key. Please note that breaks are a privilege and may be taken away at any time.

CONSEQUENCES

Students who choose not to abide by Blueprint High School's rules face the following consequences:

- Referral
- Detention
- Suspension
- Parent/Teacher Conference
- Parent/Principal Conference
- Change in School Session or Curriculum Delivery Method
- Administrative withdrawal from Blueprint High School
- OR any additional consequence as deemed necessary by administration.

The situation and the student's status will determine the consequence that the student receives.

SEARCH AND SEIZURE

The principal or other approved staff, upon reasonable suspicion, may search or authorize the search of any student or property in the possession of a student. Students shall have no expectation of privacy in cubbies, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a cubby, desk, or other school property search. Bags of any type, including purses or backpacks, brought on campus are subject to inspection at any time by any approved staff member.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

LEAVING CAMPUS

Students are not allowed to leave school grounds once they have stepped foot on campus (which includes the parking lot). If a student leaves and attempts to return then they will be subject to a search, parents notified, and an appropriate consequence administered.

PARKING

Parking in the lot is a privilege and must be shared with other occupants who share our parking lot. Parking is on a first come first serve basis. Please be sure to park appropriately in a space and be cautious of other vehicles when getting in and out of your vehicle. Please be sure that you are not driving more than 5 mph in the parking lot as there are students and employees who are may be walking to and from their cars. Also, remember we do share the parking lot with another school and other business as well.

VISITORS

People picking up students are asked to follow the same rules as students. This means that visitors are not permitted to smoke on school grounds, and are asked to not play loud music in the parking lot. Otherwise, the police will be contacted and the visitors cited for trespassing.

MEDICATION

Nurse's services are provided for emergency care, health consultations, and as a resource for students and their families. **Any medications must be administered in the front office.** If prescription medication must be administered during school hours, the student's physician must submit a form which can be obtained from the front office. The form must be completed by both a parent and a physician. In addition a parent must sign a nonprescription medication form.. **Any student needing to be excused during the school day due to illness is required to check out in the front office.** Please see the Office for additional information

SMOKING/DRUGS

Students are not allowed to be in possession of cigarettes, matches, lighters, drugs, or drug paraphernalia at school, regardless of age. Any student found in possession or usage of these items will face disciplinary action. **Students are not permitted to smoke on campus or in the parking lot, as the student is still on school grounds.**

POLICE INVOLVEMENT

Students and parents need to be aware that we reserve the right to involve the police when necessary. If we feel that there is a truly justified reason, they will be contacted. We have the right to ask anyone to leave at any time and may choose to trespass individuals who interrupt the educational process.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

ATTENDANCE POLICY

Attendance at school is essential to students learning. It is expected that students will be in school every day on time. The Blueprint High School Attendance Policy is adhered to strictly. The developed attendance policy and procedures are intended to involve parents, teach students responsibility, and provide for optimum instruction and academic accountability. However, students with excessive absences may be referred to the court system.

REMINDER: *Students must attend school each and everyday. If a student is tardy to school, they may be sent away if permitting them to enter would disrupt the educational setting. If the student is permitted to stay the tardy must be made up on the SAME day. In addition, students will only be allowed to leave early with emergency contacts with notice from the day before otherwise a parent must sign them out. Please refer to the Academic, Behavior, and Attendance Contract regarding consequences if these obligations are not met.*

EXCUSED ABSENCES

Absences may be excused ***only*** if the school is notified in advance of class time for one of the following:

- The student is ill. If absent due to illness for three (3) consecutive days, the student ***must*** return to school with a note from the doctor in order for the absence to be considered as an excused absence. (A note from the parent does not necessarily mean the absence is excused.)
- The student has to appear in court. If this is the case, a court document ***must*** be given to the Front Office Staff ***prior*** to the court date.
- A death in the family.
- Religious Holidays.

Staff members, court authorities, home school staff and/or a truancy officer may make home visits to verify claims. Final determination as to whether an absence is excused or unexcused is up to the Principal.

UNEXCUSED ABSENCES:

Unexcused absences include but are not limited to the following:

- Staying home to baby-sit.
- Going with a family member to an appointment that does not involve the student directly.
- Having no transportation or missing the bus.
- Car Problems.
- Job Interviews.
- Birthdays.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

CONSEQUENCES

1. When a student has an unexcused absence, the parents will be called regarding why the student was absent and the absence policy stated above will be reviewed.
2. In the case of numerous unexcused absences, the parents will be called to bring the student in for a conference regarding why the student has been absent and the absence policy stated above will be reviewed.
3. The following may result in the student being withdrawn from the Program and/or *truancy* filed with the Juvenile Court System.
 - Absent for five (5) consecutive days without contact
 - The fifth time a student has an unexcused absence.
 - Absence for nine (9) days in a semester or eighteen (18) days for the year, excused and unexcused
4. AM students may be required to forfeit their AM slot and attend the PM session, if there are continued tardy and/or absentee problems.
5. Due to safety concerns, all PM students must be picked up by 4:30 pm Monday through Friday, otherwise the student runs the risk of being moved to the AM session.
 - ***3 Tardies/Absences – Meeting with Homeroom Teacher/Counselor to DEVELOP an attendance plan***
 - ***5 Tardies/Absences – Meeting with Principal to REVIEW/REVISE plan created with Teacher/Counselor (Parent Contacted)***
 - ***7 Tardies/Absences – Meeting with Principal to MANDATE Attendance Contract (Parent Contacted)***
 - ***10 Tardies/Absences – Student risks being administratively WITHDRAWN from BHS***

ALERTNOW

Keeping you informed is a top priority at Blueprint High School. That's why we have adopted the ALERTNOW Notification Service which allows us to quickly send a telephone and email to you providing important information about events or emergencies.

