



Incito Schools

PARENT/LEARNER HANDBOOK

2023 • 2024

Educate. Innovate. Build.

CORPORATE/GOVERNING BOARD MEMBERS

Kristina Beltran -----Board Secretary

Ian Casey -----Board Member

Kathleen Kotzbauer -----Board Member

ADMINISTRATION

Dr. April Black -----Executive Director/Founder

Amanda Jelleson -----Executive Director/Founder

Dr. Jayson Black -----Principal

Beth Puccio -----Site Administrator

Michelle Spidale -----Assistant Principal & Director of Learner Services

Scott Kies -----Business Manager

Sam Cefalu -----Operations Manager

CONTACT INFORMATION

Mailing Address

P.O. 7470
Goodyear, AZ 85338

Physical Address

877 North Sarival Avenue
Goodyear, AZ 85338
623-398-6968

SCHOOL HOURS

School hours: 8:00-3:00 (Wednesdays 8:00-12:00)

Office hours: 8:00-4:30

Incito Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in admission or access to, or treatment of employment in its educational programs or activities.

Dr. April Black

Executive Director/Founder
drapril.black@incitoschools.org

Amanda Jelleson

Executive Director/Founder
amanda.jelleson@incitoschools.org

Dr. Jayson Black

Principal
drjayson.black@incitoschools.org

Michelle Spidale

Assistant Principal
michelle.spidale@incitoschools.org

Sam Cefalu

Operations Manager
sam.cefalu@incitoschools.org

Beth Puccio

Site Administrator
beth.puccio@incitoschools.org

Dear Incito Families,

Welcome to the 2023-2024 academic school year. We are honored and excited to continue to offer an illustrious and distinguished learning environment focused on “establishing a standard for educational excellence where all learners achieve their potential.” Incito Schools celebrates all returning learners and families, from the prior academic year, who we have enthusiastically continued to embrace as members of the Incito family. We also provide a warm welcome to any new Knights and applaud you for choosing to become a member of a safe, nurturing, and supportive family. As we embark on this school year, we are excited to announce that learners will continue our in-person learning model which will take place on site and provide opportunities for learners to further deepen relationships with their peers and educators. Incito educators will continue to plan and offer engaging instruction in alignment with our adopted curriculum and our learners will have access to innovative, online supplemental resources such as Zearn (K-5th Grade) and Lexia. We appreciate all the families, learners, staff, and community members who have partnered with us to continue recognizing Incito Schools as the premier school of choice for families in the West Valley.

This school year we continue to deliver on the promise to provide a vigorous and relevant learning environment to ensure all learners have high levels of academic and behavioral success. Our school hours will remain 8am-3pm with staggered dismissals. There is a continued focus on enhancing our “I-Time” program to further expose learners to a multitude of content to fuel their personal passion and ultimately lead to a purpose for their lives. We celebrate the continuation of Incito School’s 21st century grant, awarded by the Arizona Department of Education. This grant provides funding for our “I-Time” enrichment programs as well as offers opportunities for our families to partake in their own learning through our Parent Universities. Our “I-Time” program will INSPIRE our learners to discover new content, IGNITE a passion within each of them, and provide them with experiences to become INNOVATIVE problem solvers.

Learner success at Incito Schools is a collaborative effort between families and educators. We believe in developing and cultivating a true partnership with parents/guardians to ensure each learner obtains the highest level of his/her potential. This takes teamwork, dedication, and a commitment to partnership. Incito Schools celebrates and applauds all our parents/guardians and community members who have partnered with us for school events, fundraisers, and volunteering. We ask that this school year, you continue to attend our school events, volunteer your time, and join us in our Parent Universities to build a true family atmosphere. We request that you solidify this act of devotion by signing the Incito Schools Commitment letter (available in this handbook). This letter demonstrates your promise to attend Incito School parent/family events, learning opportunities, and support in the classroom. We thank you for recognizing the importance of the school-home partnership and the impact it will have for your own child.

Our Incito educators are thrilled to begin this academic school year. The Incito staff is passionately dedicated to nurturing our learners’ growth and committed to providing high quality instruction while building trust-centered relationships. We look forward to our school hallways and open spaces radiating with courtesy, laughter, and respect. Welcome to a successful year filled with fun, gusto, success, and inspiration! We are honored and blessed to teach your learner(s).

Yours in education,
Amanda Jelleson & Dr. April Black
Executive Directors & Founders of Incito Schools|

Mailing address:

P.O. 7470
Goodyear, Arizona 85338

Physical address:

877 North Sarival Ave.
Goodyear, AZ 85338
623-398-6968

TABLE OF CONTENTS

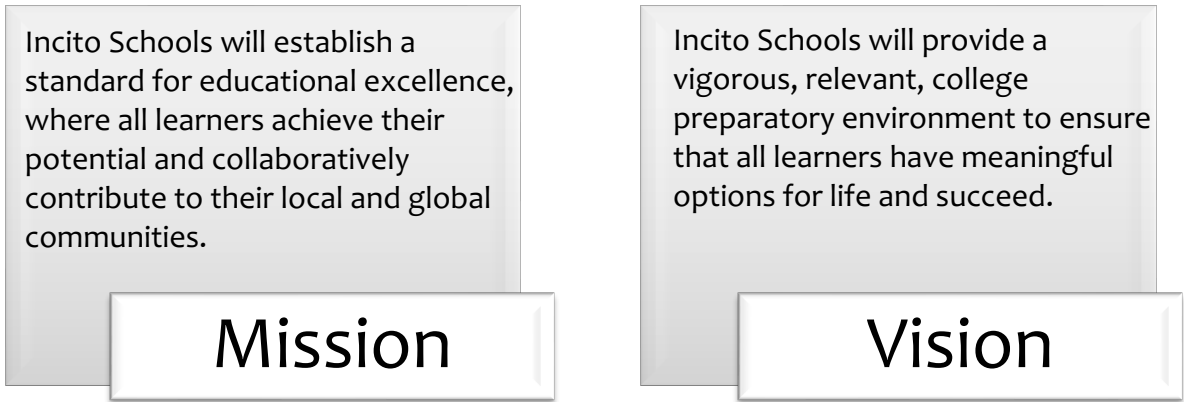
Philosophy of School	5
Incito's Commitment to Families	5
Volunteers/Visitors	7
Classroom Events including Birthdays/Celebrations	7
School Communication Standards	7
Evaluating Learner Progress	8
Intervention & Retention	9
Homework Standard/Home Enrichment	9
Daily Schedule & Attendance	10
Breakfast & Lunch Program	11
Discipline Philosophy/Standards	12
Learner Rights and Responsibilities	15
Dress Code	15
Campus Safety	16
Personal Property	16
Health Services	16
Section 504 of the Rehabilitation Act of 1973	17
IDEA – Individuals with Disabilities Education Act	17
Interventions, 504 plans and Special Education	17
Incito Volunteers	19
School Maps	20
Parent Commitment Letter	22
Technology Responsible Use Agreement	23
Acknowledgment/Agreement Form	27
School Calendar	28

Philosophy of Incito Schools

We take a whole child approach in education, meaning we support and create a learning environment in which our learners are healthy, safe, and educated. We believe our avenue to this approach is through the establishment of trust relationships. We view teaching as a science-based performing art!

We believe our purpose as educators is to influence learners to think and be responsible with respect, trust and love producing high levels of academic success and achievement, thus providing a superior education! We embrace mistakes as we see this as new learning in which learners are gifted with the opportunity to explore the world through local and global lenses. The whole value of education pivots around our integrity, competence, and performance skills. We believe learning is maximized within a healthy, safe environment-utilizing curriculum that focuses on a detailed framework and specific content with sequenced learning from grade to grade that is coherent, cumulative, and content-specific.

