

2016-2017
Pima Elementary School
Student & Parent Handbook

VISION AND MISSION STATEMENT

**At Pima Elementary School,
our first priority is the teaching and learning of the intended
curriculum along with our essential standards for ALL students
in a safe, orderly and productive
environment.**

School Hours: Monday-Thursday

Start 7:50 a.m.

End 2:50 p.m.



Pima Elementary School

Welcome to Pima Elementary School! Whether you are new to Pima Elementary School or a returning family, we are happy that you have joined us. You have made the right choice for your child's education. Pima Schools offers a dedicated and friendly staff that will care for your children and hold them accountable to high expectations. Relationships, hard work and respect are driving principles at Pima Schools. Our students, staff and families work together to create an environment where children are intellectually challenged in ways appropriate to their individual strengths, needs, and experiences. Our goal is to create a learning community that is committed to engaging and challenging every student in every classroom every day.

We believe that parents play a critical role in the success of our students. Parents, you are your child's first and most important teacher. You know your child better than anyone else and we invite you to work in partnership with your child's classroom teacher. You have rich insight into your child's unique needs, talents and interests. Please feel free to share any information that you believe will help us increase your child's success. Teachers, however, have a unique perspective on your child. They will see your child as a member of the class and watch as they interact with peers, face the challenge of new learning, ask questions, and solve problems. Parent and teacher perspectives, working in partnership, are critical to ensure that your child's time at Pima Schools is exciting and rewarding.

This handbook is intended to provide a brief overview of some of the most important opportunities and expectations that anchor our program. Please review this handbook with your child and feel free to call me at (928) 387-8050 if you have any questions about our programs, rules, or district policies.

Thank you,

Mr. Carlton

Principal

Pima Elementary School

**“The road to higher education begins at
Pima Elementary School.”**

Calendar

August 2	Meet the Teacher Night 4:30—6:00 p.m.
August 3	School starts 7:50 a.m.
September 5	Labor Day- NO SCHOOL
September 8	School Board Meeting 6pm
September 14	School Pictures being taken by © Holladay's Photo Emporium
September 22	Progress Reports Sent Home
October 6	School Board Meeting 6pm & End of 1 st Quarter
October 10-13	Fall Break- NO SCHOOL
October 20	Report Cards Sent Home
November 10	School Board Meeting 6pm
November 23 & 24	Thanksgiving Break- NO SCHOOL
December 1	Progress Reports Sent Home
December 8	School Board Meeting 6pm
December 22	End of 2 nd Quarter
December 23-January 6	Winter Break- NO SCHOOL
January 9	School Resumes
January 12	Report Cards Sent Home & School Board Meeting 6:00pm
January 18	MLK Day- NO SCHOOL
February 9	School Board Meeting 6pm
February 20	President's Day-- NO SCHOOL
March 2	Progress Reports Sent Home
March 9	School Board Meeting 6pm & End 3 rd Quarter
March 13-16	SPRING BREAK-No School
March 23	Report Cards Sent Home
April 13	School Board Meeting
May 18	Last Day of School & End of 4th Quarter, Report Cards Sent Home

Parent-Teacher Conferences TBA at a later day

Attendance

Regular and consistent school attendance is a **KEY** to student learning in all grades. Consistent attendance is encouraged and rewarded. Students should only miss school when it is **ABSOLUTELY NECESSARY**.

If a child is absent, parent/guardian are to call our office (928-387-8050) between **7:30am to 9:00am** for reporting absences, **please leave a message if no one is available to answer**. If the office has not received a call to the office by 9:00am, a message will be sent out and efforts will be made to get in contact with the parent/guardian of the child as required by A.R.S. 15-807.

We encourage all parents to have their students at school before the morning **TARDY** bell rings at 7:55 am. Instruction begins in all classes before this bell. Students who are absent from school during 1 1/2– 3 hour block of time it shall be counted absent for a half day. Students absent from school for longer than 3 hours shall be counted as absent for one full day. Students will only be considered tardy only if they arrive at school between the hours of 8:00am to 10:30am.