What you need to know about receiving calls sent through ALERTNOW

- Caller ID will display the school's main number when general announcement is delivered.
- Caller ID will display 411 if the message is an emergency.
- ALERTNOW will leave a message on any answering machine or voicemail.
- If the ALERTNOW message stops playing, press the number "1" and the message will replay from the beginning.

We are very excited to incorporate ALERTNOW as a tool to improve communication and look forward to having the ability to deliver real time information to you and provide awareness of all the great events that take place within the school.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

ACADEMICS

CURRICULUM

Blueprint High School offers individualized, multi-grade, self-paced curriculum developed according to the Arizona Department of Education Standards for Language Arts, Mathematics, Social Studies and Science.

- Curriculum is offered in various delivery methods – print based, computer based, small group, and direct instruction.
- Study Island computer program will be used to identify student performance levels.
- Individual academic and behavioral goals are identified with the students and parents/guardians.

BLOCK SCHEDULING

Students will be scheduled into a 9-10 week block, which is equivalent to 1 quarter. Parent/Teacher conferences are held both by phone and in-person throughout the block. The conferences are mandatory each block, so please review our calendar and make the appropriate accommodations to attend those conferences. Students are not allowed to attend school until a conference has been done.

Students are enrolled in at least 2 courses. They create their own 1-2 month schedule for completing the courses. Teachers track student progress and help students create weekly goals for completing coursework.

AGENDAS

In an effort to help students maintain on track with their academics, and ultimately progressing forward with their credits, student will be doing an agenda. This agenda will be completed at school and must be present with them on campus, otherwise they may be sent home for not being prepared for school. They will write course completion goals and then note what was actually completed. They will be reviewed daily with their homeroom teacher and can be provided to Parent/Guardian's at any time upon request.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

GRADING SCALE

The minimum passing grade is 60%. All graded lessons and exams will be used to compute the course grade. Lessons (which may include writing assignments, quizzes, and activities) will count for 40% of the course grade, and exams will count for 60%. Students must pass BOTH the midterm and final exam with a 60% (D) to pass the course. If a student takes the midterm exam and midterm retest exam and does not earn a 60% (D) score or higher on either one, the student will automatically earn an F in the course and needs to re-enroll. All lessons must be completed. Students may retake exams one time.

Percent	Description	Pt	Grade
90% - 100%	Excellent	4	A
80% - 89%	Above Average	3	B
70% - 79%	Average	2	C
60% - 69%	Pass	1	D
Below 60%	Fail	0	F

STANDARDIZED TESTING

All students are required to take the state mandated tests, AIMS and/or Stanford 10, in the Fall and/or Spring. Please note that the AIMS test is a requirement for graduation, therefore if you have already taken them, you must show proof that you have passed each section: Reading, Writing and Math. If you can not show proof you will be required to retake them. In addition, the state currently allows Seniors to graduate through Augmentation if they have not passed AIMS (although they must still meet the credit requirements). In order to be eligible for Augmentation the student must have attended every testing administration (regardless if they are actually enrolled in school at the time) AND attend any tutoring offered by the school. Please note that the state may change the offering of Augmentation at any time.

GRADUATING SENIORS

Students who anticipate graduating on May 30th must have completed the course(s) with a course grade no later than May 18th. Blueprint High School is committed to having grades processed in time for graduation if the May 18th deadline is met. If the deadline is missed, however, grades may not be processed in time for graduation. Student must also have met all the AIMS requirements or qualify for augmentation, as explained above, in order to participate in the graduation ceremony.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

STUDENT TEXTBOOK TAKE HOME CONTRACT

- (1) The student has the option of taking books and materials home to work on assignments given that the student understands all of the following criteria. Currently, there is no deposit required, however, please note that continued abuse of the book policy will result in replacement and/or repair fines.
- (2) The student agrees to the following:
 - (a) No books or materials will be issued to the student until this Contract has been agreed upon by both student and parent/guardian. (By signing last page of packet)
 - (b) If the student chooses to take a book home, the need to bring it to school every day to work on assignments in class, otherwise they may be charged for the book and not allowed to start another class until the fee is paid for or book returned.
 - (c) The student must return the books to Blueprint High School in good condition or they will be charged full price for the replacement of the book, and no records/transcripts will be released. This includes books and other materials that students choose to loan to other students.
- (3) Failure to comply with this Contract will result in the student losing the privilege of taking books home and/or in the student paying full price for the book or materials.
 - (a) Students may not be issued any new courses until any outstanding balance is paid in full.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

HONOR CODE

What is Honor Code?

Blueprint High School values integrity and accountability in the completion of all courses.

The lessons are designed to prepare the student for the exams, and must be completed independently without cheating, plagiarizing or knowingly giving false information. Students may discuss the content of lesson material with others, but the actual responses or submitted work must be unique to them. If the student submits work that is not entirely their own, they and any student they copied from may receive a zero on the assignment, and possibly even the course.

All exams must be taken at school under the supervision of a staff member. Students may not use course notes, textbooks, workbooks, manuals or electronic devices to assist them in the completion of an exam unless otherwise stated on the exam. If students are found with any unapproved items or documents while taking an exam, regardless of whether or not they were using them, they may fail the exam with a zero.

If evidence of academic misconduct is established on lessons or exams, students may be given a failing grade for the course.

Blueprint High School follows a due process procedure when academic misconduct is reported.
A copy of this procedure is available upon request.

