

# Beaver Dam Elementary School



**2022-2023**

## Parent/Student Handbook

**Student Name:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

Full Text of Handbook Located at:  
[www.lusd9.com](http://www.lusd9.com)

**LITTLEFIELD DISTRICT OFFICE**

**www.lusd9.com**

Office Hours: 8:00 – 4:00

Phone: (928) 418-2003      FAX: (928) 418-2005

Darlene McCauley – Superintendent  
Kevin Boyer – Business Manager  
Sheree Goessman – Human Resource

Darlene McCauley/Kevin Boyer – Federal  
Programs Director  
Tonya Snyder – ELL Coordinator  
Kimberly Beig – Special Education Director

**ELEMENTARY SCHOOL OFFICE**

Jeremy Clarke, Principal

Pam Cheney, Secretary

Office Hours: 7:30 – 3:30

Phone: (928) 418-2001      FAX: (928) 418-2005

**STUDENTS ARE NOT ALLOWED ON CAMPUS BEFORE:**

**7:50 A.M.\***

\*Staff is **not** available before these times to keep children safe.

**STUDENT REGULAR SCHOOL DAY: 8:20 – 2:50**

**EARLY RELEASE / HALF DAY SCHEDULE: 8:20 – 12:20**

**TEACHER DUTY DAY**

**7:30 – 3:30**

*Please schedule meetings with teachers during these times.*

**NON-DISCRIMINATION STATEMENT**

Littlefield USD#9 does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title IV of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex equity), Section 504 of the Rehabilitation Act of 1973 and The Americans With Disabilities Act of 1990 (pertaining to handicap), and the Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education. Students, parents, or guardians, employees, or members of the community who have concerns about these regulations or wish to file individual grievances should contact the district's Section 504/ADA/Title IX coordinator. An explanation of the grievance procedure may be obtained from the coordinator. Littlefield Unified School District #9 recognizes its obligation to provide overall program accessibility throughout the district for handicapped persons. Contact the District Office to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

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## Our Elementary School



Beaver Dam Elementary School  
3436 E. Rio Virgin Rd.  
PO Box 730 Beaver Dam, AZ 86432



# **Mission Statement**

The Littlefield Unified School District is committed to excellence. Therefore, we are committed to providing opportunities for all students to learn and develop socially, emotionally, and academically. We are committed to providing resources to our students, parents and teachers in an ongoing effort to help students transition from childhood to adulthood.

## SCHOOL-PARENT COMPACT

### Responsibilities for Learning:

Responsibilities for providing and maintaining a wholesome teaching/learning environment are shared by students, parents, principals, and teachers. Each year students, parents, principals, and teachers are asked to sign the school-parent compact.

#### **The students support the learning environment by doing the following:**

- Attending school regularly and on time.
- Coming to school clean, neat, and appropriately dressed.
- Bringing all necessary materials to school.
- Completing all class and homework assignments on time.
- Demonstrating a positive attitude towards self, others, school and learning.
- Knowing and obeying all school and class rules.
- Respecting people and property.
- Refraining from aggressive behavior.
- Refraining from using profanity, inflammatory or threatening remarks or gestures.

#### **The parents support their students by ensuring they can do the following:**

- Attending school regularly and being on time.
- Coming to school clean, neat and appropriately dressed.
- Bringing all necessary materials to school.
- Completing all class and homework assignments on time.
- Demonstrating a positive attitude towards self, others, school and learning.
- Knowing and obeying all school and class rules.
- Respecting people and property.
- Refraining from aggressive behavior.
- Refraining from use of profanity, inflammatory or threatening remarks or gestures.

#### **Principals support the learning environment by:**

- Maintaining a positive and safe place to learn.
- Maintaining and promoting high standards of academic achievement.
- Communicating regularly with parents and students.
- Actively working toward the goal of achieving excellence in our school.

#### **Teachers support the learning environment by:**

- Maintaining a positive and safe place to learn.
- Maintaining and promoting high standards of academic achievement.
- Communicating regularly with parents and students about progress.
- Providing challenging tasks so students can achieve their potential.
- Providing daily class work assignments to reinforce learning.
- Providing homework according to our school policy to reinforce learning.
- Actively working toward the goal of achieving excellence in our school.

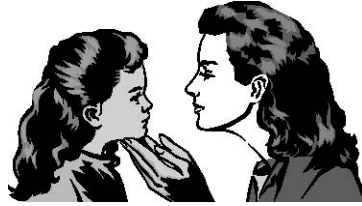
**Parent Responsibility:** It is the parent's responsibility to notify the school of any change in custodial status, residential or mailing address, telephone number, emergency contacts or the names of individuals allowed to check out their children.

**Parent Involvement:** Each elementary school has a Site Council comprised of parents, teachers and classified staff. Parents are encouraged to attend meetings or become members of the Site Council (KB).

**Parent –Teacher Conferences:** Parent/teacher conference days are scheduled twice a year – at the end of the first Trimester and third quarter. These conferences are a chance for two very important adults to talk about how a child is doing in school. It is the time for you as a parent to ask questions about any concerns you may have about your child's progress. Since the time allowed for conferences is often limited, it is helpful for both parents and teachers to plan ahead. Write down the questions you want to ask. Take notes during the conference. Talk with your child after the conference.



## **How Parents Can Help Their Children Succeed In School**



### **REGULAR COMMUNICATION WITH YOUR CHILD**

Ask what they are learning in school. Share with them similar school and life experiences. Ask them to TEACH you the things they are learning.

### **FREQUENT COMMUNICATION WITH THEIR TEACHERS**

Take time to get to know your child's teacher. Visit with them every two weeks if your child is having difficulty. Make sure to attend your child's parent/teacher conferences.

### **BE CONSISTENT WITH HOMEWORK TIME**

Set the same time every day for your child to complete his/her homework assignments. This seems to work better if you set the study time shortly after school but before chores and playtime.

### **CREATE SUPPORTIVE ENVIRONMENT VS. AN ANGRY ENVIRONMENT**

Practice being positive rather than being negative. Create a sense of stability. Fighting and nagging in the home can cause children to have difficulty learning. Physical abuse, verbal abuse, alcohol and drug abuse can harm children severely and can slow down the learning process. Get help! Talk to your school counselor or your local guidance clinic.

### **GOOD NUTRITION IS VITAL TO CHILDREN'S ABILITY TO LEARN AND RETAIN INFORMATION**

If they are able to focus on the information they are learning and not paying attention to their hungry aching stomachs, they will do better in school. Something we all forget to do is drink water. Remind your child to drink water. They say six to eight glasses a day is a good start.

### **GET YOUR CHILDREN TO READ FOR FUN**

Find books that are interesting to them and read with them. Remember, less TV time and more reading time will help your child become more successful in school.

### **BRING ATTENTION TO THE PROBLEM**

If you notice your child is having difficulty with his/her work or behavior call the teacher and find out how you might be able to help at home. Ask for specific details. If nothing is working, and you are doing everything on this page you might want to have your child evaluated by a psychologist to identify specific areas of difficulty.

**ENJOY YOUR CHILDREN!** They grow up fast.



## **Elementary Class Assignment Process**

Students will be assigned using the factors below:

- Academic ability (assigned evenly)
- Resource placement (assigned evenly)
- English Language Learner
- Teacher/student compatibility
- Disruptions to the educational environment
- Breaking up cliques
- Gender balance
- Ethnicity
- Open enrollment

The building principal shall make class assignments.

## **Request for Teacher Change during the School Year**

A parent/teacher/counselor/principal conference is required if a change of instructor is requested during the school year. Final decision will be at the principal's discretion.

## **Open Enrollment**

Resident transfer pupils and nonresident pupils may enroll in schools within this district, subject to the procedures listed in policy JFB (see Appendix).

## **ATTENDANCE POLICY**

The primary purpose of the Beaver Dam Elementary School is to provide a quality teaching and learning environment for all students. Regular and punctual attendance is critically important for this to occur. We encourage parents and guardians to help their child be present at school every day. However, the District understands that there are occasions when their child will not be able to attend. Therefore, whenever a student is absent from school, the absence should be immediately reported to the school by the parent/guardian (928.347.5796). If the school is not contacted by 9:00 a.m., the school will contact parents via school messenger to notify parents of their child's absence. After 24 hours after the absence, if parent does not notify school, the absence will be marked as "Unexcused," which constitutes truancy... Arizona state laws mandate compulsory attendance for all children who are from 6 to 16 years of age. In the event of an absence, the parent/guardian is expected to contact the school by phone; or, when the child returns to school, the student must bring in a note with an explanation for the absence. The school determines an absence as either excused or unexcused. Parents are asked to schedule medical and dental appointments after school hours except in cases of emergency. Also, any family vacations should be scheduled by parents during predetermined school vacation days—not during scheduled, in-session school days. It is important to note that if a student has medical necessity to be out of school for an extended period of time, the parents/guardians will need to bring a note from the student's medical provider in order for those days to be excused. If the parent/guardian requests for their child to be allowed an extended absence for any other reason, they must receive prior approval by the administration.

**Excused absences include:** Illness, Medical Appointments, Death of Immediate Family, Mandated Court Appearances, and Approved Religious Holidays. Emergencies outside of the control of the student or student's family may be excused by the principal; however the parent must first notify the school concerning the absence.

**Unexcused absences include:** Absences that do not qualify under Excused Absences listed above. Unexcused absences are considered to be truanancies. Truant means an unexcused absence for at least one (1) class period during the day. A truancy citation will be issued to the student for any unexcused absence. This citation will mandate that the student and parent appear in front of the North Canyon Consolidated Court in

Colorado City, AZ. When a student accumulates five (5) unexcused absences within a school year, it constitutes habitual truancy. The Superintendent may discipline the child and/or refer the parents / guardians to a court of competent jurisdiction.

**Excessive absences:** Are defined as more than 10 days per semester. The penalty for excessive absences includes possible retention in grades k-6<sup>th</sup>.

**First Notification:** The Attendance Clerk will run a weekly attendance report. Any students with 5 absences will be notified that they are in danger of exceeding their 10 day limit per trimester. The parent / guardians will be informed by letter regarding this first notification. Parents / guardians are encouraged to check on Family Link frequently to see up to date information on absences and tardies their child has incurred.

**Second Notification:** When the student receives his/her 7th absence, a second notification letter will be sent to parents. The parents, student, and principal will meet to discuss a plan of action to correct the causes of chronic absenteeism and discuss prevention of continued absences. This may include an attendance contract between the school, the students, and the parents/guardians.

**Third Notification:** When the student receives his/her 8th absence in one semester, the student will be issued a truancy citation for excessive absences. This citation will mandate that the student and parent appear in front of the North Canyon Consolidated Court in Colorado City, AZ.

Regular attendance in school, for a school age child, is required by state law. Regular attendance is essential for a student to experience success in school. Students are required to be in class for a minimum amount of hours to receive credit for that class. Students who are absent more than 10 times in a semester, for any reason, may lose credit for that class. When students are absent from school they should bring a note from home explaining the date/s the student was absent and the reason for the absence. When a student has been absent 10 times, a conference will be held with the parents, student and school representative to determine if the student will lose credit for the course. At the time of the conference, the student will bring in any notes their parents gave them so they can be reviewed as part of the decision making process.

### **Homework/Makeup Work**

Homework is required and is part of a student's overall grade. If a student is absent, he/she will be required to make up class work missed as well as homework. Work may be made up at the rate of one day allowed for each day missed. **JH-RB**

### **Withdrawals**

Only a parent/guardian may withdraw a student from school. The office will issue a withdrawal form and clear the student with the teacher and the library. Parents are encouraged to give the school advance notice of withdrawal so arrangements can be made for required return of school and personal property.

### **Promotion and Retention Of Students**

The Governing Board is dedicated to total and continuous development of each student enrolled. During the initial placement of a child in our schools, his chronological age, academic ability, and social/emotional development will be considered.