We value high standards for academic and behavioral successes. It is our priority and promise to provide our learners with daily opportunities to obtain extraordinary amounts of achievement and success. We LOVE what we do and desire to produce the next generation who discovers their passion and ultimately deepens their purpose in the world around them.



Our Commitment to Incito Families

We will provide a distinguished learning environment where learners have endless opportunities to achieve at high levels academically and behaviorally. Our learners will capitalize on their strengths and recognize the areas of growth needed to learn the next thing beyond which they already know. Our highly dedicated educators thrive on high performance and productivity, providing a tri-dimensional teaching approach-diagnostic, prescriptive and individualization. We commit to academic rigor and will deliver with expertise and heart. We will respect, honor, and demonstrate tenacity with our learners daily as we educate, innovate and build.

Parent Communication & Involvement

On-going, two-way communication with parents is essential to the success of our learners. This is a priority at Incito Schools. Information is disseminated to parents in multiple ways and formats in order to ensure success. If parents would like to speak with their child's educator, they should either call before arrival/after dismissal, or communicate through e-mail. The educator will make every attempt to return the call and/or reply to an email on the same day, the latest reply would be within 24 hours.

Means of communication will include, yet are not limited to, the following:

- Learner-Led Conferences
- Report Cards
- Individualized Learning Plans (ILP)
- E-mail/Telephone calls (jill.campbell@incitoschools.org/623-398-6968)
- School/Educator websites (incitoschools.org)
- Monthly school/classroom newsletters
- Facebook/Remind (Text Reminds)

We will meet annually, at a minimum, in order to develop, revise and evaluate school initiatives, parent involvement policies, school-parent partnerships, and/or parent-learner handbook. Data from the annual needs assessment and of the community will be addressed. We will solicit feedback from families during parent involvement events. Incito Schools is committed to ensuring effective involvement of parents and to partner with all stakeholders in order to improve learner academic achievement. To achieve success, we will: support parents in understanding the Arizona Academic Standards; assist parents in understanding how to monitor their child's progress through the use of the Individual Learning Plans (ILPs), progress reports, and report cards; provide Parent Universities and resources to support parents' work with their children through information and assistance given at Learner-led Conferences and parent events; educate educators and staff in the value of strong parent involvement through high quality professional development activities and the use of High Trust Psychology.

Parent Universities

Incito will host Parent Universities to provide an opportunity for parents/guardians to gain knowledge about the school's culture, standards for conduct, guidelines for achievement, and curriculum used during the instructional day. It is imperative all parents make a commitment to attend these universities, as they will provide pertinent information to serve as a guide for supporting their child(ren)'s education. Incito Schools will continually seek to encourage parent participation in their child(ren)'s education through special parent events scheduled throughout the school year. We will offer these events at flexible times in order to encourage maximum participation.

Incito Volunteers

Incito Schools will actively seek to closely collaborate with parents in order to reduce duplicated efforts and to ensure parent participation to accomplish the following:

- Strengthen connections between school and home by encouraging parent involvement
- Expand the educational opportunities by supporting academic and enrichment activities
- Enhance the environment at our school by providing volunteer and financial support

We desire 100% participation for Incito Volunteers from our staff and community.

Volunteers/Visitors

Volunteers are an intricate part of an active education. Visitors and volunteers will attend our Volunteer Training, Parent University and have a fingerprint clearance card prior to volunteering in the school. Volunteers and visitors will check in at the school office each time they are on campus. You may arrange your volunteer schedule with the educator ahead of time by visiting him/her before or after school or contacting via email. If you would like to volunteer to be a part of our **Parent Volunteer Group**, please visit the front office for more information. Siblings ages 0 to 18 years old are allowed during volunteer or visitor times when accompanied by an adult and pre-approval from school administration has been granted. For the safety and security of our learners, all visitors and volunteers will use the staff bathroom. Field trip chaperones will be fingerprinted and approved 6 weeks prior to a scheduled field trip or have a copy of their Fingerprint Clearance card on file at Incito Schools. Incito Schools reserves the right to limit the duration/frequency of volunteer hours. Scholarship programs are available to support with the expense of fingerprint clearance requirements. You may contact our front office for information regarding the fingerprinting process. We appreciate volunteer support here at Incito Schools!

Classroom Events including Birthdays/Celebrations

At Incito, instructional time is our priority and we place high regard for such uninterrupted time. In order to ensure our learners receive valuable classroom instruction time, learners will remain in class for sibling classroom events that take place during school hours. You may refrain from signing out your child to have them attend a sibling's classroom event. Keep in mind that some events during the day are scheduled as learner assemblies and limited space is open to the public. Birthdays and class celebrations are permitted during the last half hour before I-Time for grades K-4 or before your learner's lunch hour, K-8th. Only store bought, pre-packaged snacks may be provided. You may pre-arrange with the classroom educator to ensure the schedule permits on the day you request such events or if you are requesting alternate times.

School Communication Standards

Incito Schools is dedicated to keeping community and respect at the forefront of our communication. As in any community, it is inevitable that there will sometimes be differences and misunderstandings that develop. How we handle our differences and misunderstanding will be the making or breaking of strong relations among our Incito families, faculty, administration, and the governing board.

The school governing board, administration, and faculty are committed to honoring and respecting learners and families when they bring sincere and well-founded suggestions/feedback and differences of opinion. This means that each is committed to ensuring that there is no basis for retribution. Implementing these principles and steps as we partner together, we can arrive at harmony, built on a basis of honor and respect.

1. **Standard One: Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.
2. **Standard Two: Keep the circle small.** Most problems are resolved at the two-person level.
3. **Standard Three: Be honest and transparent.** Speak the positive truth as you share the very heart of the matter. Restoration and improvement can only come when the issues are lovingly, yet clearly, presented.
4. **Standard Four: Be forgiving and extend grace.** Letting things go can be the best policy for keeping peace and making progress. The steps to facilitate open communication can be handled using a two-step approach. They are as follows:

- **Step One: Most school problems are resolved at the two-person level.** Forgiveness, grace and restoration are the normal, happy conclusion. For example, you are a parent of an Incito learner, and you are unhappy with an educator because you believe your child is being treated unfairly in the classroom. **The first step is to speak with the educator directly.** If you have not, you will be directed to do so. **Only schedule an appointment with Administration once Step One has been completed (If you have not completed Step One, you will be directed to do so).** These same steps are to be followed with coaches, administrators, and staff. If you are not satisfied with the outcome of your discussion you may proceed to Step Two.
- **Step Two: The parent and educator should agree to share the matter with the school Principal.** Both parent and educator (coaches, administrators, and staff) should share their version of the issue or issues with the school’s administration. Each person should come to the meeting with an open, and flexible attitude. The administrator will act as mediator to support and bring about an agreed upon solution. An honest, forthcoming discussion among people who are open will most often reach an amicable solution.

Arizona State law (A.R.S. 15-507) says that a person who knowingly abuses an educator or other school employee on school grounds or while the educator or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

Evaluating Learner Progress

All learners will be evaluated each quarter for their academic work and behavior. Educators and parents are encouraged to participate in weekly communication to discuss any items of concern regarding their learner’s progress. Formal learner evaluation reports will be sent home to parents each quarter. The evaluation reports include a Progress Report/Individualized Learning Plan and Report Card. Incito believes in the importance of individualizing and differentiation of instruction. Learners are encouraged to create academic and social goals. In collaboration with the educator, parent/guardian, each learner will construct an Individualized Learning Plan (ILP). The ILPs will be sent home quarterly to support our learners and parents by monitoring learner progress during the quarter. The ILPs are specifically designed to identify opportunities for growth to ensure immediate interventions and action plans serve as the guide for next steps. Incito will send home Report Cards at the end of the quarter. These will record permanent and final grades for each quarter and semester.