Students in all grades (K-6) are required to be in attendance at least 90% of the school year to be considered for promotion to the next grade level at the end of the year. Students with absences exceeding 15 days are in jeopardy. According to A.R.S 15-803. B. "A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required days prescribed in A.R.S. 15-802." The exception to this ruling is serious illness with medical documentation. Parents are requested to schedule medical and dental appointments after school hours except in cases of emergency. Likewise, parents are requested to schedule family vacations during school recess periods. Letters will be sent home once the student has reached 5 absences, 10 absences and 15 absences. **Once a student has reached 5 unexcused absences the school administration will report this to the local law enforcement as well as the county probation department.**

Daily Schedule

Morning Bell/Classes Begin	7:50 am
Tardy Bell	7:55 am
School Dismissed	2:50 pm

***Lunch Times TBA**

Homework

Pima Elementary School recognizes the fact that home study is desirable and necessary. Students will be assigned homework as a means of encouraging independent study, establishing good work habits and reinforcing basic subject skills. Homework will be assigned on a regular basis throughout the year. The amount of time a student spends on homework should be about 10 minutes per grade level. For example, third graders should spend about 40 minutes on homework.

Promotion of Students

Promotion of students in kindergarten through sixth grade is based on teacher recommendation. Recommendations for students in kindergarten through third grade are based on student progress toward mastery of essential standards, achievement on assignments, tests, projects and 90% attendance at school.

Promotion for students in fourth through sixth grade is based on mastery of essential standards, achievement of 60% or better in core academic areas and a 90% attendance rate.

ARS 15-521.10 states that every teacher shall make the decision for promotion or retention of students. If a parent disagrees with the decision to retain, the student shall be passed to the next grade with an Academic Improvement Plan in place.

Promotion of student's cont.

However, if the student fails to make progress in that year, he/she shall be retained. At that point, if parents disagree with the decision of the teacher, they may request in writing that the school board review the teacher's decision. The decision of the board then becomes final.

School Hours

Students should not arrive on campus before 7:30 a.m. and are expected to leave the school grounds no later than 10 minutes after dismissal time. Those students who have been requested to remain after school by a teacher or are participating in an after-school supervised activity may remain after school hours, but are expected to leave as soon as the activity is over. Parents are responsible for children when they return after school hours. We encourage parents/guardians to make after school pick up arrangements before the school day. We understand that emergency's come up. Regular school hours are: 7:50 a.m. to 2:50 p.m.

School Nurse

Pima Unified School District provides a full-time school nurse. The nurse provides services to students and school employees who require first-aid attention due to illness or injury occurring while at school or during a school related activity.

Students are **not** allowed to carry prescribed, over the counter medications, or other medicinal like substances on the school campus. Student violation of this policy may result in the seizure of the medication and disciplinary action.

Those students who are required to carry inhalers and Epi-pens per a Physician's Statement and Parent/Guardian Consent are an exception to this ruling. **If your child needs to take prescription or non-prescription medication at school the parent must bring it to the school nurse or office in the original labeled container and a special form must be completed and signed.**

Insurance

The school does not provide accident insurance for students of the district. Parents with children in school are provided with the opportunity to purchase accident insurance through a private insurance company that distributes information to the school. This insurance is relatively inexpensive and provides a number of options. For further information, please call the school at 387-8050.

Students of the Month

All K-6 grade teachers will nominate one student of the month during the school year. The criteria of this recognition will include the following: exceeding teacher expectations, achievement in their academics, attendance and significant effort/improvement in interactions with peers or in academics. Students receiving this award will be recognized in our monthly newsletter and will eat a lunch with the principal from our local restaurant El Mesquite Taqueria.

Rider Pride Tickets

Rider Pride Tickets are external student incentives for the purpose of noticing and encouraging positive, responsible, respectful and safe behavior. All members of the staff can hand out Rider Pride Tickets when they notice positive behavior. Students may use the tickets to purchase items at the Rider Pride Store.