When facts indicate that retention is in the best interest of the student's academic progress, there should be close cooperation between the parents and all school personnel involved. Each child will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the child's growth and development. The child's academic and social characteristics are also determining factors. A decision will be based on sufficient data collected over a period of time and motivated by a desire to place the child in the school program where he will be the most successful.

The Governing Board prescribes that ALL of the following criteria shall be met when a teacher recommends promotion in the K-6 level (IKE):

1. "Passing" grade averages shall have been received in Reading, Mathematics, Language, as outlined in Governing Board Policy. (IKE)
2. Pupil will not be promoted from the third grade if the pupil obtains a score on the reading portion of the Arizona Instrument to Measure Standards test, or a successor test, that demonstrates that the pupil's reading falls far below the third grade level. (ARS15-701)
3. In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion. (IKE)

### **Report Cards**

Report cards are issued at the end of each nine weeks so that parents may know how their child is progressing. The report card should be taken home for parent's inspection and signature. All report cards shall be signed and returned to the teacher, within a one week period. Normally, report cards will go home on the Friday immediately following the end of the nine week grading period. Report cards will be given to the parents during the fall and spring Parent/Teacher Conferences.

### **Grading System**

#### **1<sup>st</sup> – 6<sup>th</sup> Grades:**

4	95-100	Advanced
3	75-94	Proficient
2	40-74	Developing
1	0-39	Beginning

### **Scheduling Conferences**

Please call the school office to schedule a conference with your student's teacher. Conferences will be scheduled during the teacher workday but will not be scheduled during instructional hours. *See inside cover, Teacher Duty Day.* \*PARENTS MUST OBTAIN A VISITOR'S PASS WHEN VISITING THE SCHOOL FOR ANY REASON OTHER THAN LARGE SCALE EVENTS SUCH AS PROGRAMS, PRE-SCHEDULED CONFERENCE, ETC.

### **Care Of School Property By Students**

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

### **Bicycles**

Bicycles may be ridden to school. They are to be parked only in designated areas. A bicycle lock is required. The school is not responsible for damage or theft. Students are responsible for following all bicycle use and safety laws.

### **Bringing "Things" To School**

Any toys, gadgets, or sports equipment (including balls), which have no bearing on your school work or have

no place in the school or on school grounds, are forbidden. Specifically, items like squirt guns, trading cards, toys, etc., may be confiscated on sight. All confiscated items of value will be turned into the principal's office. Parents will be required to pick up these items. Discretion is left to the principal.

### **Cafeteria/National School Lunch Program**

Littlefield Unified School District#9 participates in the National School Lunch and National School Breakfast programs, serving nutritious meals each school day. Parents/Guardians must fill out a lunch application yearly.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age or disability, if you believe you have been discriminated against, write immediately to the Director of the United States Department of Agriculture, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Ave. S.W. Washington D.C. 20250

The first meal served is the ONLY meal that can be claimed for reimbursement. If a student wishes to purchase a second meal, it should be entered as an ala carte purchase at full price.

### **Special Nutritional Needs Requests**

All meals served must meet nutrient guidelines established by the U.S. Department of Agriculture. However, if a child has been determined by a doctor to be handicapped, and the handicap would prevent the child from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. A current diet prescription from the physician must be provided to the cafeteria staff. *If a student has food allergies, parents need to inform the school nurse. The nurse will appraise the cafeteria.*

### **Character Education**

Trustworthiness, Caring, Citizenship, Respect, Responsibility, and Fairness Character education is an effective way to facilitate learning. Creating a sense of community in a school creates an atmosphere conducive for students to learn. It supports the active goal of helping young people become better citizens. This elementary school is a safe and caring community committed to core ethical values. The school strives to develop students' character as well as their academic abilities. Service learning is an integral part of this school's culture.

### **Dress Code - Elementary School (Refer to Page 21)**

Littlefield Unified School District#9 recognizes that appropriate clothing worn by students and their grooming practices contribute to the achievement of educational goals and the successful accomplishment of the district's high standards in all aspects of the educational program. The district also recognizes that student dress and grooming practices can affect the health, safety and general welfare of the students. At the same time, the district recognizes that the mode of dress and grooming practices of an individual are a manifestation of personal style and preference. Therefore, the district shall endeavor not to interfere with the rights of students and parents or guardians to make decisions regarding personal dress and grooming practices except when the choices affect the educational goals and high standards within the educational program or the health, safety and general welfare of the students and others.

The purpose of the student dress code is to encourage students to "dress for success" and come to school properly prepared for participating in the educational process. The student dress code is to be followed at all school sponsored activities. The administration reserves the right to consider a student's attire inappropriate, distracting, or gang related. Any clothing, the way clothing is worn, or grooming practices that are deemed by the administration to be disruptive to the educational process will not be acceptable. [JICA and JIC]

### **English Language Learner (ELL) Program**

Students with a primary home language other than English are given the AZ approved ELL test annually (AZELLA). Students identified as Limited English Proficient by this test are given the opportunity to

participate in the English Learned Developmental (ELD) Program.

### **Emergency Situations/Fire Drills/Bomb Threats/Intruder Drills**

Parents may call the school office, the District office, 928-347-5486, or the Sheriff, 928-347-4900 to report weapons, bombs or potential threats or anticipated harmful or violent activities. In case of fire or other emergency, the appropriate signal will be given. There is an evacuation plan posted in each room which shows the route of evacuation from that particular room. Be sure to familiarize yourself with the plan for each room you occupy during the day. In case of an alarm, follow the specified procedure for that situation. The all-clear signal will be sounded when the students are to return to the building or previous activity. Anyone creating a false emergency will be subject to disciplinary action. In case of an evacuation staff and students will be moved to a safe off campus location listed below. Student behavior standard off-campus will be the same as on-campus. If for any reason we find it necessary to close school early, the public will be informed of the action through our emergency phone tree, website and Facebook.

### **Exemption from Physical Activities**

For a child to be exempted from physical activities, the parent must send a note. If the exemption is longer than three days, there must be a note from the doctor.

### **Food Brought into the School**

Any food brought into the school by students/parents, either for parties or classroom activities, must be store bought, pre-packaged, with ingredients listed on the packaging. We have many students with severe food allergies. \*THERE WILL BE NO EXCEPTIONS.

### **Immunizations**

No child will be allowed to attend school unless all immunizations are complete. (JLCB) Students may not attend school until proof of the immunizations is presented

### **Library Services**

It is hoped that the library services will help to instill a love of reading in each student. Every effort is made to maintain a wide range of materials covering all reading levels and a broad range of subjects, both fiction and non-fiction. The goal of the library services is to help students discover the joys, adventures, and knowledge that can be found while reading books.

Students are responsible for the materials they check out from the library. Timely return of materials ensures their availability to all students in the school. It is the responsibility of the family to make sure school

### **Health Services**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is past or until a physician recommends a return. (JLCB)

In some situations, it is necessary for the student to receive a prescription drug or over-the counter drug during the school day. The school secretary will cooperate with the family physician and the parents when the following requirements are met:

1. All prescription medication must be prescribed by a physician.
2. Over-the-counter medication must be prescribed by a physician or by the parent/guardian.
3. There must be a written order for prescription medication from the physician stating the name of the medications, the dosage, and time to be given.
4. There must be a written order for over-the counter medication from the physician and/or parent/guardian stating the name of the medication, the dosage, and time to be given to the child.
5. All medications must come to the Office in the most recent prescription bottle or in the original sealed package which includes dosage to be given.

6. Parent must bring medication into the school. Students are not allowed to do so.
7. It is parent's responsibility to monitor a student's medications so he/she does not run out.

When the physician feels it is necessary for the student to carry and self-administer his own medication, either prescription or over the counter medication, the physician shall provide written recommendations to be attached to the signed parent permission form.

**Allergies:** If a student has any allergies that affect her/him during the school day, it is the parent's responsibility to notify the school office. This includes food allergies.

**Lice:** If a student becomes infected with lice, he/she shall be excluded from school until treated with a pediculocide.

**Hygiene:** If a student comes to school dirty and/or smelly, and if these conditions are apparent to both teacher and other students, we reserve the right to call parents/guardians to pick up the student.

**Screening of New Students:** Students who are new to the district must have a 45-day screening completed. If there are concerns expressed by teachers or parents, the student will be referred to the school's Child Study Team (CST).

### **School Bus Safety Program**

Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting.

### **Soliciting At School**

No student or other individual is allowed to sell any items at school that are not sponsored by an approved school organization.

### **Special Education Services**

The program is designed to provide a free appropriate public education (FAPE) to all children with disabilities aged three (3) through twenty-one (21) years within the District's jurisdiction, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the District has placed in or referred to a private school or facility. The District may refer to and contract with approved public or private agencies as necessary to ensure the provision of FAPE for children with disabilities.

These services may include specialized programs, personnel, facilities, materials, and equipment needed to promote the individual physical, social, intellectual, and emotional growth of exceptional students. The district has procedures that provide educational opportunities for individuals with disabilities and that accomplish District compliance with federal laws including the Individuals with Disabilities Education Act (IDEA), the Office of Civil Rights (OCR), the Arizona Revised Statutes, and the lawful regulations of the State Board of Education.

A student may be referred for services by parents, teachers, staff, themselves, and by prior placement at another school district. Prior to any screening or evaluation, the parent will be invited to a Child Study Team (CST) meeting held at the school site. Parent written consent is required prior to screening and testing. A school psychologist administers the tests. Once a student qualifies for special education services, an individual education plan (IEP) is developed which includes goals and objectives to address the areas of disability. (IHB)

Questions regarding the special education program should be directed to the elementary school principal or the Director of Special Education. Areas for qualification for services include specific learning disability (SLD), other health impairment (OHI), orthopedic impairment (OI), mental retardation, traumatic brain Injury, visual impairment, hearing impairment (HI), emotional disability, multiple disabilities, speech/language impairment, autism, physical handicap, preschool delays, gifted, etc.

### **Student Telephone Usage**

Arrangements for leaving campus, lunch, staying after school, etc., should be made in advance and communicated to the school by a note from the parent/guardian. The student will not be permitted to use the telephone for these reasons. If a call is really necessary, the pupil may use the telephone after permission is granted by the principal or secretary.

### **Student Fines And Charges**

Students will be responsible and accountable for loss of or damage to school property, including textbooks, library books, laptops, keyboards, computer accessories (mice, headphones, cords, etc.), and all other school property.

### **Student Release Policy**

Students will be released early only to:

- a. Parent/s with whom they reside
- b. A legal guardian
- c. A lawful custodian

A student will not be released to any other person other than the legal custodian except when the principal has assurance that the release is authorized by the legal guardian. Questioned authorization for the release of the student shall be confirmed by the principal with the legal custodian. The principal may demand appropriate identification or authorization in writing from the student's legal guardian. The principal may demand that written authorization be confirmed by telephone or in person.

At no time will we release a child from school without the child being signed out by an authorized individual. If custody is an issue, court order documentation identifying the legal custodian of the child(ren) is required. PLEASE NOTE: If a student is not picked up in a timely fashion, and parent(s)/guardian(s) cannot be contacted, we reserve the right to contact Child Protective Services/Police.

### **Tax Credit**

Taxpayers may come into the school office and make a donation of up to \$200 individually or \$400 for married filing jointly.

### **Testing**

All tests are extremely important. Please make every effort to have your child in attendance each day.

### **Title I Program**

The school is staffed with a Title I Intervention Specialist. The specialist gives DIBELS Benchmark Assessments to all students three times each year to monitor each student's mastery of the reading process. At risk students are provided with specific interventions determined by the DIBELS assessments. Specific interventions are provided by the regular classroom teacher. When appropriate the specialist will provide additional interventions in small group instruction. Results from DIBELS assessments are shared with parents during parent/teacher conference appointments.

### **Transportation Changes**

Parents/guardians must notify the school office of transportation changes a minimum of 1 hour before school is released.