Evaluation/Grades

Learner progress will be reported and communicated by levels of performance for kindergarten-2nd Grade and assigned letter grades (A-F) to learner work that measure academic progress and/or achievement for grades 3rd through 8th. A learner who receives less than a C in quality of work will require a parent conference with the educator to develop a successful academic plan of action.

Kindergarten – 2 nd Grade
Highly Proficient (HP)
Proficient (P)
Partially Proficient (PP)
Minimally Proficient (MP)

3 rd – 8 th Grade
A - (100 – 90%)
B – (89 – 80%)
C – (79 – 70%)
D – (69 – 60%)
F – (59 - 0%)

Learner-led Conferences

Parents are welcome to meet with their child's educator for a conference at any time during the school year. Conferences may be arranged through written or verbal request with your child's educator. Formal conferences between parents and educators are scheduled once in the fall semester and once in the spring semester and are learner led. Learner-led Conferences provide an opportunity for our learners to share their progress, success, and areas of growth in all areas of their school experience. Learners will attend school on these days, and then dismiss early. Dates for Learner-led Conferences are noted on the school calendar. Further reminders regarding these dates will be communicated as the year progresses.

Celebrations

At Incito, we have continuous celebrations (public recognition of achievement) of all members of our school. Celebrating achievements is a hallmark of our school. The channels of celebrations are as follows, yet not limited to: administration celebrates educators; educators celebrate our learners, Incito staff celebrates parents and volunteers, parents celebrate their children and their child's educator. We honor all members of Incito!

Intervention & Retention

If a learner needs additional support toward mastery of Arizona State Standards, Incito educators will provide targeted intervention within the school day. Incito standards are that learners will demonstrate competency in the basic skills of reading, writing, and mathematics. This competency may be demonstrated in the following ways: grade level achievement on class assignments, projects, achievements; and a score at or above grade level on any school-wide standardized, and/or criterion referenced achievement or performance-based achievement.

Parents will be notified, in writing, if their child needs additional support to meet the standards in one or both of these areas. A meeting will be scheduled to discuss a plan of action for supporting the child's academic growth. If multiple data measures indicate that additional support is still needed by the end of the school year, the child's educator may decide that it is in the best interest of the child that he or she be retained to provide sufficient time to overcome the deficiencies in the basic skills. A written notice will be provided.

Homework Standard/Home Enjoyment

We provide our learners with the academic rigor required to be successful in high school and to ensure college and career readiness. We do this through careful use of our instructional time. This means that we are stewards of the time you give us with your children; homework will be assigned that will reinforce classroom learning and that teach study habits. We aim to ensure that you continue to have quality family time. Daily reading is one of the most effective ways a learner will improve academic performance. Special projects may be included throughout the year to be completed at home to share in the classroom environment. Your child should find these assignments engaging and meaningful. The purpose of homework is to reinforce skills taught in the classroom, extend or enrich concepts, and/or encourage excitement about learning. Educators use homework to inform instruction; therefore, it is designed to be completed independently by the learner with minimal support of a parent. The parent doesn't need to be the expert in our content; rather, the role of the parent is to set up a quiet, distraction-free space and regularly schedule for work to be completed. Parents may serve as facilitators of thought by asking clarifying questions. Homework is meant for practice and is differentiated to meet learners' individual needs. For example, a 3rd grade learner may be assigned 5 practice math story problems and another learner in the class may be assigned 3 calculation problems, based on learner academic need. Homework should be a successful and meaningful home experience for both learners and parents/guardians.

Daily Schedule & Attendance

Arrival/Dismissal:

Learners may arrive on campus at 8:00 a.m. and enter their classrooms. Classroom instruction begins promptly at 8:15 a.m. Learners and parents arriving after 8:15 a.m. will need to be signed in by parent/guardian and if it occurs on a consistent basis will meet with the school administrator to develop a plan to ensure school promptness. Stretch Learning Club: Learners arriving on campus before 8:00 a.m. will participate in our (AM) Stretch Learning Club (if they are pre-registered in the program) and parents will be charged accordingly. All children remaining on campus (after dismissal time) will participate in our (PM) Stretch Learning Club (if they are registered in the program) and parents will be charged accordingly. If they are not registered for the program and remain at school after 3:15 p.m., they will be escorted to the front office to wait for a parent/legal guardian to pick them up. If this occurs, then the school office will attempt to contact the parent/legal guardian. If office staff cannot contact the parent or guardian, appropriate authorities will be called after 3:30 p.m. and Stretch Learning registration and participation fees will be assessed.

Truancy Law – Statement

Arizona State law (A.R.S. 15-803) says that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a good reason for not attending school. If a parent fails to ensure that the child attends school, the law states that they are guilty of class 3 misdemeanors. When the parent does not provide a valid excuse for the child's absence the school attendance office may cite the child, parent or guardian directly to the court for violation of the state truancy law. As set forth in the state truancy ordinance, after **five unexcused absences**, the minor child and the minor child's parent or legal guardian is in violation of the ordinance and subject to prosecution of a class *three misdemeanor*. Prior to the state filing charges against the parent for truancy violation, the county prosecutor is provided with the minor's attendance records. Thereafter, the parent/legal guardian is sent an advisory letter setting forth the allegation and the consequences. Therein is a requirement that the child be in school on or before a date specified.

Absences

Learners are required to attend school every day of the school year. Absences from school can inhibit the learner's success. However, sometimes family or medical events will require a learner to be absent from school. It is important for parents to schedule family activities to ensure learners are in attendance daily. Whenever your child is absent from school or will be late/tardy, you will need to call the school office at (623) 398-6968-Goodyear & 480-216-6110-Phoenix. If calling before hours, please leave a message giving your learner's name, educator's name, and **specify** the reason for the absence. Because of children walking/riding bikes to school, it is vital for us to know your child is home safe with you if he or she is not in attendance that day. Please make your calls **by 8:15 a.m.**, or as soon as possible. You may make arrangements with the classroom educator or notify the front office to pick up any schoolwork required for those days absent.

When a learner is absent ten (10) or more unexcused days in one semester a parent conference will be requested to discuss the learner's attendance success at Incito Schools. Absences are considered excessive when the number of absent days exceeds 10% of the required attendance days of the 180 days as prescribed in 15-802. Learner will be withdrawn if they have ten consecutive days of unexcused absences pursuant to 15-901(A).

We, at Incito Schools, are obligated to inform you that extended vacations taken during times when school is in session are of great concern to us. Incito has high academic standards for all our learners and we want to ensure every child's opportunity for success. Our educators work diligently in preparing their daily lessons for your children and need them here every day. Children learn best when the lesson is being presented and they are able to participate in the learning process firsthand. We appreciate your commitment to ensure your child is present during learning time.

Late Arrival & Early Departure

All learners are expected to be in their room by the 8:15 academic bell. Learners arriving to school after 8:15 AM will be required to be signed in by a parent or guardian specifying the reason for their late arrival. We encourage parents to schedule appointments outside of the school day. Should you need to check your child out early, a parent or guardian must do so in the front office, again listing a valid reason for check out. Additional documentation in regards to a valid excuse may be requested by administration. Repeated tardiness will be recorded in the following way: 5 or more tardies in one semester = Letter home; 10 or more tardies in one semester= Phone Conference with Principal; 15 or more tardies in one semester= Parent Meeting with Principal to discuss a success plan.

"I" Time: Ignite. Innovate. Inspire.

Incito believes learners should be provided the opportunity to explore their environment and content. This exploration then develops into a passion for learning, which ultimately guides learners towards a purpose in life. In order to nurture this exploration and passion, Incito has crafted a daily "I" Time. Learners will be placed in differentiated content based on learner academic needs, interest, and availability. Incito Learners will participate in learner surveys and assessments to assess which learning opportunities are essential toward learner success.