To avoid academic misconduct:

- When researching a content related topic, collect the ideas and make notes in your own words.
 - Use your **OWN IDEAS AND WORDS** for all assignments unless specifically told to do otherwise in the assignment.
 - Use quotation marks around any information that you copy word for word. Then cite the source of the quote.
 - Do not copy and paste any piece of information from another source (book, website, encyclopedia, etc.) without citing the source.
 - For information on citing courses check out these websites:
 - <http://www.ohiolink.edu/help/cite-sources.html>
 - <http://owl.english.purdue.edu/owl/resource/557/01/>
- This worksheet, provided by OPEN Clearinghouse, is a great resource to use:
<http://www.openc.k12.or.us/citeintro/elementary/docs/citewrksht.pdf>

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

CODE OF CONDUCT

Proper manners, courtesy, appropriate language and respectful treatment of all persons and property is expected from students. Violations of good conduct, including property damage, may be reason for being withdrawn from school, legal action, and/or restitution. Each student has the right to safety and respect from others regarding his/her person or property. The students must also respect the person and property of staff members, visitors, and other students.

Below are listed specific behaviors that are not acceptable. ***Understand that not all prohibited behaviors are listed.*** If students are in doubt, they should ask before they speak or act.

- State laws prohibit student use or possession of tobacco, alcohol, and illegal substances at school. State laws prohibit profane or foul language or gambling at school (A.R.S. 15-345, 15-841). Possession or use of alcohol or other drugs, weapons, tobacco, smoking paraphernalia (lighters, matches, pipes, etc.), marking pens, White Out, or any other inhalants is not permitted. Violation of this rule may result in the student being dismissed from school and/or notification of police and referral to juvenile authorities.

Suspicion of drug use may result in a drug test at the parent/guardian's expense. A positive drug test may prevent the student from returning until he/she can produce a clean test.

Blueprint High School policy prohibits the following:

- Fighting, bullying, extortion, sexual harassment or any other anti-social behavior.
- Profane, vulgar or threatening comments.
- Gang related comments, drawings, writing, symbols, behavior, signs, gestures, clothing, or gang-related discussion or activity.
- Discriminatory and/or racially biased comments.
- Dishonesty including lying, stealing, forgery, cheating, misrepresentations, etc.
- Unexcused tardiness or early departure without parent/guardian.
- Possession of gum, candy, snacks or beverages in the lab (other than water in a tightly capped container).
- Stereos, ear-phones, cell phones, pagers, laser pointers, tapes, CD's, electronic games or devices, videos, or anything else that may interrupt instructional time.
- Destruction/defacing of school property or property of another student including books, notebooks, desks, walls, flooring, restrooms, etc. Parents/guardians will be responsible for any destruction or loss of school property. ***Any student who willfully or maliciously damages or destroys school property, books, or facilities will be prosecuted and the parent/guardian agrees, in signing this contract, to pay for all such damages.***

Students and parents agree staff may search persons, clothing and property. A search may be done manually, by electronic device or by trained animal.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

POLICIES, PROCEDURES, EXPECTATIONS, & RULES

The Blueprint High School Policies & Procedures, Expectations, and Rules have been explained to me (parent/guardian and student), and I have had the opportunity to ask questions and have had all of my questions answered satisfactorily.

I fully understand all parts of the Policies and Procedures, Expectations, and Rules and will strive to support its contents so that my student reaches his/her potential in achieving academic excellence and making any behavior changes necessary.

I understand that there are mandatory Student/Parent or Guardian/Teacher Conferences every block. As a parent/guardian, I commit to attending these conferences each block and have seen the schedule so that I can plan ahead.

As the parent, I understand that the Staff may need to contact me during class time. I will make myself available during that time and always leave a telephone number where I can be reached. If necessary, I will be available to come to school immediately to pick up my child when the need arises. If I am unable to be at the school within 1 hour I will make arrangements for another authorized person to pick up my child, otherwise, the staff may be forced to call the necessary personnel.

As a student, I understand that I am responsible for abiding by the Policies & Procedures, Expectations, and Rules that have been set forth by Blueprint High School. I understand that if I choose not to abide by them, I may face consequences that are suitable for my actions.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

DRESS CODE

Students will be required to present themselves in a clean and neat manner. Clothing and appearance must be of an appropriate fashion for an academic environment.

Brief and Revealing Clothing

Brief and revealing clothing will not be permitted. Students must recognize that brief and revealing clothing are not appropriate apparel in our academic setting. The following guidelines are examples and do not cover all situations. A few examples of what students shall not wear:

- Tank Tops
- Halter Tops
- Garments with Spaghetti Straps
- Strapless Garments

Garments that are “see-through”, cut low, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Clothing should have adequate coverage to allow a full range of movement without skin or undergarments showing. Undergarments must not be visible. Clothing must cover the entire buttocks and extend a reasonable length to ensure modesty.

Vulgar, Offensive Messages

Students shall not wear clothing that display messages that are vulgar, offensive, obscene, or libelous, that demeans others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, tobacco or drug use, or that are otherwise contrary to the school’s educational mission.

Sagging Pants

Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.

Gang-Related Attire

Any attire or grooming deemed to be gang related is prohibited when such attire or grooming creates an atmosphere of threat, intimidation or undue pressure or disrupts the education environment/proves or interferes with curriculum goals/educational objectives. The same color may not be worn every day or the student will be asked to not wear that color to school.