### **Valuables at School**

Due to the risk of loss or theft, it is recommended that students refrain from sbringng valuable items to school, such as cell phones, iPods, tablets, jewelry, money, etc. **The school i not responsible for items lost or stolen.**



## Visitors

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

## Use Of Technology Resources In Instruction

Before a student and/or employee may have access to the Littlefield Unified School District's technology resources, the individual must have a signed and dated user agreement on file. Below are details of the user agreement. The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement. (IJNDB, IJNDB-R, IJNDB-E)

You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. While the Internet has great promise for sharing ideas and knowledge, it also has the potential for misuse. The Littlefield Unified School District #9 does filter the Internet in an effort to block material that is not appropriate for students. However, there are cautions to be taken. This Acceptable Use Policy (AUP) will outline some of those cautions, provide direction for the use of the resources, and you will affirm your commitment to comply with this AUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using Littlefield Unified School District #9 wired or wireless network services. The user agrees to follow all School and District rules for behavior and communications. **Access is a privilege - not a right.**
2. The primary purpose of the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct school business.
3. Printing - Do not waste school resources by printing excessively. Use of district printers will be limited to school-related activities. Each site will provide a limited amount of on-site printing to designated printers.
4. You agree not to tamper with or attempt to illegally access or "hack" any Littlefield Unified School District #9 computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.
5. It is your responsibility to protect your privacy; keep your password to yourself. **Sharing a password, logging in for someone else, or using someone else's password, is strictly forbidden.** If you know of a security problem with your account or someone else's, inform the school administration immediately.
6. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Littlefield Unified School District #9 technology resource.
7. The Littlefield Unified School District #9 makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the Littlefield Unified School District #9 assumes no responsibility or liability for any loss of data. YOU are ultimately responsible for backing up your files.

Use of any information obtained via the Internet is at your own risk. The Littlefield Unified School District #9 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

8. All technological devices brought onto a Littlefield Unified School District #9 campus are subject to search and seizure.
9. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, whether the damage is a broken screen, a corroded electrical part, or a broken keyboard.

10. If a device is checked out to you, you are responsible for keeping your computer clean. A charge for cleanup of your computer may be assessed.
11. Do not load or execute non-approved programs from flash drives, CD's or other portable media onto a district-owned device without expressed permission of the school tech staff and the supervising staff member (teacher, librarian, etc.). Ask before you do so and every time you do so.
12. You are the person responsible for what happens to your assigned device. You are also responsible for any content on your device regardless of how it originated. (This includes tablet and laptop settings. Screen savers, pass codes, apps. Etc.)
13. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. Taking apart or attempting to repair your computer is considered vandalism.
14. In addition to the items above, the following activities are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
  - Harassing, insulting, cyber bullying, or attacking others
  - Damaging or modifying computers, computer systems or computer networks
  - Violating copyright laws
  - Using others' passwords
  - Trespassing in others' folders, work or files
  - Intentionally wasting resources
  - Employing the network for commercial purposes, financial gain, or fraud. Violations may result in a loss of access as well as other disciplinary or legal action, per student handbook and/or board policy.

### **Discipline**

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your device, your school's administration will determine the appropriate action. The Littlefield Unified School District #9 Board policies will be followed regarding use or misuse of Technology. There may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the AUP, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the Littlefield Unified School District #9 network is a privilege.

### **Publishing schoolwork on district websites**

Parents, your child may have schoolwork that will be published on district websites. Such publishing requires that the Littlefield Unified School District #9 have your permission to publish that work. By agreeing to this AUP, you agree to allow the Littlefield Unified School District #9 to publish your child's schoolwork where appropriate on district-maintained websites.

### **Safety Issues**

The Internet has great promise for sharing ideas and knowledge, it is also has the potential for misuse. The Littlefield Unified School District #9 does filter the Internet in an effort to block material that is not appropriate for

students. The Littlefield Unified School District #9 does not provide home Internet service; this service must be purchased from an Internet service provider. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents accept full responsibility for supervising their child's use when not in a school setting.

### **Some Do's and Don'ts:**

1. ***Remember that a district-provided device is not yours personally.*** It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the tech department, or your parents. Assume that your device can keep no secrets, because it can't. Any device will be treated like a backpack-it can be searched. Files stored on your device will not be private. You also agree to allow authorized Littlefield Unified School District #9 personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different laptop computer) used on district property falls under this AUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without prior written permission of the District Technology Coordinator. This connection privilege can be revoked without reason or notice.
2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.
3. Don't attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt your school's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, or access the internal portion of the device will result in disciplinary action, which can include the possibility of felony charges.
4. Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs or sites such as Facebook, Instagram, TikTok, etc), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.
5. Don't use your device to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.
6. Don't use your device or the network for commercial, political, or other private purposes. Your device is for your schoolwork.

### **Email**

Students may be provided a District sponsored Gmail account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff.

### **Email Etiquette:**

1. Keep your communications school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might think.

4. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Don't share personal information.
5. Your district email can be monitored and reviewed. Please use email appropriately.

### **Copyright Infringement and Plagiarism**

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your device. You agree to abide by all patent, trademark, trade name, and copyright laws. Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited.

### **Miscellaneous**

Files lost are not the responsibility of the school. If you can't bear to lose a file, then you should back it up yourself. Flash drives are an easy way to do this and are widely available.

The Littlefield Unified School District #9 is not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files, whether they are purchased music or important final exams.

Should the need arise; the Acceptable Use Policy may be modified by the Littlefield Unified School District #9, preferably with notice.

### **Student Records Accessibility Rights & Procedures**

#### **What Student Information Is Collected By Schools?**

By state law, Littlefield Unified School District No 9 must collect and maintain administrative records on all students who reside and attend school in the district. Administrative records include birth date, gender, names and addresses of parents, academic work completed standardized achievement and intelligence scores, aptitude tests, immunization data, and attendance records.

Directory information on students, which includes the following: student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, and grade level will be utilized or released to certain agencies unless a parent notifies the school, in writing, that such information should not be released.

#### **What Is Student Record Information, And Where Is It Kept?**

While a student is enrolled in Littlefield Unified School District No 9, official records are maintained in a Cumulative Record Folder at the home school. Financial aid in the school district is based on administrative records and other information sent to the State Department of Education.

Other records for all students are health records, student records of grades, registration form, emergency card, and report cards. Records maintained for some, but not all, students have guidance folders, social work records, psychological evaluations, special education materials, and age certification.

#### **How Long Are Records Kept?**

Administrative records shall be permanent and maintained by the school system for an indefinite period. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records. Supplementary records may be destroyed when they are no longer accurate or needed by professional personnel to plan the most appropriate instructional program for students.

#### **Who Is The Custodian Of Records?**

The principal of the building is the custodian of the active student records. All requests for access to the records should be directed to him/her. The records of all students who have withdrawn from a school will be kept as follows: grades PreK-12<sup>th</sup> in the main office at the school sites. The custodians of records are:

Superintendent at the District Office; the Special Education Director at the Special Education Office and the Principal. Requests for records should be made to the above locations.

### **What Happens To The Records When A Student Leaves A Littlefield School?**

When a student leaves the school district (graduates, moves away, withdraws), a copy of the Cumulative Records Folder is forwarded to other school districts when requested by the parent/guardian. The parents or adult student shall have the opportunity for a hearing to challenge the contents of the record.

### **Who May See A Student's Records:**

Access is limited to the following:

1. Parents or legal guardians of students under age 18 who present proper identification.
2. Students age 18 or over who present proper identification.
3. Staff member of Littlefield Unified School District No. 9 such as the principal, teachers, counselors, nurses, and other personnel of the school district who have a legitimate interest in inspecting the records.
4. Other schools upon request when a student graduates, transfers or withdraws.

### **Cost of Reproducing Records**

An eligible person has the right to have copies made of his records for a reasonable fee.

### **How Many Records Can Be Released To Third Parties? Released Without Written Authorization**

Information may be released to the following personnel and agencies (third parties) without written authorization from the parents, legal guardians and/or adult students.

1. Officials of other schools or school systems in which the student intends to enroll.
2. Authorized representatives or federal agencies.
3. In connection with a student's application for, or receipt of, financial aid.
4. State and local officials or authorities to whom the state law specifically says such information must be reported or disclosed.
5. Organizations such as the Educational Testing Service and the College Entrance Board, as long as the data is not personally identifiable.
6. Accrediting organizations.
7. Parents of a student who is 18 years or older and who is defined as dependent for income tax purposes.
8. Under certain emergency situations to protect the health and safety of students.

### **Released With Written Authorization**

Information may be released to other third parties (employers, social agencies, etc.) with written permission of parents, legal guardians, and/or adult student.

In addition, records shall be furnished in compliance with any judicial order, or pursuant to any lawfully issued subpoena, upon condition that the parent or guardian and the student are notified of all such orders on subpoenas, by mail, in advance of compliance therewith.

### **What Are The Rights To Review, Verify And Challenge The Accuracy Of The Record Information?**

State and federal laws governing school records allow parents, legal guardians and adult students (age 18 and over) to examine their school records or those of their children in any reasonable manner in consultation with a certified employee of the district during regular hours of the school day. School officials reserve the right to have appropriate school personnel present when the records are inspected to interpret the contents of the file or to explain the meaning of certain tests. Parents who so request in writing must be granted a hearing to challenge the contents of the records according to the following procedure:

1. A hearing, if so requested, shall be held by the principal within 45 days of the request. The student and the student's parents shall have the right to make written objections to any information in the records.
2. School personnel shall have the opportunity to explain the justification for the contents of the records.
3. All parties shall be given an opportunity, subject to reasonable limitations, as to time and number, to have persons of their choice explain their views regarding the record.
4. Upon conclusion of the hearing, the principal shall either make a decision regarding modification of

- any item in the record or may take the matter under advisement and make a decision within 10 days.
5. If the parent or guardian or adult student is dissatisfied with the principal's decision, he/she may appeal to the superintendent who shall respond within 10 days.

### **What Can You Do If the School District Refuses To Let You See or Correct Your Child's Records, Or Releases Information Without Your Consent?**

Send a written complaint to:  
Family Education Rights and Privacy  
U.S. Department of Education  
330 Independence Avenue S. W.  
Washington, D. C. 20201

Littlefield Unified School District No. 9 asks for your support and cooperation in using these procedures. If you have questions or comments on any of these matters, please call the school or telephone the administration office at (928) 347-5967.

These guidelines are subject to change due to interpretation of the law by the courts.

## **Discipline**

### **Guidelines For Student Behavior**

The purpose of this discipline guide is to inform the students and their parents of rules of conduct for Beaver Dam Elementary School and of the consequences of violation of these rules.

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school to learn and participate in our activities seldom have problems with school rules. They have a good attitude toward school.

Unfortunately, some students do not always have good attitudes. The behavior of these students creates problems for everyone.

The school's primary goal is to educate, not to discipline; however, when the behavior of individual students comes in conflict with the rights of others, corrective actions are necessary for the benefit of the school as a whole.

Students shall be governed by these elementary school guidelines. This guide describes the major problem areas that Beaver Dam Elementary School cannot tolerate, as well as possible consequences for violating each regulation. Students who involve themselves in problem areas will receive corresponding disciplinary action as listed in the guidelines. Each incident will be treated individually based on the facts and circumstances.

**Students will be governed by these rules on the school grounds, in school, at any school activity, on the way to or from school, and on the school bus.**

### **Conduct Codes And Violations**

It should be understood that the following list of offenses addresses problem areas. Students should be aware that these policies describe only major problem areas. At any time, students may be counseled by teachers or administrators regarding their behavior even if the behavior is not specifically addressed in these policies. If this occurs, students will be informed as to what they must do to make their behavior acceptable. (JIC)

We suggest parents go over these guidelines with their student(s) after reading the policy carefully. This basic code of conduct is designed to support, not stifle, students. We hope it will help provide students with a school they are proud to attend, in an atmosphere where they have freedom to learn.

### **Safe Room/Time Out Room**

The Safe Room is for in-school detention. If a student violates Safe Room/Time-out Room rules, the student is automatically suspended, and parent(s) will be required to pick up the student.