Stretch Learning

All learners must be pre-registered in Stretch Learning to participate. Registration is continuous and can take place at any time during the school year. Registration/participation fees apply with available AM/PM/Early Release time slots of 6:15-8:00 am/3:00-6:00 pm/12:00-6:00pm. For the comprehensive fee schedule and program information, please contact Beth Puccio-beth.puccio@incitoschools.org.

Breakfast & Lunch Program

Incito Schools promotes healthy eating habits and physical activity. You may reference the Arizona Nutrition Standards to determine healthy eating options to send with your child daily. Our learners will refrain from sharing food with their peers for safety. Incito offers balanced, healthy meals catered by Blue Willo. You may see the menu at www.incitoschools.org. These meals are pre-ordered and paid for in advance through our front office staff. The pricing includes the following: breakfast \$3.00; lunch \$4.00. If learners have an outstanding balance, a balance letter will be sent home for request of immediate payment. It is imperative to have a zero balance for your child's lunch account throughout the year. Our standard is that any learners' balance that is \$20.00 or more on their lunch account will receive a peanut butter sandwich, fruit, and milk. They will receive this until their lunch account is paid in full. We are a part of the National School's Breakfast & Lunch Program. This program permits the school to offer free or reduced pricing. You may obtain an application at the front office. Only one application is needed per household. We encourage all families to complete and return the application to the front office.

Snacks

We may provide a healthy snack for our learners. Healthy eating options are optimal for learning readiness. If learners choose to bring their own snack, we encourage them to bring a healthy snack.

Discipline Philosophy/Standards

Philosophy

Incito Schools is committed to optimizing learning for all learners. We believe learners are internally motivated and have needs; every behavior (how they think, what they do and how they feel) is to meet these needs. Our competent, positive teaching attitudes funnel all energy towards high levels of success for our learners. We set the standards for our culture and learning environment, model these standards, and allow learners multiple opportunities for mastery through practice and support. Our philosophy towards discipline will provide guidance and direction of acceptable behavior in order to develop a child's own sense of self-discipline as they become self-reliant. Discipline is love!

Creating trust (safe/unconditional love) relationships and a respectful environment are at the heart of great learning at Incito. We embrace communication and see it as the gateway to trust. Trust is the foundation of achievement and is the critical variable we embrace to inspire with our integrity, elegance, and our commitment to quality. We are passionate educators who are relentless, consistently seeking endless opportunities to work with young people in ways that inspire them to choose what is best, and maximize their potential academically and behaviorally. All interactions among members of the Incito community are to be positive and respectful. To this end, we will enforce and model standards that promote order, respect and kindness. We give all! We inspire!

The High Trust Approach to Discipline

Our discipline standards are based on the High Trust Philosophy (www.hightrust.net). This approach ensures learners are treated with respect, love and with positive intent. It fosters thinking and responsibility and honors the uniqueness of the child and the discipline situation. We believe this proactive approach to discipline is far more effective than establishing reactive, unrelated consequences and punishment. It is with high-quality instruction based on well-crafted plans and the utilization of effective management strategies that classroom discipline concerns are dramatically reduced or diminished.

In a High Trust system, staff members operate within a common set of standards that serve as the basis for all decisions regarding the treatment of discipline occurrences. Consistency is achieved when discipline situations are handled in a manner aligned with an agreed set of standards. The following list of our core beliefs outlines the professional actions and attitudes of all staff members in our school:

- We believe that learners learn best with balanced levels of achievement, respect, fun and freedom (ARFF). It is our responsibility to create and maintain trust with every learner in our classroom.
- We believe that a learner's dignity should be protected during disciplinary situations. We use elegance when we speak, "I'm glad you told me the truth." "You may try that again for more success or with more respect."
- We believe that misbehavior should be handled with natural or logical approaches instead of punishment. We accomplish this through multiple opportunities for practice, support and reflection.
- We believe that our emphasis should be placed on supporting learning to influence learners to think and be responsible and to adopt and model new behaviors instead of making learners "pay" for misdeeds. Fair at Incito means every learner gets what they need (not equal)!
- We believe that learners should be guided and influenced to solve the problems they create without creating problems for anyone else. We question our learners to invite thinking versus telling, which develops dependency.

Conditions for Discipline

All interactions for addressing discipline are positive, reasonable, grounded in trust, offer new measure for achievement, and allow the learner to be in charge of their own destiny. We operate under these conditions to: maintain a highly effective learning environment where learners focus on gaining and deepening knowledge with minimal distractions; to utilize discipline as a rich opportunity for learners to learn about themselves and others and to provide learners with character education; lastly, to reinforce the Incito commitment to treat learners with respect, love and positive intent.

Guidelines for Achievement

All Incito learners will observe Guidelines for Achievement and Behavior Standards.

1. Be on time.
2. Come ready & prepared to learn.
3. Respect your rights & the rights of others to learn and be safe.
4. Work at learning.
5. Ask for support.

Learner Behavior Standards

- Take full responsibility for his or her own behavior with integrity
- Speak with respect and love while being polite and attentive
- Respect the school's atmosphere of learning by participating appropriately in class
- Follow all reasonable requests and directions made by staff on the premises with a cooperative, positive, and respectful manner
- Communicate in a respectful tone using positive school appropriate language
- Use opportunities to reflect learning and feelings through verbal and written communication with educators, staff, and other learners

Under this system, **if a learner's behavior is safe**, our educators follow a common, step-by-step process (slight variations from grade to grade) for addressing discipline issues that arise. Learners may be assigned an after school or brain break practice modeling time by any Incito staff. While attending, learner's will/may be required to complete an action plan to support their learning. Parents will be contacted if a learner is required to attend an afterschool practice and modeling session. Behavioral model and practice times have priority over after school extra-curricular events. Parents may be asked to attend to further gain information on how they can support our learners with future success.

Learner Behavior Action Plan

It is the goal of Incito Schools that every child succeeds. Our high academic and behavior standards allow our learners to excel in both their intellectual and personal development. A Learner Behavior Action Plan is designed to raise the expectations and performance of our learners to a level where they will grow and thrive. This collaboratively developed plan also allows for parents to participate in the development of their child to a greater degree. Learners will be placed on an Action Plan if they need additional support with meeting the academic and/or behavioral standards of Incito Schools. Action Plans will be assigned to ensure learners are set up for maximum success. The administration in collaboration with the classroom educator may determine to place a learner on a plan after multiple attempts have been provided for the learner to practice and have behavioral success or at their discretion. Failure to meet the behavioral standards of Incito Schools and compliance with the Action Plan may result in the learner being dismissed from enrollment.

If a learner's behavior is dangerous/unsafe, we remove the learner from the group to protect the child, other learners, and property. During these rare occurrences that go beyond classroom safety, learners are referred to school administration and incidents are classified according to guidelines set forth by our behavior matrix. Learners will report to the front office with an "unsafe incident report" completed by referring staff member. The learner will complete a "learner statement form" prior to meeting with administration. In evaluating consequences, it will be determined if the incident is a "first time," "repeated," or "habitual" offense. Each incident will be considered within the standards of High Trust; therefore, approaches may be less severe or more severe depending on the situation and the circumstances surrounding it. Actions will be taken according to the number of Unsafe Incident Reports a learner has accumulated in a year. Learners may be required to participate in a home visit with all parents/adults influencing learner prior to their return to school. Parents/guardians are asked to oblige with such solution-centered visits, so that the learner (s) are quickly placed back in their learning environment with confidence that only safe behaviors will ensue.

When a learner is issued over three Unsafe Incident Reports for unsafe behaviors, he or she is considered to have habitually disruptive behavior and may be considered for expulsion as a result of continued willful disobedience or open and persistent defiance of proper authority. When evaluating an offense and determining consequences, Incito Schools follows guidelines provided by a behavior matrix which has been created in accordance with AZ SAFE (Arizona Safety Accountability for Education). Some infractions are reported to the AZ Department of Education and/or to local law enforcement. Misconduct that violates any federal, state or city law is subject to the full range of disciplinary action, as well as civil or criminal prosecution. Consequences for violations depend on the potential severity of harm and can result in a suspension or expulsion as determined by our administrative team to include Executive Directors.