Inappropriate Clothing

- ***Sports Jersey / Sports T-Shirts / ALL Sports Memorabilia***
- ***Clothing representing a City, State, or Area Code***
- ***Memory Shirts (i.e. In Loving Memory of William Gates)***
- ***South Pole***

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

Footwear/Jewelry/Accessories

- Shoes or sandals must be worn at all times on campus according to State law and for student safety.
- Body piercing that is a safety hazard and/or hinders performance in the learning lab or classroom is not allowed.
- Wallet chains are not allowed.
- Belts with offensive or suggestive symbols/words are not permitted.
- Students shall not wear hats except for a medical or religious purpose.
- Students ***cannot*** wear slippers or house shoes on campus.

Tattoos

Students may be asked to cover up any tattoos that make reference to or suggest any affiliation to one of the items listed above that may be deemed inappropriate in an academic setting.

Student Responsibility

Students and their parents/guardians have the responsibility to be aware of the school's Dress Code and conform to these requirements. Administration may add additional restrictions if it is deemed necessary. If students have any questions whether specific attire or accessories are in compliance with the Dress Code, they should contact the principal prior to wearing the items in question to determine if they are acceptable.

ID Cards

All students will be issued a photo ID card, and are required to wear their ID around their neck with a lanyard anytime they are on campus. Students must present it at the request of any staff member. The ID must be visible, legible, and in its original condition. Students who fail to comply will be subject to disciplinary action. A free student ID is available upon enrollment. If the card is lost, stolen, or damaged, there is a \$5.00 replacement cost. The ID card and lanyard must be returned when withdrawing from school.

DRESS CODE VIOLATION

Any student found to be in violation of this Dress Code is subject to disciplinary action, including, but not limited to a warning, parent conference and/or off-campus suspension.

In addition, the student will be asked to remove the garment or accessory and replace it with an alternative provided by the parent. ***Administration may confiscate any articles of clothing or accessories that may be deemed inappropriate. In addition, confiscated items may not be returned to the student or parent/guardian.***

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Blueprint High School is pleased to bring to the students access to electronic information services. The goal in providing this service is to promote excellence by facilitating resource sharing, innovation and communication.

Blueprint High School has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials on a global network and industrious users may discover such materials. We believe that the benefits to students to further educational goals and objectives via access to electronic information services far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Blueprint High School supports and respects each family's right to decide whether or not to participate.

All electronic information services will be supervised by appropriate personnel. Each user must agree to the following:

I. **GENERAL TERMS AND CONDITIONS**

Each user will be required to sign an Electronic Information Services (EIS) User Agreement. When the signed agreement is received by the school, the user may be permitted use of the EIS resources. Electronic information services include anything attached to, or delivered through our network (Local Access, Wide Area, Internet), any computer accessible sources of information (hard drives, tapes, CDs, floppy disks, or other electronic sources), and the Blueprint Education phone system.

Each user must:

- ▶ Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the District.
- ▶ Not use the EIS for commercial purposes. No commercial business ventures may be advertised using our EIS (either via e-mail, electronic bulletin board or other electronic messaging system).
- ▶ Follow the District's code of conduct.
- ▶ Take responsibility for assigned District accounts, including password protection.
- ▶ Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of district accounts and files by unauthorized persons.
- ▶ Report any misuse of the EIS to the administration or system administrator, as appropriate.
- ▶ Understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District authorization.*
- ▶ Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action, up to and including expulsion for students.

Accounts may be closed and files may be deleted at any time. The District does not assume liability for any information lost, damaged, or unavailable due to technical or other difficulties, and it not responsible for any service interruptions, changes, or consequences.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

The District specifically denies any responsibility for the accuracy of information retrieved via the EIS. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.

II. **COMMUNICATIONS**

Each user must:

- ▶ Not reveal the home addresses, personal phone numbers, or personally identifiable data of students, staff or Blueprint Education employees unless authorized to do so by designated school authorities.
- ▶ Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- ▶ Understand that electronic mail or direct electronic communication is not private, and may be read and monitored by school-employed persons. Non-confidential modes of communication should not be used to communicate confidential information.
- ▶ Be polite and use appropriate language. Users will not send, nor encourage others to send, abusive messages. Users of the EIS should remember that they represent the School District in their communications.

III. **HARDWARE**

Each user must:

- ▶ Not use the network in any way that would disrupt the use of the network by others.
- ▶ Not use unauthorized technology resources in the classroom.
- ▶ Not attempt to harm, modify, or destroy hardware nor interfere with system security.
- ▶ Not attempt to add unauthorized hardware.

IV. **SOFTWARE AND ELECTRONIC CONTENT**

Each user must:

- ▶ Abide by all copyright and trademark laws and regulations.
- ▶ Not attempt to harm, modify, add, or destroy software nor interfere with system security.
- ▶ Not load personal software.
- ▶ Not use the EIS to download media files (recorded audio, recorded video, multimedia) for non-instructional use.
- ▶ Not copy personal media files to the EIS for non-instructional use.

NOTE: Any use of media files must follow **ALL** copyright regulations and **ALL** Fair use guidelines. Use of media must be **directly tied to the course curriculum**. [Non-course use may be grounds for losing the privilege of using the EIS.] (If not directly tied to the course curriculum, usage of copyrighted materials constitutes copyright infringement, and is a violation of this acceptable use agreement. Additionally, copyright infringement is illegal, and is subject to litigation and prosecution.)

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

PERSONAL DEVICES

Each user must:

- ▶ Not attach unauthorized personal electronic devices to the EIS.