### **Complaint Procedure**

If there is a complaint, the following steps should be followed:

1. Contact the teacher for resolution.
2. If not resolved, contact the principal.
3. If not resolved, contact the Superintendent

### **Code Of Conduct**

Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board is prohibited. (JIC)

### **Prior Misconduct**

Occasions of prior misconduct where a student has previously received discipline can be considered in subsequent student disciplinary proceedings to justify additional disciplinary consequences where it is established:

1. The student has not benefited from prior and usually less severe disciplinary intervention, or
2. The student is engaging in continued disruptive or disorderly behavior.

### **Conduct At Assemblies/Programs/Bus Trips**

Assemblies and programs of various kinds are held throughout the year. Students are expected to behave in a mature and courteous manner. All school rules are in effect at all times. The same conduct is expected on trips of any kind.

### **Conduct At The Bus Stop**

Misconduct at the bus stop either before or after school carries the same consequence as misconduct on the school grounds.

- Be on time for the bus, both morning and afternoon. The bus driver does not have time to wait.
- Walk in front of the stopped bus if it is necessary to cross the street or highway.
- Stand a safe distance back from the curb or highway.
- Get in line when the school bus is approaching.
- Wait patiently for the school bus.
- Have written permission from the office to leave or board another bus other than at home or school.
- Use the steps and handrail when getting on or off the bus. (EEAEC, JIC)

### **Conduct While Riding The Bus**

A student's behavior on a school bus should be the same as that in a well-ordered classroom with the exception that pupils are free to talk with no screaming or shouting. Students who are disorderly on the bus or who refuse to respect the authority of the school bus driver may be denied transportation in accordance with regulations of the Governing Board. (EEAEC)

To insure that safety procedures are followed, drivers' and students' conduct may be recorded via video camera. Students are required annually to have a signed "school bus agreement" on file with the transportation department. Students riding district buses shall observe the following standards and safety regulations.

1. Safety is our first priority. Co-operate with the driver.
2. Be at your bus stop 10 minutes prior to scheduled pick up time.
3. Be courteous, use no profane language.

4. Keep the bus clean. Do not eat or drink on the bus.
5. Do not smoke. (No drugs or tobacco products of any kind are allowed on the bus.)
6. Do not damage or tamper with bus or equipment.
7. Stay seated, facing forward keeping the aisles clear.
8. Keep head, hands and feet inside bus.
9. Do not spit, shove, push, threaten, or fight.
10. Do not bring any of the following on the bus – pets, glass containers, flammable materials, lasers, or weapons.
11. The bus driver is authorized to assign seats. Students are responsible for the area in which they sit.
12. When you exit the bus to cross the street, walk 10 feet out in front of the bus-stop, look and listen before crossing.
13. Students will not be allowed to ride a bus unless regularly scheduled to do so. (For example, Student A may not ride Student B's bus in order to play at Student A's house.)

### **Conduct While In The Cafeteria**

All school conduct rules apply in the cafeteria. If a student fails to follow cafeteria rules, he/she may be assigned a separate area to eat. Throwing food or taking another student's food is forbidden. If these rules are not followed, cafeteria privileges may be lost.

### **Public Display Of Affection**

Public displays of affection are prohibited. This includes kissing or close physical contact.

### **Scope Of Rules Off Campus**

Under "Scope and Authority" School rules may be enforced for conduct occurring **off campus and away from school sponsored events without regard to the time of day** where the motivation for the misconduct arose out of the school environment or the misconduct affects the educational and orderly mission and function of the district or endangers or threatens the members of the school community. (JLIA)

### **Tardies/Tardiness**

Punctuality is a valuable life skill and enhances the learning environment of all students. If a student accumulates 3 tardies during any nine week grading period, he/she will not be eligible for a perfect attendance award. Tardiness is unexcused lateness to school. The parent/guardian has the ultimate responsibility to see that students are on time to school. **Students can be disciplined for excessive tardies.**

### **Truancy**

**Truancy Is Any Absence That Has Not Been Excused By Either A Parent Or Legal Guardian.** Leaving the school grounds without permission anytime during the school day will be considered truancy. Truancy or ditching will be considered a discipline violation and will be treated accordingly. (JHB)

### **Specific Dress Code Regulations**

1. Footwear must be worn at all times for safety reasons. Some examples of inappropriate footwear are: high heels, slippers/house shoes, flip-flops or roller skates. Students who have roller shoes (i.e. Heely's) will be asked to remove the wheels from their shoes during school hours and while the student is on campus. If a student has been warned, the parent will need to pick up the wheels from the office.
2. Headwear, scarves, kerchiefs, bandanas, hairnets and sunglasses may not be worn in the building. Hats may not be worn in the building.
3. Any type of metal or chain material, studded bracelets or collars, overall straps that hang down, and/or other metal items that may be inappropriately and aggressively used are strictly prohibited.
4. Bare midriffs of any kind are prohibited, whether caused by crop-top shirts, hip-hugger pants or other



styles of clothing. Any top that shows excessive flesh and/or cleavage is prohibited, including but not limited to, halter tops, tank tops, spaghetti straps (any shoulder strap less than two inches in width). Spandexes as outerwear, see-through clothing, and slits or holes purposefully cut into clothing are not acceptable.

5. Clothing which contains obscene language or symbols, reference to or symbols of drugs, alcohol, tobacco products, sex, violence, satanic symbols, racial supremacy, ethnic pride, or gang affiliation (old English lettering, homies shirts, clothes worn inside out, West Side, South Side, East Side, the numbers 13 or 69, eight ball, etc.) on any type of clothing or jewelry are not acceptable.
6. Belts must fit the waistline and must be secured within the belt loops. The end of the belt will not be allowed to hang.
7. Excessively short dresses, skirts, or shorts are not acceptable. Please use the **LONGER** of the following three guidelines to determine whether or not an item of clothing is long enough:
  - a. Fingertip Length-determined by the student standing in a relaxed position with both arms extended downward at both sides.
  - b. Middle of the student's thigh.
  - c. Four to six inches maximum height above kneecap.
8. The administration realizes that each generation sets its own styles, and that what is classified as gang attire is constantly changing. At this time, the following gang attire guidelines are in effect. However, during the course of any school year, items may be added or deleted in order to keep our school safe and success-oriented in an ever-changing society.
  - a. Oversized clothing, clothing two or more sizes too large that are purposefully too large for the individual wearing them are prohibited. (Shirts and coats may not be worn in such a manner as to conceal sagging clothing or to provide concealment of inappropriate items such as electronic devices, weapons, illegal substances, etc.)
  - b. Sagging pants are prohibited. The waistline of the pant is to be worn on the person's waist, not below. Waist is defined as the narrow part of the abdomen between the thorax and the hips. Any time a student's underwear is clearly showing above the waistline of the pants, then that student by definition is sagging.
  - c. Distinctive gang-related: items of clothing included, bandanas, scarves, hair ties, hair nets, makeup (outlining of lips), or any other items used to show gang identification are not allowed. This includes anything that might be perceived as a representation of "colors" or as being used to distinctively set a group of students apart from the rest of the student body.

Specific items not allowed on clothes or t-shirts at this time are: Old English lettering, Homies, 8-Balls, ethnic pride or racial supremacy slogans, clothes worn inside out, west/east/south side, and any other symbol, saying or slogan that might intimidate or create an atmosphere of division or gang association.

### **Student Violence / Harassment / Intimidation / Bullying**

The Governing Board of the Littlefield Unified School District #9 believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

**To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.**

*Bullying:* Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical
- or emotional harm;

- occurs when there is a real or perceived imbalance of power or strength: or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to, the following:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying;
- exposure to social exclusion or ostracism;
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting;
- damage to or theft of personal property;

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

*Intimidation:* Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim physically, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

**“LUSD#9 does not employ the practice of isolation or solitary confinement as a discipline procedure.”  
If confinement becomes an alternative discipline choice, it will only be used as developed through a student individualized education plan (IEP) with consultation and approval of parents and other education professionals.**

### **Progressive Disciplinary Action Steps**

The administration reserves the right to have a student write a paper (essay) or perform community service as part of the consequence.

The administration reserves the right to override the existing range of consequences in any situation deemed excessive, blatant, or extremely dangerous.

Prior Misconduct: Occasions of prior misconduct where a student has previously received discipline can be considered in subsequent disciplinary proceedings to justify additional disciplinary interventions consequences where it is established:

1. The student has not benefited from prior and usually less severe disciplinary interventions, as demonstrated by a lack of change in the negative behavior, or
2. The student is engaging in continued disruptive or disorderly behavior.

A student who continually displays a blatant disregard for the school process by continually behaving in such a manner that results in multiple disciplinary referrals may be considered for long-term suspension.

### **Progressive Disciplinary Action Steps**

Level 1: Informal Conference

Level 2: Detention Assigned/Privileges Restricted

Level 3: Time-Out Assigned/ In-house Suspension

Level 4: 1-3 Days in In-house Suspension, Time-Out Assignment, S.A.F.E. Room Assignment, or Off-Campus Suspension

Level 5: 3-5 Days in In-house Suspension, Time-Out Assignment, S.A.F.E. Room Assignment, or Off-Campus Suspension

Level 6: 5-9 Days in In-house Suspension, Time-Out Assignment, S.A.F.E. Room Assignment, or Off-Campus Suspension

Level 7: 9-10 Days Off-Campus Suspension

Level 8: Recommendation for Long-Term Suspension

Level 9: Recommendation for Expulsion

## **Definition Of Terms**

### **BOARD POLICY, AZ SAFE (ADE), ARIZONA STATE STATUTES**

**ABUSE OF TEACHER/SCHOOL EMPLOYEE IN SCHOOL:** A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor. (A.R.S. 15-507)

**ALCOHOL AND DRUGS:** The use, possession, or sale of alcoholic substances, drugs, narcotics, or other controlled substances is prohibited. (JICH, JICH-RJIC) Possession of any noxious substances, i.e. mercury or acid, or any vapor releasing substance or simulation is prohibited.

**ARSON:** Malicious or reckless burning of property is prohibited.

**BRIBERY:** The offering of money or other valuables in return for protection or other favors is prohibited.

**BULLYING:** It is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. A school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. (JICK)

**CONFLICT RESOLUTION:** Conflict is a natural part of life. If parents have a complaint, the following procedure is to be followed. A problem should be resolved at the lowest level possible.

1. Speak with your child's teacher.
2. Speak with the principal.
3. Speak with the assistant superintendent.

Every reasonable effort will be made to resolve a problem using the guidelines set forth in this student handbook. Parents and school need to work together in the best interests of children.

**DISRESPECT/DEFIANCE/REFUSAL:** Disrespect/defiance of school personnel's authority and refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules is prohibited. This includes refusal to do assigned school work. Students are required to pursue the required course of study.

**DESTRUCTION OR DEFACEMENT OF PROPERTY:** Destroying or defacing objects or materials belonging to the school, school personnel, or other persons is prohibited. (JICB, JIC)

**EXTORTION:** The solicitation of money or something of value from another person in return for protection, or in connection with a threat to inflict harm is prohibited. (JICFIA)

**FIGHTING:** Engaging in physical contact for the purpose of inflicting harm on another person is prohibited. (JIC)

**FORGERY:** Writing and using the signature or initials of another person is prohibited.

**GANG INVOLVEMENT:** It is the District's position that gangs who initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. This includes the wearing, carrying, or displaying of gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership. (JICF-R)

**HAZING:** An attempt by a single students or group of students to extort something of value, threaten injury, harass, intimidate or to cause or attempt to cause physical or emotional injury or behave in such a way as could be reasonably expected to cause physical or emotional injury to any person. Aiding and abetting another person who is engaged in hazing is prohibited. The consent or acquiescence of a victim does not negate the offense. **ALL FORMS OF HAZING ARE STRICTLY PROHIBITED:** All teachers, students and staff shall take reasonable measures within the scope of their individual authority to report violations of this policy. Violations of the hazing policy must be reported to school authorities immediately. Violations will be investigated in a timely fashion. If deemed necessary, violations will be reported to the appropriate law enforcement agency. (JICFA)

**ON CAMPUS WHILE SUSPENDED OR EXPELLED:** Students who are suspended or expelled are prohibited from being on campus unless the terms of the suspension/expulsion state otherwise. There can be no loitering within one block of the school.