Suspensions

Administration may suspend any learner for up to 10 school days for disruptive violations, including, but not limited to, the following:

- Willful disobedience or open and persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- Behavior that is detrimental to the welfare or safety of other learners or of school personnel.
- Repeated interference with a school's ability to provide educational opportunities to other learners.

The parent/guardian will be notified of the dangerous/unsafe behavior incident and the disciplinary approach applied, by phone or in writing. In the case of suspension, there may be a requirement to attend a conference with the learner and the school prior to re-admission up to, yet not limited to a home visit. If the school is unable to contact the parent/guardian, the suspended learners will be held in school, out of class, until the end of the school day. The parent/guardian shall be held liable for all damages caused by a learner. Incito administration may recommend to the Board a suspension in excess of 10 school days. If the Board decides to suspend for a period of time in excess of 10 days, a hearing must be held, after five working days' notice, and must include the learner, administration, school staff and the parent/guardian.

There is no right to appeal a short-term (less than 10 days) suspension imposed by Incito administration. There will be no corporal punishment of learners at Incito Schools though staff may use reasonable and necessary measures to restrain a violent learner to ensure safety. Learners who have been suspended will need to complete any work that was due during the suspension period, turning it in to the educator on the first day of returning to class. Work assigned during the suspension period is also to be made up and must be turned in to the educator immediately upon returning to class. Tests and quizzes that a learner has missed due to a suspension must be made up as soon as a learner returns to classes. The learner may take the test in the front office on their first day back, and/or before attending class.

Expulsion

Under current Arizona Law, a learner may be expelled as prescribed in section 15-802 for the following reasons:

- “Continued open defiance of authority, continued disruptive or disorderly behavior”
- “Violent behavior that includes use or display of a dangerous instrument or deadly weapon”
- “Use or possession of a gun”
- “Actions other than those listed... as the school deems appropriate.” A.R.S. 15-841 (B)

In cases where the learner has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified. The parent/guardian will be notified of the intent to expel, and a hearing shall be held, after at least five working days’ notice, and must include the learner, administration, school staff and the parent/guardian. All rights and responsibilities of the school, the Board, the parent/guardian and the learner, pursuant to ARS 15-840, -841, -842, -843, and -844 shall adhere in cases of expulsion, including the right of parents to request an open meeting or an executive session for the expulsion hearing, the right to reapply for admission after one year of expulsion, and the right of the Board to deny admission of a learner expelled from another school and to deny, upon review of a request, re-admission of a learner previously expelled from Incito Schools.

Learner Rights and Responsibilities

Learners possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the school’s responsibility to protect the health, safety, and welfare of all its learners and to ensure compliance with school standards. School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect the health, safety, or welfare of learners or staff may be endangered. Incito Schools is not responsible for loss, theft or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their learners. Fines will also be levied for lost or damaged school property. Learners may also be required to be involved in the maintenance or repair of damaged property. Learner’s misbehavior will not be used to “teach” the class a lesson. At no time will a learner’s disciplinary record be discussed with another learner or parent. However, other learners or parents may be consulted regarding an incident in attempt to discern truth and gather information. Incito Schools has a desire to educate all learners who enter our school and expect nothing less than the best from each learner.

Dress Code

Incito Learners will dress appropriately for their learning environment. We teach learners to be responsible by choosing the appropriate clothing for their school environment. If any such clothing and/or accessories are deemed by administration to impede with the learning environment, a parent may be asked to provide alternative clothing options. All clothing should meet the following criteria:

- Clean, neat, appropriate size (not skin tight, too short, too large and free of undergarments showing) and free of logos that interfere with the learning process of any individual on our campus (refraining from representing something illegal, violent, illicit or suggestive)
- Jewelry/Piercings will: be kept to a minimum; include only appropriate neckwear, bracelets, belts and sweatbands
- Footwear will: be required at all times; include safe shoes for learning environment such as P.E.
- Hats will: be worn appropriately; be school appropriate
- Backpacks/Binders will: include school appropriate content

Campus Safety

All visitors must report to the front office, sign in and receive a visitor's badge that is worn and displayed for the entire duration of their visit. You will be asked to show the proper identification to check out your child early from the regular school hours.

Fire Drills

All stakeholders are responsible for partaking in the fire drill while on campus. When a signal for a fire drill occurs, learners should immediately and orderly walk and follow the educator's instructions while proceeding along the emergency route and proceed to the designated area until receiving the 'all clear' to return to class.

Lockdown

All stakeholders are responsible for partaking in the lockdown while on campus. When a lockdown is announced, learners are to remain in their classrooms and quietly wait out of the line of sight of any classroom windows until an 'all clear' is given. Learners must refrain from using any electronic devices during lockdowns.

Safety at Incito is taken extremely serious! It is vital all stakeholders realize that fire and lock-down drills are mandatory and must happen regularly.

Walking to and from school, learners will:

- Walk directly home
- Look in all directions before crossing the street
- Observe all traffic laws
- Walk with authorized adults only

On Campus Procedures:

- Walking for safety is required
- Stay on sidewalks
- Walk your bike or scooter on campus

Personal Property

All personal property items such as water bottles, coats, tablets, EarPods, cell phones, bikes, skateboards, scooters, lunch boxes, books, folders, bags, crayon boxes, jackets, etc. should be labeled with the learner's first and last name. The school does not accept responsibility for theft, loss, or damage to the learner's property.

Remember to label all items belonging to children with their first and last names. Lost items will be in a box labeled "Lost and Found". They will be kept no longer than thirty (30) days. Items that are not claimed will be donated to a local charity.

Health Services

All medications, both prescriptions and non-prescriptions, need to be dispensed through the school nurse or authorized staff member. The law requires medications to be in its original, labeled container. The label should include the learner's name, current date, name of medication, dosage and the time to be given. Over the counter drugs must be in compliance with the manufacturer's guidelines as printed on the label. Parents should bring any medications to the nurse and complete the necessary form. If your child needs to take medication on a field trip, you must contact the Front Office. Only medications distributed by the Office will be permitted on field trips. Be advised that even if the medication that you wish to go on the field trip is currently in the Office, you still need to contact the office staff to make them aware.

The learner's EMERGENCY FORM must be kept current during the school year. Only this emergency form will be permissible for medications given to our learners. A signed consent form must be submitted within 24 hours. The office staff must be immediately notified in writing of all changes in medication. A new consent form must be submitted within 24 hours. Medication will NOT BE GIVEN if all requirements are not met. When medication/supply refills are needed, the empty medication bottle or a note will be sent home with the learners. For the safety of all learners, parents are required to transport medication to and from school.

Section 504 of the Rehabilitation Act of 1973

Pursuant to Section 504 of the Rehabilitation Act of 1973, Incito Schools has a duty to identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled learners.

Purpose: The purpose of Section 504 is to assure that disabled learners have educational opportunities and benefits equal to those provided to non-disabled learners. An eligible learner under Section 504 is a learner who has a physical or mental impairment that substantially limits a major life activity. Section 504 is not an aspect of special education. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504, please contact Incito's Director of Learner Services or your child's educator. Section 504 and Learner Discipline: When a learner, who is eligible under Section 504, violates the discipline code of the school and is recommended for suspension of more than 10 days during the school year, a manifestation determination conference must be held.