The critical element of this system is not the Rider Pride tickets or the prizes, but rather the positive interaction between the student and the school. Through pairing positive student behavior with positive social interactions with adults, the emphasis can be shifted from tangible to social rewards and external incentives to internal desires.

Toys, Trading Cards and Electronic Devices

The following items should not be brought to school:

- Toys of any kind
- Trading cards of any kind
- Electronic listening devices such as, iPods, CD players, walkie-talkies etc.

These items detract from learning in the classroom and may cause issues or possible fights on the playground. Please support your child and the school by keeping toys at home.

Bicycles

Bicycles are to be placed in the bike rack as soon as the student arrives on campus and are to be left there until school is dismissed. Bikes are to be walked on and off the school grounds. All bicycles should be secured with a lock. Students assume responsibility for their bikes and any damage that may occur.

Breakfast and Lunch Program

A nutritious breakfast and hot lunch are available to all students. Students are welcome to bring a cold lunch and may purchase milk in the cafeteria for 50¢. Lunch prices are TBA.

Families are encouraged to apply for free or reduced rate breakfast/lunch and milk by filling out a free/reduced form that is given to all students on the first day of school. Eligibility for this rate depends upon family income and the number in the household.

Parents and guardians are encouraged to come to the cafeteria and enjoy lunch with their children. We ask only that you call the cafeteria ahead to reserve your tray, an adult meal costs \$3 cafeteria phone #: 928-387-8008

Bus Transportation

Bus transportation is provided for students in Pima Elementary who reside outside a one-mile radius from the school. If you have questions as to whether or not your child may ride the bus, please call the office.

Behavioral expectations for students riding the bus are as follows:

BUS EXPECTATIONS

Listen to the Driver
Use quiet voices
Be polite
Line up appropriately at bus stops
Remain in designated seat
Keep belongings with you
Keep hands, feet, and objects
inside of bus
Stay seated
Keep belongings out of aisle
Keep bus clean
Keep hands, feet, and other
objects/items to yourself.

Cell Phones

Students are not to use cell phones in any manner on campus from **7:50am-2:50pm**. Cell phones that are seen by a member of our staff during this designated time will be confiscated and turned into the office, it will be available for pick up at the end of the school day. **The second time a cell phone is confiscated a parent/guardian must come and pick up the phone.**

Telephone Usage

School telephones must be kept open for school business. Students may use the phones for emergency situations; they will not be allowed to call home for lunch money, homework, backpack, clothes, etc. However, parents are urged to make prior arrangements for after school activities and transportation prior to the school day beginning.

Entrance Age For 2016-2017 Year

According to the AEC (Arizona Education Code 15821) "a child is eligible for admission to kindergarten if the child is five years of age. A child deemed five years of age if the child reached the age of five before September 1st of the current school year. According to the AEC (Arizona Education Code 15821) "a child is eligible for first grade if the child is six years of age. A child is deemed six years of age if the child reaches the age of six before September 1st of the current school year.

Perfect Attendance Certificate

For students to be eligible for a Perfect Attendance Certificate they must be enrolled of the current school year and have **no absences or unexcused tardies** for the quarter.

Principal's Perfect Attendance & End of Year Field Trip

To be eligible for the Perfect Attendance Award, students must be enrolled in Pima Elementary School from **August through May of the current school year and have no absences or unexcused tardies throughout the entire school year.**

Dress Code

The students, teachers, parents and administration recognize that everyone feels more at ease when properly dressed and groomed. With that in mind, students are expected to dress in a manner that reflects the academic functions of the school.

Apparel or clothing, such as jewelry, hats, or hair ornaments that suggest identification or affiliation with gangs or drug culture is prohibited at school.

Clothing having lewd, vulgar or suggestive statements or without proper undergarments or designed to be worn as undergarments but being worn inappropriately are prohibited. Facial piercing is also prohibited. The end of one's belt is not to hang below the waist. Chains worn around the waist or hanging from pants are not to be worn to school. Pants may not be worn in a sagging manner.

Minimum length of shorts, for boys and girls is mid-thigh. That length applies to skirts and dresses as well. Spaghetti straps, tank tops, see-through blouses, short tops, bare midriffs and muscle shirts are prohibited.