**PHYSICAL ASSAULT:** Physical attack of one person or a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack is prohibited. (JIC)

**SEXUAL HARASSMENT:** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff members or when made by a student to other student. (ACA)

**STUDENT SEARCHES:** The administration has the right to search and seize all property brought to school or school events, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student(s) exists. Items owned and provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy and lockers, desks, storage areas, etc., and they may be inspected at any time with or without reason, or with or without notice and without permission of the student or his parent or guardian by school personnel. (JIH)

**THEFT:** Taking property or items from a person or premises that do not belong to you is prohibited. (JIC)

**THREATS:** Statement of action which intimidates or indicates future injury to another person is prohibited. (JIC) This includes stalking and racial slurs.

**TOBACCO:** The use, sale or possession of tobacco or any kind on school property is prohibited. (JICG)

**USE OF PROFANITY, GRAPHICS/GESTURES:** Use of unacceptable and/or vulgar language verbally or by sign, symbol, gesture or graphics is prohibited. (JIC)

**VERBAL OR PHYSICAL ABUSE/HARASSMENT:** Statements or actions which intimidate and threaten injury to school personnel, students or other person are prohibited. (JIC-JK-R)

**WEAPONS:** The possession of a dangerous weapon or the use of an object to inflict bodily injury to another person is prohibited. Minors are prohibited from carrying or possessing firearms or simulations. (JICI, JIC)

## Table of Consequences

District Policy/School Violation	Terms and Definitions go to ADE Web Site under AzSafe at <a href="http://www.ade.state.az.us">www.ade.state.az.us</a>	Progressive Consequences	Level
<b>Aggression</b>	<b>Pages 1-2</b>	<b>1<sup>st</sup> Offense Repeated Offenses</b>	<b>1-7 2-9</b>
Verbal Provocation (eg, Profanity/Obscene Gestures/ Hand Signs)	Page 1		
Minor Aggressive Act (eg, Hitting, Horseplay, Throwing things in the cafeteria)	Page 1		
Disorderly Conduct (eg, Disruption of School Environment	Page 1		
Recklessness	Page 1		
Endangerment	Page 1		
Fighting*	Page 1		
Assault*	Page 1		
Aggravated Assault**	Page 2		
<b>Alcohol, Tobacco and Other Drugs</b> (sale/distribution or intent to sell/distribute; use; possession; or share)	<b>Page 3</b>	<b>1<sup>st</sup> Offense Repeated Offenses</b>	<b>5-9</b>
Alcohol Violation*	Page 3		
Tobacco Violation*	Page 3		
Drug Violation	Page 3		
Inhalants*	Page 3		
Prescription Drugs (Inappropriate Use Of)**	Page 3		
Over the Counter Drugs (Inappropriate Use Of)	Page 3		
Illicit Drugs**	Page 3		
Ecstasy	Page 3		
Cocaine or Crack	Page 3		
Hallucinogens	Page 3		
Heroin	Page 3		
Marijuana	Page 3		
Methamphetamine	Page 3		
Other Illicit Drug	Page 3		
Unknown Drug	Page 3		
Drug/Tobacco Paraphernalia	Page 3		
Substance Represented as Illicit Drug	Page 3		
<b>Arson</b>	<b>Page 4</b>	<b>1<sup>st</sup> Offense Repeated Offenses</b>	<b>7-9</b>
Of a structure of Property*	Page 4		
Of an Occupied Structure**	Page 4		
<b>Attendance Policy Violation</b>	<b>Page 4</b>	<b>1<sup>st</sup> Offense Repeated Offenses</b>	<b>1-6</b>

Tardy	Page 4	First 3 Teacher Discipline	
Leaving School Grounds without Permission	Page 4		
Unexcused Absence	Page 4		
Truancy	Page 4		
<b>Harassment, Threat, Intimidation</b>	Pages 5 & 6	<b>1st Offense</b>	<b>2-9</b>
		<b>Repeated Offenses</b>	<b>3-9</b>
Harassment, Nonsexual*	Page 5		
Bullying*	Page 5		
Threat or Intimidation*	Page 5		
Threat or Intimidation of a staff member*	Page 5		
Hazing	Page 6		
<b>Lying, Cheating, Forgery or Plagiarism</b>	<b>Page 7</b>	<b>1st Offense</b>	<b>1-4</b>
		<b>Repeated Offenses</b>	<b>3-8</b>
Gossip/Slander	Page 7		
Impeding an Investigation	Page 7		
<b>School Policies, Other Violations of</b>	<b>Page 8</b>	<b>1st Offense</b>	<b>1-4</b>
		<b>Repeated Offenses</b>	<b>3-9</b>
Combustible (eg, fireworks, poppers, stink bombs)	Page 8		
Contraband (eg, matches, lighters)	Page 8		
Defiance, Disrespect towards Authority, and Non-Compliance	Page 8		
Disruption	Page 8		
Dress Code Violation	Page 8		
No Food/Candy/Gum/Beverages in classrooms, halls or playground (Exceptions approved by administration or teacher)	Page 8		
Gambling	Page 8		
Inappropriate Language, Profanity, Verbal Abuse	Page 8		
Insubordination	Page 8		
Littering	Page 8		
Negative Group Affiliation (eg, Gang Related)	Page 8		
Public Display of Affection	Page 8		
Time Out Room Violations	Page 8		
<b>School Threat</b>	<b>Page 9</b>	<b>1st Offense</b>	<b>9</b>
Bomb Threat**	Page 9		
Chemical or Biological Threat**	Page 9		
Fire Alarm Misuse**	Page 9		
<b>Sexual Offenses</b>	<b>Pages 10 &amp; 11</b>	<b>1st Offense</b>	<b>2-7</b>
		<b>Repeated Offenses</b>	<b>4-9</b>
Pornography	Page 10		
Indecent Exposure of Public Sexual Indecency*	Page 10		
Sexual Harassment	Page 10		

Sexual Harassment with Contact*	Page 11		
Sexual Abuse/Sexual Conduct with a Minor/Child Molestation	Page 11		
Sexual Assault (Rape)	Page 11		
<b>Technology, Improper Use of</b>	<b>Page 11</b>	<b>1st Offense</b>	<b>1-4</b>
		<b>Repeated Offenses</b>	<b>3-8</b>
Computer	Page 11		
Network Infraction	Page 11		
<b>Theft</b>	<b>Pages 12 &amp; 13</b>	<b>1st Offense</b>	<b>1-5</b>
		<b>Repeated Offenses</b>	<b>3-9</b>
Petty Theft	Page 12		
Theft	Page 12		
Burglary/Breaking and Entering (Second and Third Degree)*	Page 12		
Burglary (First Degree)**	Page 13		
Extortion*	Page 13		
Armed Robbery**	Page 13		
<b>Trespassing</b>	<b>Page 14</b>	<b>1st Offense</b>	<b>1-4</b>
		<b>Repeated Offenses</b>	<b>2-9</b>
<b>Vandalism or Criminal Damage</b>	<b>Page 14</b>	<b>1st Offense</b>	<b>1-6</b>
		<b>Repeated Offenses</b>	<b>3-9</b>
Graffiti or Tagging	Page 14		
Vandalism of Personal Property*	Page 14		
Vandalism of School Property*	Page 14		
<b>Weapons and Dangerous Items</b>	<b>Pages 15-18</b>	<b>1st Offense</b>	<b>3-9</b>
		<b>Repeated Offenses</b>	<b>5-9</b>
Firearms**	Page 15		
Handgun or Pistol	Page 18		
Shotgun or Rifle	Page 18		
Other Firearm or Destructive Device	Page 18		
Bomb	Page 18		
Grenade	Page 18		
Starter Gun	Page 18		
Other Firearm or Destructive Device	Page 16 & 17		
Other Weapons**	Page 18		
Billy Club	Page 18		
Brass Knuckles	Page 18		
Knife with blade length of at least 2.5 inches	Page 18		
Nunchucks	Page 18		
Dangerous Items*	Page 18		
Air Soft Gun	Page 18		
B.B. Gun	Page 18		
Knife with blade length less than 2.5 inches	Page 18		
Laser Pointer	Page 18		



Letter Opener	Page 18		
Mace	Page 18		
Paintball Gun	Page 18		
Pellet Gun	Page 18		
Razor Blade or Box Cutter	Page 18		
Simulated Knife	Page 18		
Taser or Stun Gun	Page 18		
Tear Gas	Page 18		
Other Dangerous Item	Page 18		
Simulated Firearm	Page 18		

## Board Policy

### ACA SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may

include suspension or expulsion. All matters involving sexual harassment complaints will remain confidential to the extent possible.

### **EEAEC STUDENT CONDUCT ON SCHOOL BUSES**

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior. When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

## **LITTLEFIELD UNIFIED SCHOOL DISTRICT #9**

### **SCHOOL BUS AGREEMENT**

**Student's Name (Print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Route #** \_\_\_\_\_

Transportation of students is a privilege extended to students in this School District. It is the responsibility of both the driver and the students to do everything possible to make it a safe ride. The privilege of a student to ride a school bus is contingent upon the continuous observation of the safety rules and acceptable behavior.

#### **SAFETY REGULATIONS**

1. Follow the Bus Driver's directions.
2. Arrive at your established bus stop TEN (10) minutes PRIOR to the bus's scheduled arrival time.
3. All bus students shall give their full name to the bus driver at the beginning of the school year.
4. Bus driver shall assign seats; students shall keep the same seat all year unless driver makes the change.
5. Be courteous, profane language is NOT allowed on the bus.
6. Stay in your seat until the bus comes to a complete stop, face forward, avoid destructive or dangerous behavior.
7. Do not eat or drink on the bus.
8. Keep your body-that includes your head, hands and feet-inside your seat area, not outside the windows or in the aisle.
9. Do not smoke on the bus. [No drugs or tobacco products of any kind are allowed on the bus.]
10. Pets are NOT allowed on the bus.
11. Glass containers are NOT allowed on the bus.
12. Flammable materials, lasers, or weapons are NOT allowed on the bus.
13. Talk in a normal tone of voice.
14. Your bus conduct should be the same as what is expected in the classroom.
15. Students are responsible for the area in which they sit.
16. When you exit the bus and cross the street: walk 10 feet in front of the bus, look and listen for oncoming traffic, then cross.
17. When you are using headphones, only one earphone is to be worn while riding the bus.

I have read the bus safety regulations and understand them. I know that if I choose not to follow these rules and receive a School Bus Incident Report, the following will happen:

1<sup>st</sup> Incident Report: My parents will be notified and I will be warned about the consequences of choosing not to follow the rules.

2<sup>nd</sup> Incident Report: My parents will be notified and I will have chosen to lose all bus riding privileges for a period of three (3) to five (5) days depending on the severity of the offense. I MUST arrange my own transportation to and from school.

3<sup>rd</sup> Incident Report: My parents will be notified and I will have chosen to lose all bus privileges for a period of up to two (2) weeks depending upon the severity of the offense. I MUST arrange for my own transportation to and from school.

4<sup>th</sup> Incident Report: My parents will be notified and I will have chosen to lose all bus riding privileges for the remainder of the school year. I MUST arrange my own transportation to and from school.

**Certain very serious misbehavior may result in immediate removal of a student by administration.**

I understand that school administrators and transportation personnel support each other in appropriate disciplinary action for the violation of these rules to include loss of bus privileges.

My signature below indicates my understanding of the school bus rules and the consequences if I choose not to follow them. I understand and agree to follow the rules.

\_\_\_\_\_

<b>Student Signature</b>	<b>Home Phone #</b>	<b>Mother's Daytime Phone</b>	<b>Father's Daytime Phone</b>
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\_\_\_\_\_

<b>Student Physical Address</b>	<b>Mother's Name Printed</b>	<b>Father's Name Printed</b>
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I have reviewed this agreement with my child. He/She understands the rules and we both understand the consequences of misbehavior on the bus.