VI. *ADDITIONAL REQUIREMENTS OF STUDENTS – BLUEPRINT HIGH SCHOOL*

- (1) Students are not allowed to use the computers to play music from the Internet or from CDs or for any other purpose, which is not directly related to completing courses whether they are print-based courses or Internet courses.
- (2) Absolutely ***NO*** food or drinks are allowed at or near the computer stations in the classrooms.
- (3) Access is a ***privilege*** – not a right. Inappropriate use will result in a cancellation of privileges. The Blueprint High School staff and/or network administrators will deem what is appropriate use and their decision is final. An account may be closed at any time if inappropriate use is determined. The administration, faculty, and staff of Blueprint High School may request the network administrators to deny, revoke, or suspend specific user accounts.
- (4) Students are responsible for any stolen or damaged computer hardware that occurs while they are using the computer. Hardware includes but is not limited to the CPU, monitor, keyboard, mouse, earphones, etc.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

CELL PHONES & ELECTRONIC DEVICES

It is unlawful for any person to knowingly photograph, videotape, film or digitally record or by any other means use a device to secretly view or record another person without that person's consent. In addition, it is unlawful to disclose, display, distribute, or publish a photograph, videotape, film, or digital recording made without the consent of the person depicted. Refer to ARS Statute 13-3019. Violation of this statute is a Class 5 felony.

Cell phones and other electronic devices may not be used anywhere in the school building. If a student must have a cell phone on school grounds they must turn it in at the front office when signing in for the day. Phones will be confiscated if seen, even if the item is out of sight but noticeable in a pocket or purse. Students bring these devices to school at their own risk. The school is not responsible for lost or stolen electronic devices.

If a student has a cell phone or other electronic device on campus and it is damaged or stolen, schools will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges or for any other electronic device.

Cell phones and electronic devices confiscated by school personnel can be retrieved from administration by a parent or legal guardian.

Students and their parents/guardians have the responsibility to be aware of this policy and conform to its requirements.

This policy is in addition to the *Electronic Information Services User Agreement* that deals specifically with using the computers in the classroom.

NOTE: This policy is always in effect, with the only exception being when the use of electronic devices has been properly purchased with Mustang Money in compliance with the behavior system. **Keep in mind that MP3 players used may not have a phone included in the device or they can not use them as a music device.** Please see the Policies and Procedures for further details regarding this.

Any student, who continually violates this policy is subject to disciplinary action including but not limited to a warning, parent conference, off-campus suspension, and/or administrative withdrawal.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

DISCIPLINE POLICY

Students are responsible for their own actions. If a student's behavior is in violation of Blueprint High School's expectations and policies, students and parents must accept the consequences.

Students who are involved in behavior and actions that disrupt the learning process will be subject to disciplinary action determined by the administration. Consequences will be based on the situation and behavioral history of the student. The following actions may be taken against a student, if he/she is exercising poor judgment and not necessarily in this order.

Informal conversation with the student: A conversation with the student reminding him/her about behavioral expectations, possible additional consequences and school policies.

Removing the student from class: The student is asked to leave the classroom by a staff member and may return at the discretion of the administration.

Conference with the student: A formal conference will be held with the student and an administrator regarding behavioral expectations, possible consequences and Blueprint High School policy.

Student and Parent Conference: The parent/guardian will be notified by phone, letter, certified mail or in person about the conference date and time. The parent/guardian and student are required to meet with the appropriate school personnel. A behavioral and or academic contract may be developed at that time.

Suspension: The student will be sent home for a set number of days not to exceed ten (10) days at any one time. The parent/guardian and home district will be notified as soon as possible by phone, letter, in person or certified mail about the student's suspension, the offense and the number of days.

Dismissal from Blueprint High School: The student will be informed that he/she will be dismissed from the program. The parent/guardian and the home district will be notified by telephone and certified mail of the student's dismissal.

Fighting – All parties involved, to include those just observing the fight, will be subject to disciplinary action regardless of who started the fight.

According to Arizona law (A.R.S. 15-341). Blueprint High School has the authority to discipline students for disorderly conduct on their way to and from school.

Some behaviors that may cause a student to receive a negative consequence are, but not limited to:

- Alcohol, tobacco or drug use, possession or being under the influence
- Defiance of authority
- Destruction of property including vandalism and graffiti
- Disorderly conduct
- Threats, intimidation, extortion
- Sexual Harassment
- Gang Activity
- Theft
- Dishonesty, forgery
- Dress Code Violation
- Possessing a weapon
- Verbal or physical assaults
- Arson

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement

DUE PROCESS

Student involved in any type of disciplinary problem must enter the discipline process at the preliminary investigative point where early guilt or innocence of charges is determined.

Dependent upon the seriousness of the offense, the student must be afforded the following basic rights:

1. Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true.
2. Notice of a right to a hearing at which time he or she may respond to the charges,
3. A fair hearing, including the right to present witnesses and evidence.
4. A fair and impartial decision.

INTERVIEWS ** CHILD PROTECTIVE SERVICES WORKERS

Interviews by Child Protective Services workers who are investigating a case of neglect/abuse may be conducted at Blueprint High School. The parent of a student, who is the subject of an investigative, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

INTERVIEWS ** LAW ENFORCEMENT OFFICIALS

In cases where students are interviewed for criminal investigations by law enforcement officers, the principal shall make reasonable efforts to notify the student's parents of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation.

If the law enforcement officer refuses to allow notification prior to the student interview, either the officer or a representative of Blueprint High School will notify the student's parent within a reasonable time after the interview. A school official may be present during the interview, unless directed otherwise by the law enforcement officer. If a school representative was denied the right to be present during the interview, this fact shall be made to the student's parent.

If a student is arrested or taken into temporary custody on school property during the school day, the school no longer has jurisdiction over the student. The principal shall request the officer to notify the parents of the arrest or shall make reasonable efforts to notify the parent when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

SEARCH AND SEIZURE

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search for and obtain the contraband from students if there is reasonable suspicion that the student or the individual possesses such contraband. Blueprint High School will not be responsible for any item confiscated or brought to school.