Shoes are to be worn at all times. Shoes should be safe and protect the foot. Shoes that fall off, have high heels, are flimsy, or laces that drag are discouraged.

Students who violate the dress code may be subject to confiscation of the item. Students will be warned on the first offense and call home for a change of clothes, or will receive a change of clothes from the office/nurse. Repeated violations may result in a pink slip from school. Any violation after the first one is considered a repeated violation.

School Visitation Policy

Pima Elementary School welcomes visits by parents and other interested persons. To protect the safety of the staff, students and to avoid disruption, all persons need to report at the office upon their arrival at the school to sign in and receive a pass, except on scheduled parent-teacher conferences, scheduled program. Friends and relatives of students are not permitted to be at school during regular school hours except for school or classroom programs or for the purpose of volunteering in the classroom.

Suspension

When a student is '**Out of School**' suspended from school for any reason he/she is not allowed on school grounds or to attend school related activities for any reason during the duration of the suspension.

Withdrawal Procedures

Please notify the school office as soon as you know you will be moving out of the school district. A withdrawal form will need to be completed by the school for your student's enrollment into another school.

Procedure for missing child on campus

Procedure Statement:

The safety and security of the children at Pima Elementary School are paramount. Every care is taken to ensure that the children are accounted for at all times when in our care. Each time a class reconvenes from various activities (recess, lunch, specials, etc.) the teacher shall check and take attendance of all students assigned to the class. Upon discovering that a child is missing the teacher will notify the school secretary who will then contact the principal and 3 other designated adults.

Designated personnel will meet in the school office where each person will be given a hand held radio and a description of the area that they are in charge of sweeping. All buildings and school grounds within the elementary campus and high school campus will be searched. Overhead announcements at each school will be made in attempt to locate the missing child.

In the event the child is located, notification is to be done immediately to all search personnel and also the secretary who will then inform the teacher. Once the sweeps are done and if the child is not located, 911 will be called along with notifying the parent. Searching for the student will continue until the police arrive. When the police locate the child school personal will immediately notify the parents if they are not on campus.

PARENTS RIGHT-TO-KNOW

In accordance with ESEA Section 1111(h)(6) **PARENTS RIGHT-TO-KNOW**, Pima Elementary School is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for (4) or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Student Discipline
PIMA ELEMENTARY DISCIPLINE SYSTEM

The purpose of the discipline system is to:

- Improve the educational environment for students, teachers, parents and staff.
 - Inform students and parents of rules and policies.
 - Record discipline violations in a systematic way.
- Predetermine disposition for violations, when possible.

Parents and students must be aware of the elementary handbook and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

The vehicle used to implement in grades 3, 4, 5 & 6-discipline system is a point system. A building administrator or designee will assess all points.

Notice of the specific rule violation by the student and an explanation supporting the infraction.

Notice of the date of hearing where removal of more than thirty days from school is involved.

Primary Elementary Students

***Grades K, 1, 2 Plan**

All students are expected to exhibit proper conduct at school, to obey the law, and district/school/classroom rules. Parents are encouraged to review appropriate conduct with their children; parents will be contacted by phone or in writing.

Primary elementary students (kindergarten to second grade) sometimes exhibit behaviors, which may result in formal disciplinary action. Since early elementary learners (K-2) are younger, discipline for K-2 students will be implemented, keeping in mind the age, experience, and ability of the student.

Discipline will be designed to support social and academic maturity. Past incidents of misconduct will be carefully noted. Parents will be contacted by phone or in writing.

The policy applies to the entire academic year, grades K-6, and is to be the behavior code for our students at school and at all school sponsored events.

----- **Intermediate Elementary Students** -----

***Grades 3, 4, 5 & 6 Plans**

Please read over Offense Table located on the next two pages.

Safe schools are our priority. Although very rare in elementary schools, more severe offenses are listed to inform parents and students of dispositions. Students are expected to exhibit proper conduct in all schools, to obey the law, and to obey all school district rules. Violence of any type will not be tolerated.