\_\_\_\_\_

<b>Parent/Guardian Signature</b>	<b>Date</b>
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## **IHBB SPECIAL INSTRUCTIONAL PROGRAMS**

A long-range plan will be the basis for providing special education services for students with exceptional needs and education requirements. These services may include specialized programs, personnel, facilities, materials, and equipment needed to promote the individual physical, social, intellectual, and emotional growth of exceptional students.

The Superintendent shall develop procedures that provide educational opportunities for individuals with disabilities and that accomplish District compliance with federal laws including the Individuals with Disabilities Education Act (IDEA), the Arizona revised statutes, and the lawful regulations of the State Board of Education. Such procedures shall include, but not be limited to, the following provisions:

- All children with disabilities aged birth (0) through twenty-one (21) years within the District's jurisdiction are to be identified, located, and evaluated including children attending religious or private schools who are in need of special education and related services.
- A free appropriate public education (FAPE) shall be available to all children with disabilities aged three (3) through twenty-one (21) years within the District's jurisdiction, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the District has placed in or referred to a private school or facility. The District may refer to and contract with approved public or private agencies as necessary to ensure the provision of FAPE for children with disabilities.
- A full individual evaluation encompassing existing and additional data shall be conducted for each child to determine if the child is a child with a disability and the educational needs of the child before the initial provision of special education and related services. A reevaluation of each child shall be conducted at least every third year.
- An individualized education plan (IEP) shall be developed and implemented for each eligible child served by the District and for each eligible child the District places in or refers to a private school or facility. An IEP or an individualized family service plan (IFSP) will be in place for each child with a disability prior to the provision of FAPE.
- To the maximum extent appropriate, opportunities for the least restrictive setting, inclusion in educational exercises with regular program students, and for interaction with the total school environment will be provided to exceptional students, the exception to be only when the student's condition, with supplementary aids and services, make such regular class education unsatisfactory.
- All required procedural safeguards must be guaranteed to the exceptional students and their parents. The parents will be provided with notices of procedural safeguards in each specified instance and all due process conditions will be satisfied with respect to the provision of a free appropriate public education.
- The District shall follow the established state and federal standards to protect the confidentiality of personally identifiable information at the collection, storage, disclosure, and destruction stages.
- To the extent essential to provide FAPE to children with disabilities aged three (3) through twenty-one (21), extended school year (ESY) services shall be made available and implemented as necessary.
- Criteria for the graduation of exceptional students, including accomplishment in reading, writing, and mathematics, shall be as specified in the District policy on graduation requirements. Such standards shall be equivalent to or greater than those established by the State Board of Education.
- Not later than March 1 of each year conduct a review of the reasonable and acceptable ratio of students per teacher for each disability category. The applicable ratios shall be specified in a regulation accompanying the District policy on class size.
- The discipline of exceptional students, and unevaluated students suspected of having a qualifying disability, is to be conducted in such a manner as to comply with FAPE and requirements of the IDEA.

The Superintendent is authorized and directed to establish procedures for the development and administration of the necessary programs, and to document District compliance with the law and this policy. Such procedures will be made available to staff members and to parents as necessary to enhance compliance.

## **IHBB GIFTED AND TALENTED EDUCATION**

The Board requires that appropriate instructional programs be conducted to meet the needs of exceptionally gifted students of school age, in keeping with the District's goal of developing the special abilities of each student. The framework for said programs shall encompass the following objectives:

- Expansion of academic attainments and intellectual skills.
- Stimulation of intellectual curiosity, independence, and responsibility.
- Development of originality and creativity.
- Development of positive attitude toward self and others.
- Development of desirable social and leadership skills.
- Career exploration and awareness.

Ability of candidates for this program shall be evidenced by:

- Achievement in schoolwork.
- Scores on tests measuring intellectual ability and aptitude.
- The judgments of teachers, psychologists, administrators, and supervisors familiar with the demonstrated abilities of the students.

Procedures shall be established by the Superintendent for identifying students of demonstrated achievement or potential ability.

## **IJNDB USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

### **Appropriate use of Electronic Information Services**

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

Each user will be required to sign an EIS User's Agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services. The District does not assume liability for information retrieved via EIS nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

### **Filtering and Internet Safety**

The District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students. Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

The Superintendent is responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

## **IKB      HOMEWORK**

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis. The Superintendent is responsible for procedures that will achieve objectives through homework, including, but not limited to, the following:

- Intervention that changes deficient performance to performance that meets acceptable standards.
- Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
- Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
- Feedback from the teacher through correction and clarification of all outside assignments.

## **IKE      PROMOTION AND RETENTION OF STUDENTS**

### **Regular Education**

The District is dedicated to the continuous development of each student.

Promotion from year to year will be based upon standards for each basic subject area as identified in the course of study.

The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with A.A.C. R7-2-301 and R7-2-401.

### **Special Education**

Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. The programs for such students may include adaptations.

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an IEP team on an individual basis. Students placed in special education will complete the course of study as prescribed in their

individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

## **JH STUDENT ABSENCES AND EXCUSES**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

### **When Absent from School**

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from the hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature. School administrators are authorized to excuse students from school for necessary and justifiable reasons

## **JH-R © REGULATION**

### **STUDENT ABSENCES AND EXCUSES (Absence Notification)**

When an excuse or authorization of absence from the parent or person having custody of the student has not been provided to the school office, the school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student upon the student's absence.

- Students in grades kindergarten (K) through six (6):
  - ~ Within two (2) hours after the first class in which the student is absent.
- Students in grades seven (7) and eight (8):
  - ~ Within two (2) hours of an absence when the absence is from the student's first class of the day.
  - ~ Within five (5) hours of an absence from a class other than the student's first class of the day.

The District and its Board, employees, or agents are not liable for failure to notify.

Further, on or before the enrollment of a student in grades kindergarten (K) through eight (8), the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absence. The District also requires that at least one (1) telephone number, if available, be given to the school office so

that a "reasonable effort to notify by telephone" may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.

## **JHB TRUANCY**

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901. *Truant* means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

## **JIC STUDENT CONDUCT**

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District. Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to



other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses. Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

### **JICA STUDENT DRESS**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

### **JICA-R STUDENT DRESS**

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. The school principal shall have authority regarding student dress and appearance.

- Slits and holes in clothing and bare midriffs are not acceptable.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors."
- No hats may be worn in a classroom, except for properly approved occupational safety headgear required for special classes. The only exception to the rule prohibiting bandannas and hats will be during preapproved hat days.
- Gang-related personalization is not permitted on hats, on items of clothing, or on one's person. This includes anything worn or carried on campus, including items with price tags attached.
- Obscene language or symbols, or symbols of drugs, sex, alcohol, or tobacco products on clothing are expressly prohibited.

Exceptions for special activities or health considerations may be preapproved by the administrator. Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

### **JICB CARE OF SCHOOL PROPERTY BY STUDENTS**

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be

imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property. If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

### **JICF SECRET SOCIETIES / GANG ACTIVITY**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

### **JICF-R SECRET SOCIETIES / GANG ACTIVITY**

For the purpose of District policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff member, or other employees.
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

### **JICFA HAZING**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. Students and others may report hazing to any professional staff member.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary. All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

## **JICFA-R HAZING**

A person who reports or complains regarding hazing may report or complain directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported/complained at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided

to the Superintendent.

Where disciplinary action is necessary, District policies shall be followed.

### **JICG TOBACCO USE BY STUDENTS**

The possession or use of tobacco products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

### **JICH DRUG AND ALCOHOL USE BY STUDENTS**

The nonmedical use, possession, or sale of drugs on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations. For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

### **JICH-R DRUGS AND ALCOHOL USE BY STUDENTS**

The following administrative procedures are to be used to implement the Governing Board policy on drug abuse prevention.

It shall be the responsibility of all school employees to report to the principal or other administrator in charge all suspected instances of the use, possession, or sale of drugs.

Distribution or sale of drugs:

- When it is reasonably certain that a student is involved in the distribution or sale of drugs, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.
- A student who has been determined to be involved in the distribution of drugs shall be reported to the

law enforcement authorities and shall be subject to suspension or expulsion.

#### Possession of drugs:

- Law enforcement authorities shall be contacted when the principal determines that drugs to be used for nonmedical purposes are found in the possession of a student. The principal may also contact law enforcement authorities to help make such a determination.
- Students who are in possession of drugs to be used for nonmedical purposes may be suspended or expelled.
- A student who has been suspended for a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. 15-843).

#### Under the influence of drugs:

- The principal's office shall be notified when a student is reasonably suspected of being under the influence of drugs.
- The parent(s) or legal guardian(s) of a student who is determined to be under the influence of drugs shall be contacted. The student may be suspended or expelled.
- A student who has been involved in a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. 15-843).

#### Student who seeks help:

- The District does not condone the nonmedical use of drugs. The need for the availability of help to those who use/abuse drugs is recognized. It is the position of the District that communications between students and professional staff members will be held in trust unless it becomes evident that withholding information may result in harm or injury to the student or others.
- Staff members shall refer students who seek help to the school nurse.

#### Involvement with medical drugs (medication):

- A student who needs access to medical drugs in school shall leave them, in the original container, with the school nurse. Permission and written directions from a physician concerning their use shall be left with the school nurse.
- Students who are in possession of medically approved drugs, but have not followed the directions described above, shall be disciplined in accordance with school disciplinary policies.
- Students who distribute such drugs to others will be considered as distributing drugs for nonmedical purposes.

#### Parental involvement:

- When the school principal questions a student who is reasonably suspected of having violated the school drug policy, reasonable efforts shall be made to notify the student's parents or legal guardian that such questioning has taken place.
- Reasonable efforts shall be made to notify the parents or legal guardian of a student who has been determined to have violated the school drug policy.

#### Medical services:

- A student who is reasonably suspected of being under the influence of drugs while school is in session shall be referred to the school nurse. Such cases shall be treated like any other medical problem.
- When there is reasonable suspicion that any student is under the influence of drugs while at a school activity and health services are unavailable, it shall be the responsibility of the supervisor on duty to call for appropriate assistance.

#### Return to school:

- When a student has returned from a suspension for using drugs for nonmedical purposes, reasonable efforts should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:
  - Utilization of community-based programs.
  - In-school group or individual counseling.
  - An effort by the professional staff to help the student emphasize the positive alternative to drug-use behavior.

Student neglect, child abuse, or child maltreatment:

- A staff member who believes that a parent or other adult is contributing to drug-using behavior of a student shall confer with the principal.
- Such a conference does not change the duty of the staff member to ensure that the case is referred to the appropriate child protective services for further investigation.

Drug education:

- Substance abuse prevention shall be combined with health, science, citizenship, or a similar program.
- In addition to the established curriculum, the principal shall direct the use of other educational information, including, but not necessarily limited to, assemblies, speakers, printed materials, class discussions, and bulletin board materials.

Student counseling:

- Counseling should emphasize drug abuse prevention as well as treatment, and an effort should be made to make it available to all students who desire this service.
- Counseling may be done individually or in groups.
- When a student seeks out an employee other than a counselor to discuss a drug problem, the particular staff member shall advise the counselor.

Staff education:

- Within the first thirty (30) days of each school year, the Superintendent shall arrange a meeting that will include information on drug abuse prevention. The program will be conducted by personnel trained in drug abuse prevention and will include, but not necessarily be limited to, District policies and procedures, identification of commonly used drugs, and an approach that recognizes the dignity and worth of each student.

Parent and community education:

- At least once annually, the District shall sponsor a program for the community on its drug abuse prevention programs. In addition to presentations by school staff members, the program may include representatives of law enforcement agencies and medical professions.
- Additionally, the District may offer programs in parent effectiveness training.
- News releases and other forms of communications may be used to educate parents and the community, using regular school channels for such purposes. Such communications will be approved by the Superintendent.

Confidentiality:

In order to preserve the rights of those in a counseling relationship, the counselor will inform the individual that information within the school setting cannot always be kept confidential. In some cases it will be referred to the appropriate individual or agency. Such cases may include those that endanger the welfare of the student or others.