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

CONFIDENTIALITY INFORMATION

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible student have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible student have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

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

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, “directory” information such as a student name, address, telephone number, date and place of birth, honors, and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the right of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such Information is gathered from a number of sources, including of the student’s parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of idea must assure that all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

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

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue,
 SW Washington D.C. 20202-5901

Arizona Department of Education
 Exceptional Student Services
 1535 W. Jefferson, BIN 24
 Phoenix, AZ 85007

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

CHILD FIND INFORMATION

Blueprint High School, an Arizona charter high school supports the early child education program called Child Find. Blueprint High School will provide information regarding the availability of early intervention services and special education services for children age birth to 22, including children enrolled in private and home schools. If you aware of a pre-school age child who may be in need of early education or services, they are requested to call the school office at 800-426-4953 for referral information.

We are committed to early intervention for children in need and welcome the opportunity to facilitate this process. To read more see the Arizona Department of Education website address: <http://www.ade.state.az.us//ess/ChildFind/CFHome.asp>

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

RIGHTS OF HOMELESS STUDENTS

Blueprint High School provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

Immediate enrollment: *Documentation and immunization records cannot serve as a barrier to the enrollment in school.*

School Selection: *McKinney Vento eligible students have a right to select from the following schools:*

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

Remain enrolled *in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.*

Participate in programs *for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.*

Transportation Services: *A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.*

Dispute Resolution: *If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms.*

For more information, refer to <http://www.ade.az.gov/asd/homeless/> or contact:

Mrs. Mena
Homeless Liaison
Blueprint High School
670 N. Arizona Ave. Suite 1
Chandler, AZ 85225
(480) 892-0235

Frank Migali
Homeless Education Director
Arizona Department of Education
1535 W. Jefferson Street
Phoenix, AZ 85007
(602) 542-4963
frank.migali@azed.gov

Keep this page for your reference; sign the last page to acknowledge receipt, understanding, and agreement.

School Calendar 2011-2012 School Year

Event	Date
2011	
<i>First Day of School</i>	<i>August 1</i>
<i>Labor Day No School</i>	<i>September 5</i>
<i>Fall AIMS Testing (Juniors and Seniors who have not passed yet)</i>	<i>October 25 – Writing October 26 – Reading October 27 - Math</i>
<i>Veteran’s Day No School</i>	<i>November 11</i>
<i>Thanksgiving Holiday No School</i>	<i>November 24 and 25</i>
<i>Winter Break No School</i>	<i>December 23 through January 6</i>
2012	
BACK TO SCHOOL	<i>January 9</i>
<i>Martin Luther King Jr. Day No School</i>	<i>January 16</i>
<i>President’s Day No School</i>	<i>February 20</i>
<i>Spring AIMS Testing (ALL Sophomores, and any Juniors and Seniors who have not passed yet)</i>	<i>February 28 – Writing February 29 – Reading</i>
<i>Spring Break No School</i>	<i>March 12 through 23</i>
<i>Stanford 10 Testing (ALL Freshman)</i>	<i>April 10 and 11</i>
MANDATORY – IN PERSON Parent/Teacher/Student CONFERENCES	<i>April 16-19</i>
<i>Spring AIMS Testing (ALL Sophomores, and any Juniors and Seniors who have not passed yet)</i>	<i>April 10 – Math April 11 – Science</i>
<i>Parent/Teacher/Student CONFERENCES **Teachers will contact parents of students in jeopardy of not meeting academic progress</i>	<i>October 3-6, March 12-15</i>
<i>Memorial Day No School</i>	<i>May 28</i>
<i>Graduation</i>	<i>May 30</i>
<i>Last Day of School</i>	<i>May 31</i>

Note About Absences/Tardies per Semester

- 3 Tardies/Absences – Meeting with Homeroom Teacher/Counselor to DEVELOP an attendance plan
- 5 Tardies/Absences – Meeting with Principal to REVIEW/REVISE plan created with Teacher/Counselor (Parent Contacted)
- 7 Tardies/Absences – Meeting with Principal to MANDATE Attendance Contract (Parent Contacted)
- 9 Tardies/Absences – Student risks being administratively WITHDRAWN from BHS

**The following forms need to be completed for
ENROLLMENT**



**Call for an orientation appointment when forms are complete
(480) 892-0235**

STUDENT ENROLLMENT FORM

Last Name _____ First Name _____ M.I. _____

Date of Birth _____ Grade Level _____ ID# _____ M / F _____ Ethnicity _____

Home Address _____

Home Phone _____ Cell Phone _____

Email Address _____

	First and Last Name	Home Phone	Work Phone	Cell Phone	Custody	Language Preference
Mother/Guardian					Y/N	
Father/Guardian					Y/N	

NOTE:

*** Blueprint High School utilizes AlertNow software from Saf-T-Net. We will send emails and phone messages to the contact information you have provided. ***

What type of High School diploma do you want to obtain? College Prep Standard

Last School Attended _____ Last Date Attended _____

Has student been retained? Yes No If yes, what grade? _____

Do you have a Special Education IEP? Yes No

Do you have a 504 plan? Yes No

Have you ever received Special Education services? Yes No

Have you ever received ELL services? Yes No

What is the primary language used in the home regardless of the language spoken by the student? _____

What is the language most often spoken by the student? _____

What is the language that the student first acquired? _____

I agree I will be available for any and all conferences determined necessary by the teacher or administration. If necessary, I, or a designated party, will be able to take custody of my child within **one hour** of being asked to do so.