IDEA – Individuals with Disabilities Education Act

IDEA is a federal law that protects the rights of learners 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 Plans and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the learner's parents/guardian and staff of the school of attendance. Also, with parent/guardian permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated and provided a free appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements. For additional information or to file a complaint, you may call the federal government at (202)260-3887 or the Arizona Department of Education 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

Interventions, 504 Plans and Special Education

As a public charter school, Incito will provide identification, evaluation and instructional services to any enrolled learner as required by state and federal law. As required by law, educators screen all new learners within the first 45 days of their attendance to document any academic or behavioral concerns. Parents are notified of the results of the screening if an area of concern is noted.

Learner Privacy

Learners are entitled to certain rights of privacy under the Family Educational Rights and Privacy Act (FERPA) of 1974. Here is a summary of learner rights: Learners and parents have the right to access educational records within 45 days of the day a written request for access is submitted to the school. The appropriate school personnel will arrange for the requested records to be viewed at an appropriate time and place as well as be available to explain the contents of the records to the parent/guardian. Educational records include: learner's name, parents' name, address, telephone number, date and place of birth, date of school enrollment, records from previous schools, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, correspondence from parents, Child Find and other screening results (including those for hearing and vision), IEP, notices to parents regarding the learner, notes regarding IEP meetings, parental consent documents, information provided by the parents, progress reports and mediation agreements. Learners and parents have the right to request an amendment of the learner's records if they believe them to be inaccurate or misleading. In order to make such a request, they should submit a letter to the schools administration/executive directors. The letter should explain what part of the record they wish amended, and why it is inaccurate or misleading (this does not apply to disagreements about the fairness of a grade assigned by an educator, unless it was recorded incorrectly). If the school decides not to amend the record as requested, the school will notify parents of the decision and inform them of their right to request a hearing regarding the requested amendment. The school will provide additional information regarding the hearing with the notification of the right to a hearing. Parents have the right to consent of disclosures of personally identifiable information contained in the learner's educational records, except in cases where FERPA authorizes disclosure without consent. Incito Schools may disclose educational records without consent in these cases: to comply with judicial order or lawfully-issued subpoena; to appropriate parties in a health or safety emergency; to officials of another school, upon request, in which a learner seeks to enroll; to certain officials of the U.S. Department of Education, the Comptroller General, or state and local educational authorities, in connection with certain state or federally supported education programs; to accrediting organizations to carry out their functions; to release the results of an instructional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime parents have the right to file on a written complaint regarding an alleged FERPA violation by the school to the U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC, 20202-4605.

Child Find

Child Find is a program designed to identify children who may have a delay in development or a disability. The Arizona Early Intervention Program (AZEIP) and local schools can help children with disabilities from birth through age 21. They provide early intervention and special education services for eligible children. If you have concerns about your child's development and your child is under three years old, you may contact us and we will assist you with a referral to the Arizona Early Intervention Program. For children ages 3 to 5 or older than 8th grade, we will assist you with a referral to the special education services available in your local district.

Photos/Videos/Images

At Incito, we will have multiple publications displaying our learners, staff, and community photos and/or images. If you wish to forgo your child's photo included in our publications, marketing materials, or social media accounts, please notify the school in writing. You may simply inform the school in writing that you wish **NOT** to have your child's photo/video included. The absence of opt-out requests in learner's files, is granting Incito Schools permission and consent to use such photos/videos/images as deemed necessary for the success of our school. We appreciate your continued consent and participation.

Stay Informed...



Text Reminds



Like us on Facebook

Incito Schools



Follow us on Instagram
incito_schools_goodyear

Stay Involved...

Incito Schools Volunteers are dedicated to supporting our families, staff and leadership by providing opportunities for fun, active, purposeful events. Our goal is to give everyone a chance to unite and invest in our campus culture together.

Some of the opportunities for this school year:

Family Restaurant Nights
Spring Fine Arts Festival
Field Day
Community Outreach Events
Educator Appreciation Week

Family Movie Night
Scholastic Book Fairs
Popsicle Sales
Box Tops For Education

Fall Festival
Move-A-Thon
TerraCycle Recycling Programs
Enrollment of Fry's VIP Cards

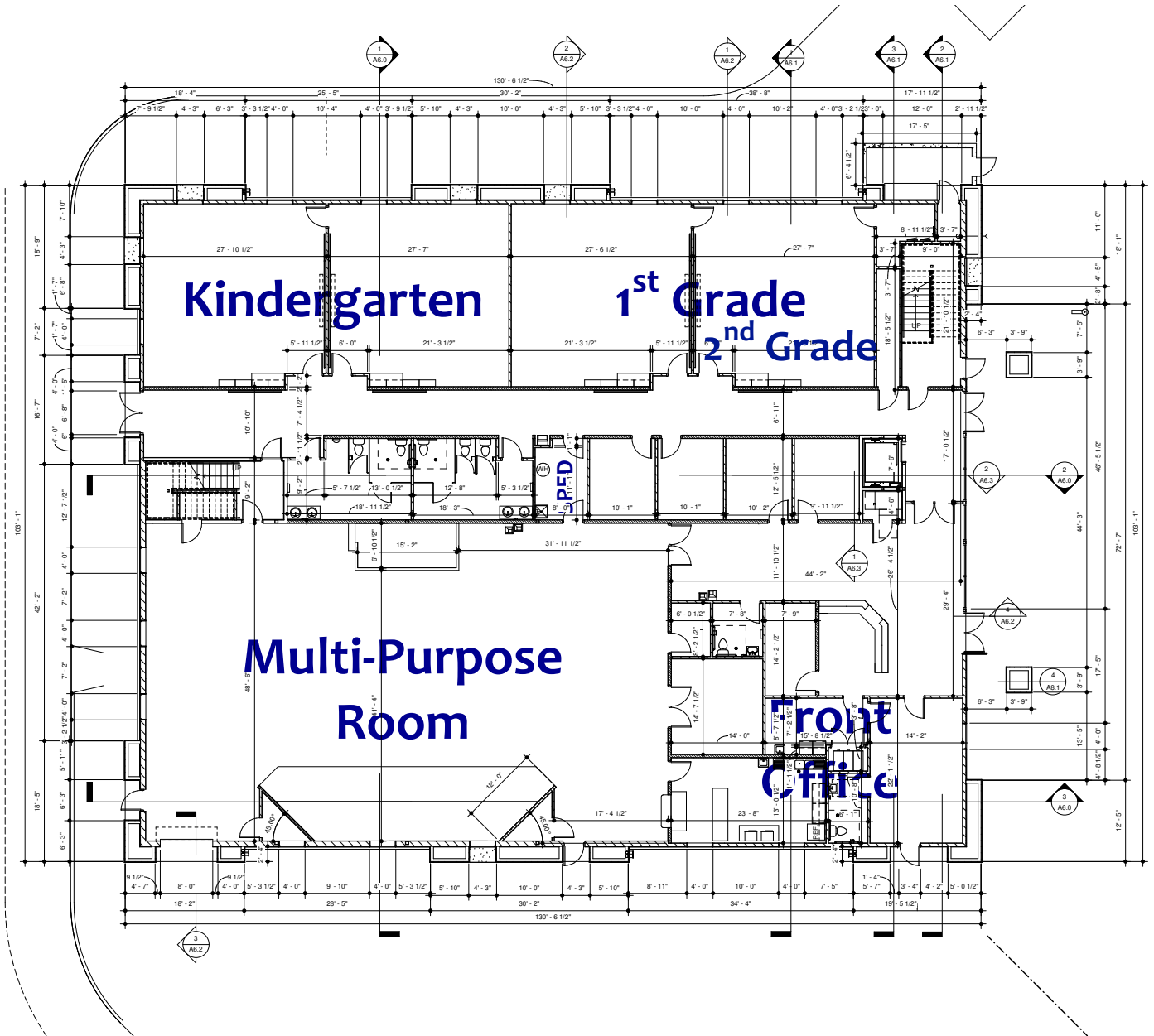
Our educators show such amazing dedication to our learners and we are seeking a designated Room Parent for each classroom. Working with your child's educator and us to fill this role would be a wonderful way to support.