The student shall be advised that school records include data concerning school achievement, test results, and attendance. School records are protected by federal and state statutes and do not include information

concerning drug involvement.

## **JICI WEAPONS IN SCHOOL**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. The Superintendent shall prescribe regulations for student possession of bows or firearms on District property for the purpose of the student's participation in a course of training in bows or firearms approved by the Governing Board and as authorized by Arizona Revised Statutes (A.R.S.) 15-713, 15-714, and 15-714.01. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1) year period, if ever. The Governing Board, in its sole discretion, may modify the one (1) –year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

- *Weapon* means any of the following:
  - A firearm.
  - A knife.
  - A destructive device.
  - A dangerous instrument.
- *Simulated* weapon means an instrument displayed or represented as a weapon.
- *Firearm* means any of the following:
  - Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
  - The frame or receiver of any such firearm.
  - Any firearm muffler or silencer.
  - Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one fourth (1/4) ounce, mine, or similar device.
  - Any combination of parts that could be readily assembled to form a firearm.
- *Destructive device* means:
  - Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
  - Any collection of parts that could be readily assembled to form a destructive device.
- *Dangerous instrument* means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.
  - School premises means the school, school grounds, school buses, or any premises, grounds, or

vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, et cetera) are held away from District property.

- *Deadly weapon* means any weapon designed for lethal use, including a firearm.

## **JIH STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS**

### **Interviews**

If a peace officer appears on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence. A parent may be present during an interview except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-303 and 8-802. If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

### **Searches**

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists.

Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.)

## **JK STUDENT DISCIPLINE**

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

### **Temporary Removal**

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- Rules established for the referral of students.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

### **Threatened an Educational Institution**

*Threatened an educational institution* means to interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in



mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Information concerning a student's disciplinary record will be held in the strictest confidence. Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

## **JK-R STUDENT DISCIPLINE**

A student may be subject to disciplinary action when the student:

Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:

- Fighting or engaging in violent behavior.
- Making unreasonable noise.
- Using abusive or obscene language or gestures.
- Obstructing vehicular or pedestrian traffic.
- Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.

Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.

Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:

- Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
- Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
- Selling, using, or possessing obscene materials.
- Using profane, vulgar, or abusive language (including ethnic slurs).
- Gambling.
- Hazing.

Engages in lewd behavior.

Engages in any of the following forms of academic misconduct:

- Lateness for, missing, or leaving school or class without permission or excuse.
- Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
- Plagiarism.

Engages in conduct in violation of the Board's rules and regulations for the maintenance of public order on school property.

Has a record of excessive absenteeism.

Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

### **Permissible Penalties**

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning.
- Written warning.

- Written notification to parents.
- Probation.
- Detention.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.
- Alternative to Suspension Program.
- Expulsion.
- Alternative to Expulsion Program.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

### **Student Disciplinary Proceeding**

Each school will establish a procedure that at a minimum will provide the principal, or the designee of the school administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class.

#### ***Refusal to readmit per A.R.S. 15-841:***

Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction with a temporary removal in accord with the rules established by the Board, the teacher will be required to state an intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be provided to the administrator by the next business day following the temporary removal.

Either of the following conditions must exist for a temporary removal per A.R.S. 15-841:

- The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.
- The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. 15-841. Within three (3) business days following the date of temporary removal, the SPRC shall determine to either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.
- If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the IEP team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings. This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

### **Involving Staff Members**

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.

### **JLCB IMMUNIZATIONS OF STUDENTS**

Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubella (measles), mumps, rubella (German measles), hepatitis B, and haemophilus influenza b (Hib) is required for attendance of any student in any District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student who fails to comply with the immunization schedule shall be suspended in accordance with policies of the District, except that a homeless student shall not be suspended from attendance until the fifth calendar day after enrollment.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

The District will cooperate with county and state health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects.

### **JLCC COMMUNICABLE / INFECTIOUS DISEASES**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-629 *et seq*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

#### **Pediculosis (Lice Infestation)**

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated.

### **JLCD ADMINISTERING MEDICINES TO STUDENTS**

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population. This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

#### **JLCD-R ADMINISTERING MEDICINES TO STUDENTS (Medication Procedures)**

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

### ***Administration by school personnel:***

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

### ***Self-administration:***

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.
- The medication must come in the prescription container as put up by the pharmacist.

### **Over-the-Counter Medication**

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

### ***Administration by school personnel:***

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.
- An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

### ***Self-administration:***

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.
- Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- *Necessity* for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

### **Protection of Students**

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population. The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to

another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

## **JLIA SUPERVISION OF STUDENTS**

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school and the school is responsible for them.

Supervision shall include being within the physical presence and, whenever possible, within a line of vision of the students so that school personnel will have a reasonable opportunity to control the behavior of and assist the students if necessary. Teachers shall exercise supervision as appropriate from the commencement of the school day, before classes begin, during class sessions, during lunch periods, between classes, and at any other time when performing teaching or related duties on behalf of the school.

If it should be necessary in an emergency situation for a teacher to leave the physical presence of the students, then the teacher shall make a reasonable effort to obtain a school employee to supervise the students during the teacher's absence. In no case shall the teacher leave students unsupervised if there is a reasonable possibility that harm to students or property will result from the students being left unattended. School administrators, teachers, and other staff members will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

## **JLRA STUDENT WELLNESS**

An annual report shall be made to the Board on the District's compliance with law and policies related to student wellness. The report may include but not be limited to:

- Evaluation of the food services program.
- Recommendations for policy and /or program revisions.
- Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
- Assessment of school environment regarding student wellness issues.
- Listing activities and programs conducted to promote nutrition and physical activity.
- Providing feedback received from District staff, students, parents/guardians, and community members.

In accordance with the National School Lunch Act (42 U.S.C. 1751 et seq.) and the Child Nutrition Act (42 U.S.C 1771 et seq.), as amended, and assurance that District guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually. The Superintendent shall receive assurances from all appropriate administrators and supervisors prior to making the annual Board report.

### **Nutrition Education**

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local District health education standards. Nutrition education at all levels of the curriculum shall include, but not be limited to, the following essential components designed to help students learn:

- Age-appropriate nutrition knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;
- Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
- How to assess one's personal eating habits, set goals for improvement and achieve those goals.

In order to reinforce and support nutrition education efforts, the guidelines will ensure that:

- Nutrition instruction provides sequential, comprehensive health education in accordance with the Arizona Department of Education curriculum regulation and academic standards;

- Cooperation with agencies and community organizations is encouraged to provide opportunities for appropriate student projects related to nutrition;
- Consistent nutrition messages are disseminated from the District throughout the schools, communities, homes and media; and
- Nutrition education is extended beyond the school environment by engaging and involving families and community.

## **Nutrition Guidelines and Food Services Operations**

All foods and beverages made available on Kindergarten (K) through eighth (8<sup>th</sup>) grade campuses during the school day are to be consistent with the Arizona Nutrition Standards. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The District will create procedures that address all foods (including foods of Minimal Nutritional Value and Competitive Food sales) available to students throughout the school day in the following areas:

- National School Lunch Program and School Breakfast Program Meals.
- A la carte offerings in the food service program.
- Vending machines and school stores.
- Classroom parties, celebration, fund-raisers, rewards and school events.
- Snacks served in after-school programs.

In keeping with the District's nutrition program goals, only food prepared or obtained by the District's food services program should be served. This includes classroom reward or incentive programs involving food items as well as foods and beverages offered or sold at school-sponsored events during the regular school day. Approval is required to ensure that the foods served meet the requirements of the district's nutrition policy and regulation (i.e., all foods served fit in a healthy diet and contribute to the development of lifelong healthy eating habits for the District's students).

## **Physical Activity**

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

## **Other School-Based Activities**

The goal for other school-based activities is to ensure whole-school integration with the wellness program. The District will achieve the goal by addressing elements that include, but are not limited to, school meal times, dining environment, food as an incentive, marketing and advertising, skin cancer prevention and sun safety, staff wellness, and staff development and training.

### **Program Evaluation**

In each school, the principal will ensure compliance with established District-wide student wellness goals and will report on the school's compliance to the Superintendent.

The District, and individual schools within the District, will, as necessary, revise the policy and develop action plans to facilitate their implementation.

## **JQ STUDENT FEES, FINES, AND CHARGES**

The Board recognizes the need for student fees to fund certain school activities that are not financed by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education as a result of inability to pay these supplementary charges. Students will not be required to supply specific types of school supplies or equipment as a prerequisite to successful completion of a required course or

project. Students will, however, be responsible and accountable for loss of or damage to school property, including textbooks and library books.

The Superintendent will establish procedures through which students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books. Authorization is granted for the acceptance of fees or cash contributions paid by a taxpayer for support of extracurricular activities and character education programs in schools of the District. The Superintendent shall establish procedures to assure compliance with all requirements for reporting the receipt and expenditure of taxpayer contributions.

### **JQ-R STUDENT FEES, FINES, AND CHARGES (Tax Credit Contributions)**

The receipt and expenditure of fees or cash contributions may be for "Extracurricular activities" as indicated in A.R.S. 43-1089.01 and 15-342 with contributions also used for "character education programs" as described in A.R.S. 15-719.

To comply with the requirements of A.R.S. 43-1089.01 concerning the receipt and expenditure of fees or cash contributions from taxpayers during the previous *calendar* year for support of extracurricular activities and character education programs of the District, annually not later than February 28 each school in the District shall provide the following information on forms prescribed by the Arizona Department of Revenue:

- Total number of fees and contribution payments received,
- Total dollar amount received,
- Total dollar amount spent, categorized specifically by
  - Extracurricular activity
  - Character education program
- Total number of student participants, categorized specifically by
  - Extracurricular activity
  - Character education program

When a school has a site council, the site council shall determine how contributions not designated for a specific purpose are to be used at the school site. When a school does not have a site council, the principal shall make the determination.

### **JQ-E STUDENT FEES, FINES, AND CHARGES (Fees)**

Areas where fees may be charged include, but may not be limited to:

Optional extracurricular activities, which are defined as any optional, noncredit, educational or recreational activity that supplements the education program of the school, whether offered before, during, or after regular school hours.

- Optional programs conducted when school is not in session.
- Fine arts courses (high school only).
- Vocational education courses (high school only).
- Other courses, fees for optional services, equipment, and materials offered to the students beyond those required to successfully complete the basic requirements of the course (high school only).

Pursuant to A.R.S. 15-342, a school district may charge fees for the activities described above if:

- The fees are reasonable.
- The fees do not exceed the actual costs of the activities, programs, services, equipment, or materials.
- A notice of the proposed fees is given to all parents of students enrolled at schools in the District *before* the Governing Board acts to adopt fees.
- The fees are then adopted by the Governing Board.
- The Governing Board includes in its action a grant of authority to the principals to waive the assessment of all or a part of any fee if it creates an economic hardship for a specific student.

- No fees are charged for students' access to or use of computers or related materials.

## **JR      STUDENT RECORDS**

Required student records (regular and special education) will be prepared in a manner consistent with the laws and the requirements of the Uniform System of Financial Records (U.S.F.R.). Retention periods and disposition of records shall be as specified in the U.S.F.R.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the No Child Left Behind Act of 2001 (NCLB) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations. If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education.

The address is:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the office of each school and in the Superintendent's office.

### **Confidentiality**

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

### **Annual Notification**

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.561]. The notice shall inform the parents of:

- The right of the parent or an eligible student to inspect and review the student's education records.
- The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the NCLB Act.
- The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
- The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA. Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.561].  
The notice shall also include:

The procedure for exercising the right to inspect and review education records.



- The procedure for requesting amendments of education records that the parent or eligible student believes to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
- The conditions when prior consent is not required the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

## **KB PARENTAL INVOLVEMENT IN EDUCATION**

The Superintendent, in consultation with parents, teachers, and administrators, shall develop a procedure for parental involvement in the school(s). This shall include:

- A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline.
- A method by which parents may learn about the course of study for their children and review learning materials.
- A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion.