Student Name (Print) _____ Date _____

Student Signature _____ Date _____

Parent Signature _____ Date _____



DIRECTORY INFORMATION RELEASE

During the school year, Blueprint High School staff members may compile non-confidential student directory information such as student's name date and place of birth, address, telephone number, grade, school attendance, most recent school attended, diplomas, awards and honors received, major field of study, photograph, and record of participation in officially recognized student activities (sports and school events), such as weight, height, and team number.

According to state and federal law, this directory information, as identified above, may be publicly released without permission of parents. While this information is never sold for commercial uses, it can be used for yearbooks, play or athletic programs, newsletters, recognition in local media, provided to scholarship organizations or made available to specific vendors under school contract, such as those companies that provide graduation materials.

Blueprint High School further ensures the sensitivity of your child's personal information by obtaining parental signature(s) for preference regarding the use of this directory information.

Please be advised that Blueprint High School may release information to the Police Department or the Military upon request.

I DO NOT, give permission to release my child's direction information.
(please leave the information BLANK)

I DO, give permission to release my child's direction information.
(please complete your information below)

Student Name: _____ Grade Level: _____

Address: _____

City, State, Zip: _____

Parent/Guardian Signature: _____

Parent/Legal Authorization for Release of Photographs

During the school year, Blueprint High School – East Campus sometimes has visitors and/or dignitaries that film our school and students. Please indicate below your permission for your student to be filmed or interviewed.

OK to be photographed NOT OK to be photographed

Parent/Guardian First and Last Name (Please Print): _____

Parent/Guardian Mailing Address: _____

Parent/Guardian Signature: _____ Date _____



STUDENT AND PARENT/GUARDIAN CONTACT INFO

Student Name: _____ Birthdate: _____

Address: _____

City: _____ Zip: _____

Student Cell #: _____

Student E-mail: _____

Parent(s)/Guardian Name: _____

Home Phone #: _____

Home E-mail: _____

Mom's Work #: _____

Mom's Cell #: _____

Dad's Work #: _____

Dad's Cell #: _____

(Or fill out the bottom section if applicable)

Guardian's Home # _____

Guardian's Work #: _____

Guardian's Cell #: _____

Guardian's E-mail: _____

In the case of an emergency please contact _____ (Relationship to Student _____) at the following phone number: _____ if I am not available.

I do hereby give permission for the above person to make any necessary decisions on behalf of my child.

Parent signature: _____ Date: _____



REFERRAL AND CAREER PLAN

Student Name _____

HOW DID YOU FIRST HEAR ABOUT BLUEPRINT HIGH SCHOOL?

- School Counselor (their name and school) _____
- Advertisement (what kind) _____
- Family/Friend/Relative (their name) _____
- Internet (what website) _____
- Other (please list) _____

CAREER EDUCATIONAL GOALS

***** Please be specific and take your time filling this out as this information will be used to help set up a career and academic plan for you *****

Why do you think Blueprint High School's ½ day school schedule will work for you?

What are your specific needs, unique lifestyle, or personal situation that makes this non-traditional educational approach ideal for you?

What are your own personal interests and skills? Please list at least three.

What are your post-secondary goals?

- Technical Training
- Community College
- 4 year university
- Military
- Full-time Job

What are some of your career interests and why?



RELEASE OF RECORDS

Attn: Registrar, Special Education and/or ELL Records Clerk

In accordance with state law to better provide educational services to this student, the school requests the following records including grades and health records, as well as psychological, social, educational or development information.

- | | |
|--|---|
| <input type="checkbox"/> Official Transcript | <input type="checkbox"/> 504 Plan Records* |
| <input type="checkbox"/> Immunization Records | <input type="checkbox"/> ECAP (if applicable) |
| <input type="checkbox"/> Withdrawal Form | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Test Scores | |
| AIMS, Stanford 10, District Benchmarks | |
| Other/Miscellaneous | |
| <input type="checkbox"/> ELL (ESL) Records | |
| Include testing results from the most recent assessments | |
| <input type="checkbox"/> All Special Education Records* | |
| MET, Psychological evaluation | |
| IEP(Individual Education Plan) | |
| Vision Testing Results, Hearing Test Results | |

****Please fax the current IEP/504 and mail additional records.***

*******PLEASE DO NOT SEND CUMULATIVE FOLDERS*******

I hereby authorize that information requested of my school records be furnished to the school named below.

Parent/Guardian Signature: _____

Student Name: _____

Date of Birth: _____ Grade: _____ SAIS Number: _____

Last School Attended: _____

City and State: _____

Fax Number: _____

Send all records to:

Blueprint High School
670 N. Arizona Ave St. 1
Chandler, Arizona 85225
480-892-0235 Fax: 480-892-0236

Registrar: _____ Date: _____



Office Use Only:

Fax/Mail Attempt 1: _____

Fax/Mail Attempt 2: _____

Received: _____

EMERGENCY FORM

Student's Name: _____ Date of Birth: _____
 Address: _____ City/State/Zip: _____
 Phone Number: _____ Home / Cell / Work
 Mother/Guardian: _____ Phone: _____
 Father/Guardian: _____ Phone: _____
 Alternate Contact: _____ Relationship: _____ Phone: _____

***Authorized Person(s) need to show ID to Staff and must be at least eighteen (18) years old.**

In accordance with State Law (HB2336) the nurse may give a child over the -the-counter medications for fever, pain, and discomfort. Listed below are some of the medications that may be used. Please circle the ones that you wish your child to receive. Personal medications (prescription or over-the-counter) must be brought to the front office in the original labeled container along with a parent/guardian note giving the student permission to come to the front office for the medication.