Becoming a volunteer is another way you can get involved. We are always seeking support from Incito families for our events and a variety of needs on our campus.

We welcome your support and value your involvement. We have an extraordinary **Parent Volunteer Group (PVG)**. Please contact us at the front office for more information on how you can be part of the **PVG** fun.

Gratefully yours,
Jill Campbell & Beth Puccio
Front Office/Site Administrator

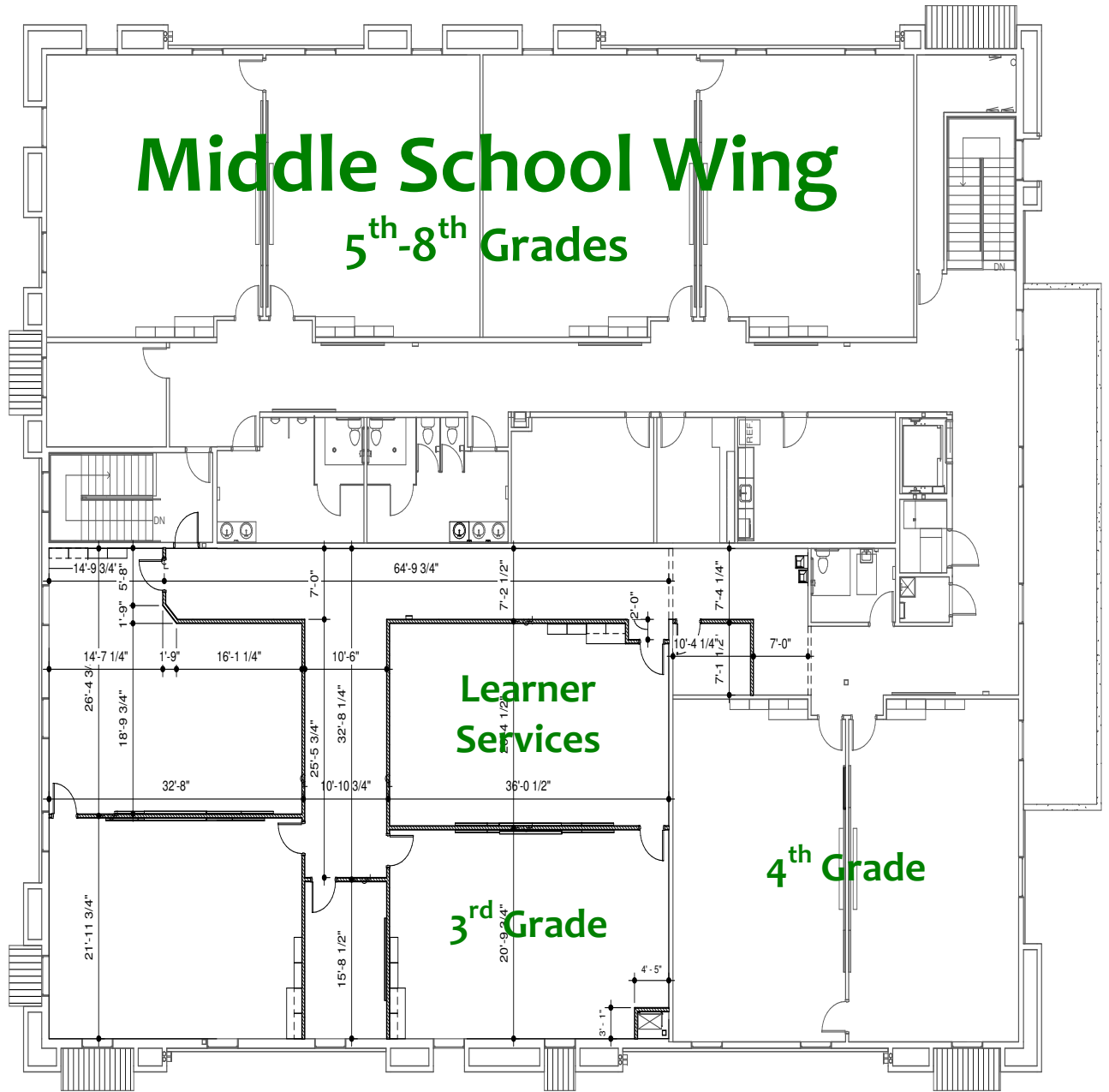
Incito Schools Goodyear Map...1st Floor



1 FIRST FLOOR DIMENSION PLAN
A1.3 1/8" = 1'-0"



Incito Schools Goodyear Map...2nd Floor



1 SECOND FLOOR DIMENSION PLAN
A1.3 1/8" = 1'-0"



Dr. April Black
Executive Director/Founder
drapril.black@incitoschools.org

Amanda Jelleson
Executive Director/Founder
amanda.jelleson@incitoschools.org

Dr. Jayson Black
Principal
drjayson.black@incitoschools.org

Michelle Spidale
Assistant Principal
michelle.spidale@incitoschools.org

Sam Cefalu
Operations Manager
sam.cefalu@incitoschools.org

Beth Puccio
Site Administrator
beth.puccio@incitoschools.org

Amazing Incito families,

At Incito Schools we are dedicated to growing our learners so that they may be passionate about learning and inspired to achieve their dreams. We understand the importance of strong family support and know that as a team working collaboratively towards a common goal, success is inevitable. To support this mission and vision, we are encouraging you to make an overt commitment to your child/ren as we make the same to all of our learners. We encourage you to make a commitment by getting actively involved and volunteering for at least two events this year (movie nights, Fall Festival, Move-a-Thon, book fairs, field day, etc.). Take the opportunity to learn more about the culture, curriculum, and heart of our school. Become informed about the great things occurring at Incito Schools while at the same time building relationships with other families. Most importantly, show your child/ren that they are important and that a great education is critical for their future accomplishments. They will truly appreciate that you have taken such an active and positive role in their education while you support their success.

This year we are encouraging you to make the following commitment to Incito Schools and to your child's future.

As a dedicated parent of an Incito Schools Learner, I commit to the following:

1. I will attend the fall and spring learner-led conferences.
2. I will attend curriculum night & parent universities.
3. I will attend the Incito Schools culture training.

In addition to attending and ensuring the above listed events, I commit to:

1. Supporting the Guidelines for Achievement:
 - a. Be on time
 - b. Come ready and prepared to learn
 - c. Respect your rights and the right of others to learn and be safe.
 - d. Work at learning
 - e. Ask for support
2. Regularly attending other school activities (community outreach events, family events, grade level activities, parent meetings, etc.)
3. Maintaining a positive approach while supporting Incito Schools

Serving you and your children,

Mailing address:
P.O. 7470
Goodyear, Arizona 85338

Physical address:
877 North Sarival Ave.
Goodyear, AZ 85338
623-398-6968

Dr. Jayson Black, Michelle Spidale, & Beth Puccio
Principal Assistant Principal Site Administrator

Technology Responsible Use Agreement

Please read this document carefully. When you enroll in Incito Schools, the Learner Handbook becomes an agreement between you and Incito Schools whereas the parent(s)/guardian(s) and learners agree to abide by the conditions and guidelines established herein.

Terms and Conditions of This Agreement

These policies shall apply to:

1. Learners who use computers and iPad located within Incito Schools.
2. Learners who access network resources available through Incito Schools
3. Learners who use personal computing devices such as laptops, cell phones, smartphones, tablets, slates, etc. Learners should refer to the Bring Your Own Technology (BYOT) Responsible Use Agreement.

Personal Responsibility

Learners will accept personal responsibility for reporting misuse of the network. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or promotes pornography or violence, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the guidelines set forth below.