Resumés of all current and former instructional personnel shall be maintained and available for inspection of parents and guardians of pupils enrolled. The résumé shall include individual educational and teaching background and experience in a particular academic content subject area. *Parent* means parent or person who has custody of the student.

**Figure 1. Recommended immunization schedule for persons aged 0 through 18 years – United States, 2014.**  
**(FOR THOSE WHO FALL BEHIND OR START LATE, SEE THE CATCH-UP SCHEDULE [FIGURE 2]).**

These recommendations must be read with the footnotes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars in Figure 1. To determine minimum intervals between doses, see the catch-up schedule (Figure 2). School entry and adolescent vaccine age groups are in bold.

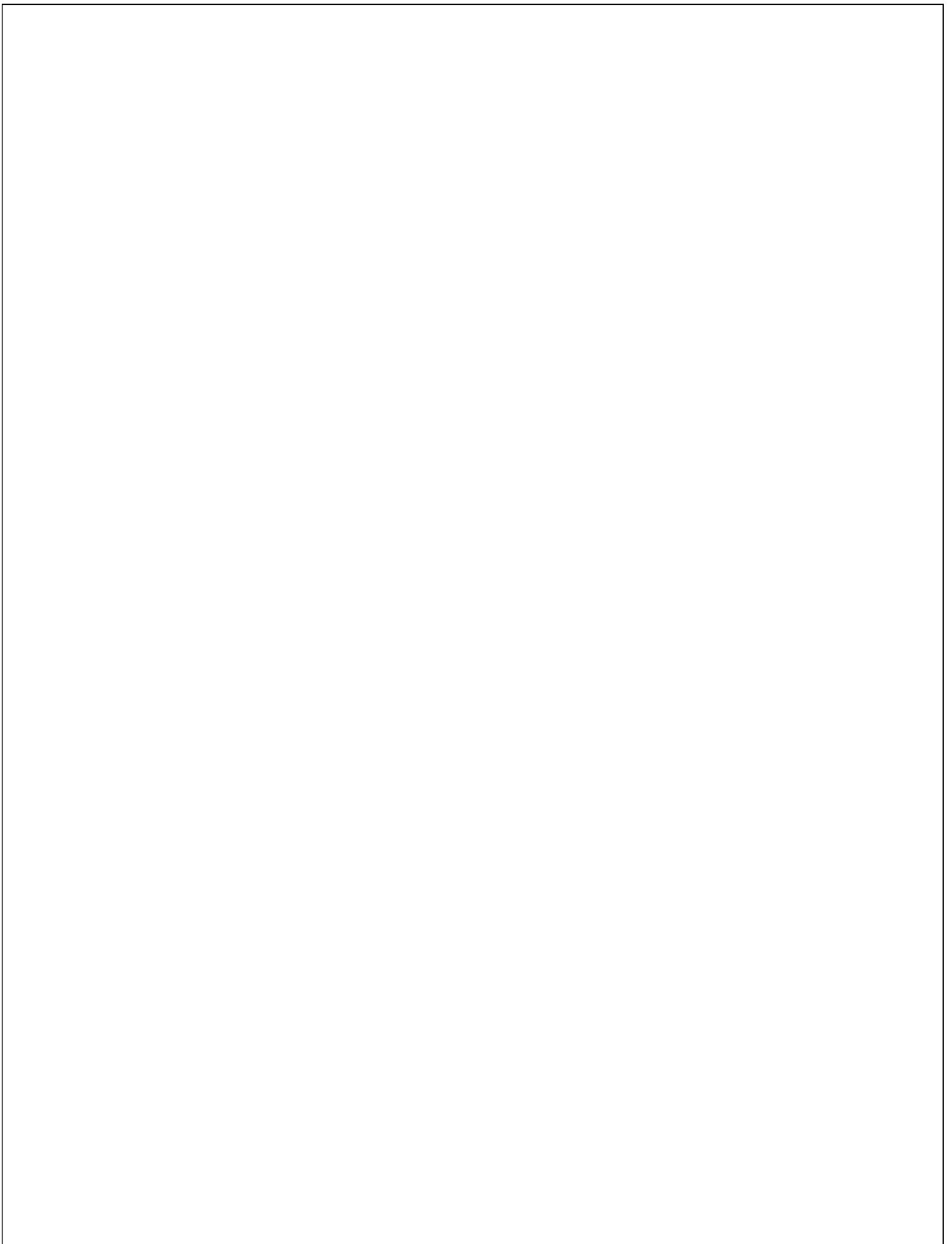
Vaccine	Birth	1 mo	2 mos	4 mos	6 mos	9 mos	12 mos	15 mos	18 mos	19–23 mos	2–3 yrs	4–6 yrs	7–10 yrs	11–12 yrs	13–15 yrs	16–18 yrs
Hepatitis B <sup>1</sup> (HepB)	1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose	4 <sup>th</sup> dose	5 <sup>th</sup> dose	6 <sup>th</sup> dose	7 <sup>th</sup> dose	8 <sup>th</sup> dose	9 <sup>th</sup> dose	10 <sup>th</sup> dose	11 <sup>th</sup> dose	12 <sup>th</sup> dose	13 <sup>th</sup> dose	14 <sup>th</sup> dose	15 <sup>th</sup> dose	16 <sup>th</sup> dose
Rotavirus <sup>2</sup> (RV) RV1 (2-dose series); RV5 (3-dose series)		1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose	4 <sup>th</sup> dose	5 <sup>th</sup> dose	6 <sup>th</sup> dose	7 <sup>th</sup> dose	8 <sup>th</sup> dose	9 <sup>th</sup> dose	10 <sup>th</sup> dose	11 <sup>th</sup> dose	12 <sup>th</sup> dose	13 <sup>th</sup> dose	14 <sup>th</sup> dose	15 <sup>th</sup> dose
Diphtheria, tetanus, & acellular pertussis <sup>1</sup> (DTaP: <7 yrs)		1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose	4 <sup>th</sup> dose	5 <sup>th</sup> dose	6 <sup>th</sup> dose	7 <sup>th</sup> dose	8 <sup>th</sup> dose	9 <sup>th</sup> dose	10 <sup>th</sup> dose	11 <sup>th</sup> dose	12 <sup>th</sup> dose	13 <sup>th</sup> dose	14 <sup>th</sup> dose	15 <sup>th</sup> dose
Tetanus, diphtheria, & acellular pertussis <sup>1</sup> (Tdap: ≥7 yrs)																
<i>Haemophilus influenzae</i> type b <sup>5</sup> (Hib)		1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose	4 <sup>th</sup> dose	5 <sup>th</sup> dose	6 <sup>th</sup> dose	7 <sup>th</sup> dose	8 <sup>th</sup> dose	9 <sup>th</sup> dose	10 <sup>th</sup> dose	11 <sup>th</sup> dose	12 <sup>th</sup> dose	13 <sup>th</sup> dose	14 <sup>th</sup> dose	15 <sup>th</sup> dose
Pneumococcal conjugate <sup>6</sup> (PCV13)		1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose	4 <sup>th</sup> dose	5 <sup>th</sup> dose	6 <sup>th</sup> dose	7 <sup>th</sup> dose	8 <sup>th</sup> dose	9 <sup>th</sup> dose	10 <sup>th</sup> dose	11 <sup>th</sup> dose	12 <sup>th</sup> dose	13 <sup>th</sup> dose	14 <sup>th</sup> dose	15 <sup>th</sup> dose
Pneumococcal polysaccharide <sup>6</sup> (PPSV23)																
Inactivated poliovirus <sup>7</sup> (IPV) (<18 yrs)		1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose	4 <sup>th</sup> dose	5 <sup>th</sup> dose	6 <sup>th</sup> dose	7 <sup>th</sup> dose	8 <sup>th</sup> dose	9 <sup>th</sup> dose	10 <sup>th</sup> dose	11 <sup>th</sup> dose	12 <sup>th</sup> dose	13 <sup>th</sup> dose	14 <sup>th</sup> dose	15 <sup>th</sup> dose
Influenza <sup>8</sup> (IV; LAIV) 2 doses for some: See footnote 8																
Measles, mumps, rubella <sup>9</sup> (MMR)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose	4 <sup>th</sup> dose	5 <sup>th</sup> dose	6 <sup>th</sup> dose	7 <sup>th</sup> dose	8 <sup>th</sup> dose	9 <sup>th</sup> dose	10 <sup>th</sup> dose	11 <sup>th</sup> dose	12 <sup>th</sup> dose	13 <sup>th</sup> dose	14 <sup>th</sup> dose
Varicella <sup>10</sup> (VAR)			1 <sup>st</sup> dose	2 <sup>nd</sup> dose	3 <sup>rd</sup> dose	4 <sup>th</sup> dose	5 <sup>th</sup> dose	6 <sup>th</sup> dose	7 <sup>th</sup> dose	8 <sup>th</sup> dose	9 <sup>th</sup> dose	10 <sup>th</sup> dose	11 <sup>th</sup> dose	12 <sup>th</sup> dose	13 <sup>th</sup> dose	14 <sup>th</sup> dose
Hepatitis A <sup>11</sup> (HepA)																
Human papillomavirus <sup>12</sup> (HPV2: females only; HPV4: males and females)																
Meningococcal <sup>13</sup> (Hib-Men-CY ≥ 6 weeks; MenACWY-D ≥ 9 mos; MenACWY-CRM ≥ 2 mos)																

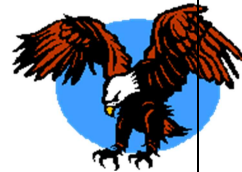
 Range of recommended ages for all children  
 Range of recommended ages for catch-up immunization  
 Range of recommended ages for certain high-risk groups  
 Range of recommended ages during which catch-up is encouraged and for certain high-risk groups  
 Not routinely recommended

This schedule includes recommendations in effect as of January 1, 2014. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. The use of a combination vaccine generally is preferred over separate injections of its equivalent component vaccines. Vaccination providers should consult the relevant Advisory Committee on Immunization Practices (ACIP) statement for detailed recommendations, available online at <http://www.cdc.gov/vaccines/hcp/acip-recs/index.html>. Clinically significant adverse events that follow vaccination should be reported to the Vaccine Adverse Event Reporting System (VAERS) online (<http://www.vaers.hhs.gov>) or by telephone (800-822-7967). Suspected cases of vaccine-preventable diseases should be reported to the state or local health department. Additional information, including precautions and contraindications for vaccination, is available from CDC online (<http://www.cdc.gov/vaccines/recs/vac-admin/contraindications.htm>) or by telephone (800-CDC-INFO [800-232-4636]).

This schedule is approved by the Advisory Committee on Immunization Practices (<http://www.cdc.gov/vaccines/acip>), the American Academy of Pediatrics (<http://www.aap.org>), the American Academy of Family Physicians (<http://www.aafp.org>), and the American College of Obstetricians and Gynecologists (<http://www.acog.org>).

**NOTE: The above recommendations must be read along with the footnotes of this schedule.**





## BEAVER DAM ELEMENTARY SCHOOL ATTENDANCE

To Parents and Students:

Developing good habits of attendance and punctuality is essential to succeed. Please sign below to indicate that you understand the Beaver Dam Elementary School attendance procedures and that you will comply with them.

### **THIS CONTRACT MUST BE SIGNED AND RETURNED TO SCHOOL**

#### **STUDENT AGREEMENT**

I understand that it is my responsibility to attend classes and follow school procedures in the event of an absence. I further understand that attendance laws have changed.

Print Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **PARENT AGREEMENT**

I understand that it is my responsibility to encourage my child to attend all classes. I have reviewed the attendance procedures with my child, and I understand the consequences as they relate to absenteeism.

- ◆ On the day of a full-day absence, I will call the elementary School Office before my child is absent or on the day they are absent.
- ◆ If notification is received AFTER the date the child was missing it is unexcused per state law.
- ◆ Any unexcused absence will result in receiving a Truancy Citation and will be referred to Moccasin Court

**I have read the student handbook and discussed this agreement with my student.**

Print Parent/Guardian Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Date: \_\_\_\_\_