Tylenol	Yes	No
Ibuprofen	Yes	No
Antacid	Yes	No

Cough Medicine	Yes	No
Caladryl	Yes	No
Other	Yes	No

PHYSICIAN INFORMATION

If emergency service involving medical or dental intervention or treatment is required and neither I nor the family physician can be contacted for consent, I hereby consent to the rendering of such emergency medical or dental service for my son/daughter as shall be necessary.

Physician: _____ Phone: _____ Hospital: _____
 Insurance Company: _____ Identification Number: _____
 Known or suspected allergies: _____ Medications: _____

HEALTH INFORMATION

Have you ever had the chicken pox?	Yes	No
Have you ever had asthma?	Yes	No
Have you had convulsive disorders?	Yes	No
Have you ever had a heart condition?	Yes	No
Have you ever had kidney trouble?	Yes	No
Have you ever had a skin condition?	Yes	No

If no, have you been immunized for it?	Yes	No
Have you ever had a chest condition?	Yes	No
Have you ever had diabetes?	Yes	No
Have you ever had emotional problems?	Yes	No
Have you ever had Hepatitis?	Yes	No
Have you ever migraines?	Yes	No

Current medications (including inhalers): _____
 Any serious injuries/accidents/surgeries: _____
 Other medical conditions/concerns: _____
 Restrictions: _____

My child is physically able to participate in Physical Education? Yes ___ No ___

I hereby certify that on this date; all of the above information is correct. It is the responsibility of the parent/guardian to update changes as they occur. If emergency service involving medical action or treatment is required and neither parents nor guardians can be contacted, I consent for my child named above to be given emergency medical care as needed.

Parent/ Guardian: _____ Date: _____



ADD FEDERAL FORM HERE

ADD FEDERAL FORM HERE

FEDERAL – ETHNICITY FORM

The U. S. Department of Education is revising the way state education agencies & local education agencies are expected to maintain, collect, and report data on race and ethnicity. States will be required to report summarized data to U.S. Department of Education using these new standards. In order to be compliant with these new requirements, please complete the form below -- Complete BOTH Part A and Part B.

Explanation: Part A is about ethnicity, not race. No matter what you selected in Part A, please continue to answer Part B by marking one or more boxes to indicate what you consider your student's race to be.

Part A: Is this student Hispanic/Latino? (Choose only ONE)

- _____ **No, not Hispanic/Latino**
- _____ **Yes, Hispanic/Latino** (A person who is Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.)

Part B: What is the student's race? (Choose ONE or MORE)

- _____ **American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation)
- _____ **Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)
- _____ **Black or African American** (A person having origins in any of the black racial groups of Africa.)
- _____ **Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.)
- _____ **White** (A person having origins in any of the original peoples of Europe, the Middle East or North Africa.)



ADD ELL FORMS

ADD ELL FORMS

STUDENT AND PARENT CONTRACT

Student's Name _____

Date _____

The signatures at the end of this Contract indicate the terms of this Contract have been read by both student and parent(s) and are understood and agreed upon by all parties.

- The student's entrance into and attendance at the Blueprint High School is a privilege granted by the school upon request of the student and parent/guardian. This privilege may be **revoked** at any time if the student and/or parent/guardian fail to conform to the rules and regulations and to this contract.
- The student will bring assigned books and materials, including their student ID and agenda, to class each day. Please note that students may be sent home with an unexcused absence if they fail to come to school prepared.
- Blueprint High School is an *academically-intensive* program. This means that the student may have homework every night and on every weekend. The student will do all homework and will turn it in when it is due. The parent/guardian will provide a time schedule when homework will be done, a quiet setting, and supervision.
- The parent/guardian **must** provide a **CURRENT WORKING TELEPHONE NUMBER** for home and/or work, if applicable, in addition to the student's correct home address (including zip code and apartment number, if any). The parent/guardian **must** be available for any and all conferences determined necessary by the teacher. If necessary, the parent/guardian must be able to take custody of the student within **one hour** of being asked to do so. Failure to do so may be grounds for disciplinary action. **Parents/guardians are responsible for informing the school of any change in address and/or contact telephone number.**
- Parents/Guardians will participate in required Student/Parent/Teacher Conferences. Parents/guardians must attend these conferences along with the student. If conferences are missed, they must be made up. Students may not be allowed to return to school until the S/P/T Conference has been held.

**SIGNATURES BELOW AFFIRM THAT I HAVE READ AND UNDERSTAND ALL PARTS OF THE FORE-
STATED CONTRACT AND HANDBOOK. I AFFIRM THAT I HAVE HAD AN OPPORTUNITY TO ASK
QUESTIONS AND HAVE HAD ALL OF MY QUESTIONS ANSWERED SATISFACTORILY AND I HAVE
RECEIVED COPIES OF THESE POLICIES.**

The parent(s)/guardian(s) and student support the **Blueprint High School** policies below and each has been explained and I have had the opportunity to ask questions regarding (**PLEASE INITIAL EACH CATEGORY.**):

Student Initials

Parent Initials

- General Policies & Procedures
- Attendance Policy
- Academics/Textbook Contract
- Honor Code/Code of Conduct
- Policies/Procedures/Expectations/Rules
- Dress Code
- Electronic Information Services User Agreement
- Cell Phone & Electronic Devices
- Discipline Policy
- Due Process/Interviews/Search & Seizure
- Confidentiality Information
- Child Find Information
- Rights of Homeless Students
- School Calendar with Mandatory Conference Dates
- Classroom may be monitored by electronic (audio and video) devices at any time.
- All other procedures and verbal requirements given by Blueprint High School staff.



Student Signature _____

Date _____

Parent Signature _____

Date _____