Incito Schools is not responsible for loss, damage or expenses incurred through the use of personal computing devices by a learner. Incito Schools may restrict or prohibit the use of personal computing devices as appropriate. Uses of personal computing devices are subject to the Acceptable Use Guidelines as defined by this policy.

Acceptable Use Guidelines

- Learner will use computers, network resources, and personal technology devices for educational purposes only.
- Devices shall remain off during school hours, unless instructed otherwise by an Incito staff member.
- Learner will not submit, publish, display, retrieve, distribute, or attempt to retrieve or distribute any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially- offensive, or illegal material.
- Learner will abide by all copyright and trademark laws and regulations.
- Learner will keep logins and passwords private and will respect other learner's private information.
- Learner will keep home addresses, personal phone numbers or personally identifiable data private unless authorized to do so by designated school authorities.
- Learner will not use the network in any way that would disrupt the use of the network by others.
- Learner will use the network for non-profit, educational purposes only.
- Learner will be responsible for caring for all Incito technology refraining from the following:
 - attempting to harm, modify, add or destroy hardware or software, interfere with system security, including but not limited to, uploading or creating computer viruses, using anonymizing proxy site or software to bypass content filtering.
- Learner understands that using instant messaging, non-educational gaming sites, or making credit card purchases is prohibited (including using sites that provide access to any of the previously mentioned content).

- Learner understands that using text messaging, social media, email, or newsgroups is prohibited (including using sites that provide access to any of the previously mentioned content) unless otherwise instructed by an educator.
- Incito's employees will monitor the safety and electronic communication and security of technology used in the classroom.

Privileges

The use of Incito Schools' computers and network resources is a privilege, and may be suspended at any time. Phone calls home due to illnesses may be made via our nurse's office. All other calls home may be reserved for before/after school or with permission from the front office.

Services

Incito Schools reserves the right to monitor use of school computers and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school employees. Should it become necessary, files may be deleted. All files are public records. Incito Schools is not responsible or liable for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of Incito Schools. Incito Schools may make additional rules as needed for the operation of the system.

Consequences

Infractions of the provisions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action, up to and including expulsion. Safety is the number one priority for all Incito Schools' staff and learners.

Parental Agreement

As the parent or guardian of this learner, I have read the Computer and Network Resource Agreement. I understand that access to computers and network resources is provided for educational purposes only and that learners are required to refrain from sending or receiving illegal or offensive material. I also accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources.

BYOT Responsible Use Agreement

Agreements for Using Mobile Communication Devices (MCDs) in the Classroom

Bring Your Own Technology allows learners to bring their personally owned mobile learning devices to school for the purpose of instructional use in the classroom. Mobile learning devices may include laptops, tablets, eReaders, iPod touch, iPad, Nintendo DSI, digital cameras, cell phones, or other devices that the educator considers appropriate for instructional use. The following are standards for personal mobile learning devices:

Be Respectful

- Learners will, while within the campus gates, respect that all mobile learning devices are to remain off and stored appropriately unless directed by an educator or administrator.
- Learners will respect the property of other learners.
- All media published about others, including the image of others, must first be approved by the learner(s) involved and the educator. [Always remember... no message/media is private – your digital tattoo is permanent!].

Be Responsible

- Learners will be responsible for using the device for instructional purposes only.
- Learners will place device in off mode unless instructed otherwise by an Incito staff member.
- Learners will be responsible for the daily storing, carrying and taking home of their personal device.
- Learners will be responsible for all maintenance and fees related to the personal device.
- Learners will only access the Internet through the Incito Schools network while on campus. Incito Schools is not, and will not be, responsible for additional charges incurred for use during school while not on the Incito Schools network. Learners will pay all fees for their data plan.
- Learners shall be responsible for their own property.
- Harassment, cheating, plagiarism, bullying or any form of inappropriate use of cell phone and social media will not be tolerated. Learner will immediately lose usage privileges and be subject to school and legal consequences for inappropriate use.
- Learners will return devices to the appropriate person or location when asked to do so.

Be Safe

- Learners will keep their logins, passwords, or personal information confidential.
- Learners will follow safe and appropriate usage guidelines.
- Learners will only access legal and ethical material on the Internet.
- Learners will report any misuse of the Incito Schools network to their educator or administrator.
- Learners will work with documents that they have created, and abide by all applicable copyright laws.

Parent(s) and/or guardian(s) are responsible for giving permission for their child to bring personally owned mobile learning devices to school for the purpose of instructional use. This program is optional; learners will not be required to bring their own device. Parents and learners agree to take full responsibility for the device if it is brought onto campus and shall pay any charges if it is used off of the network. Incito Schools is not responsible for any damage, loss of data, or theft of the device while on campus.

Please COMPLETE & RETURN this form.

***You may send with your child's educator
or drop off at the front office.***

We appreciate your support!

Parent/Learner Handbook Acknowledgement

I, _____, Parent/Guardian of _____, have read and understand the **Parent/Learner Handbook** including Incito Schools Standard on directory information (FERPA). I acknowledge that I have reviewed and discussed this information with my child.

Signature: _____ Date: _____

AND

I, _____, Incito Learner, have read and understand the **Parent/Learner Handbook**.

Signature: _____ Date: _____

Technology Responsible Use Agreement

I, _____, Parent/Guardian of _____, have read and understand the **Technology Responsible Use Agreement**. I have reviewed and discussed this information with my child, and allow my child to use Incito Schools network and technology for educational purposes.

Signature: _____ Date: _____

OR

I would prefer that my child, _____, **does not** use technology devices at Incito Schools.

Signature: _____ Date: _____

BYOT Responsible Use Agreement

I, _____, Parent/Guardian of _____, have read and understand the **BYOT Responsible Use Agreement: Agreements for Using Mobile Communication Devices (MCDs) in the Classroom**. I have reviewed and discussed this information with my child, and allow my child to bring a personal MCD into the classroom for educational uses.

Signature: _____ Date: _____

Parent Commitment to Incito Schools & My Child/ren Education

I _____ acknowledge that I have read and understand the **commitment agreement** as provided by Incito Schools.

1. I will attend the fall and spring learner-led conferences.
2. I will attend both the Singapore Math and Core Knowledge Parent Universities.
3. I will attend the Incito Schools Culture training.

Additionally, I will:

1. Support the Guidelines for Achievement
2. Regularly attend other school activities
3. Maintain a positive approach while supporting Incito Schools

Parent's Signature

Date

Learners' Names

2023-2024 School Year Calendar

1-22 of 180 Days						
August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

20/42 of 180 Days						
September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

17/59 of 180 Days						
October 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18/77 of 180 Days						
November 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16/93 of 180 Days						
December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

17/110 of 180 Days						
January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18/128 of 180 Days						
February 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

15/143 of 180 Days						
March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21/164 of 180 Days						
April 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16 of 180 Days						
May 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

First Day for Learners, Aug. 2
 Labor Day, Sept. 4
 Learner-Led Conferences, Oct. 5-6
 Fall Break, Oct. 9-13
 Veterans Day, Nov. 10
 Thanksgiving Break, Nov. 22-24
 Winter Break, Dec. 25-Jan. 5
 Martin Luther King Jr. Day, Jan. 15
 President's Day, Feb. 19
 Staff Development Days, Feb. 22-23
 Learner-Led Conferences, Mar. 7-8
 Spring Break, Mar. 11-15
 Staff Development Day, March 29
 Staff Development Day, April 1
 Last Day for Learners, May 22
 Memorial Day, May 27

K-8 Quarters End/Days	
October 6:	47 days
December 22:	46 days
March 8:	41 days
May 22:	46 days
Total Days	180 days

Beginning August 2nd, every Wednesday will be **early release** as will the other days shaded in **green** to allow for staff professional development. The dates shaded in **blue** allow for **FULL day** staff professional development.