Violations of an unlawful nature will require involvement of civil authorities. Requires a written report to the parent and an appearance before the Principal or Superintendent. *** Automatic suspension from school, possible a long term/expulsion hearing.

Offenses 3, 4, 5, 6	1st	2nd	3rd (+)
Drug Paraphernalia, Alcohol or other drugs – use, sale, transfer possession, alcoholic beverages, and other behavior altering substance. Also applies to look-alike drugs, or look-alike beverages such as non-alcohol beer. Tobacco product use/possession	44 pts.	44 pts.	44 pts.
Assault on staff, school employee or volunteer	24 pts.	30 pts.	40 pts.
Arson, Bomb threats, false fire alarms, 911 calls	24 pts.	30 pts.	40 pts.
Computer trespassing/misconduct	24 pts.	30 pts.	40 pts.
Extortion/physical threats for favor or money	24 pts.	30 pts.	40 pts.
Pornography (Distribution) and/or possession	24 pts.	30 pts.	40 pts.
Possession of ANY knife (Knife must immediately be turned into school personnel)	30 pts.	30 pts.	40 pts.
Skipping School	24 pts.	30 pts.	40 pts.
Theft/ possession of property not belonging to student, more than \$20.00	24 pts.	30 pts.	40 pts.
Vandalism or destruction of property less than \$50.00 & restitution	6 pts.	18 pts.	30 pts.
Vandalism/destruction of property more than \$50.00 & restitution	24 pts.	30 pts.	40 pts.
Weapons possession	60 pts.	60 pts.	60 pts.

Offenses grade 3, 4, 5, 6	1st	2nd	3rd or more offenses
Banned items, including inappropriate use of electronic devices during the school day	2pts.	3pts.	4pts.
Detention- Missing an assigned day/time.	2pts.	3pts.	4pts.
Disrespectful behavior	2pts.	3pts.	4pts.
Dress code violation	2pts.	3pts.	4pts.
Falsification-cheating, lying	3pts.	5pts.	7pts.
Fighting (Keep hands and feet to self in all situations, DO NOT FIGHT BACK) -Teachers/school must complete a 'Duty to Report' to law enforcement	6pts.	8pts.	10pts.
Insubordination	2pts.	3pts.	4pts.
Unsafe condition/behavior	2pts.	3pts.	4pts.
Misconduct/Classroom disruption interfering with the learning process	2pts.	2pts.	4pts.
Physical aggression (pushing, shoving, kicking) -Teachers/school must complete a 'Duty to Report' to law enforcement	4pts.	5pts.	6pts.
Profanity	2pts.	3pts.	4pts.
Teasing	2pts.	3pts.	4pts.

<u>Consequences</u>	<u># Of Points</u>
Warning (pink slip) and possible lunch detention	2 pts.
Lunch Detentions	4 pts.
One full day In-School Suspension	6 pts.
Two full days Out-Of-School Suspension	14 pts.
Four full days In-School Suspension	24 pts.
Four full days Out-Of-School Suspension	34 pts.
Eight full days In-School Suspension	44 pts.
Eight full days Out-Of-School Suspension	54 pts.
Immediate Out-Of-School Suspension for 30 school days.	60 pts.

Discipline

- Students will accumulate points from August through December.
- In January all students will have zero points (after the Christmas break).
- The goal for the 2nd semester is for students to accumulate fewer points than in their first semester.
 - Points can only be accumulated by semesters.

Capturing Kid's Heart Program

Implementing Capturing Kid's Hearts Skills at Pima Elementary School

- The GOAL is to build relationships and grow the group!!!!
- We must always reflect it's not what we teach, but how we teach that is the most important. We do not **teach content, we teach children**. At the very heart of what we are trying to do is a deep level of commitment to young people and an attitude that says, "I am here for the kids."
It is our job to teach leadership and prepare kids to reach their potential.

"When is this implemented?"

2016-2017 school year!!!



**"If you have a child's heart you have his head"
Flip Flippen**

The final portion of the Handbook contains federal, state and district policies.

Child Find Procedures for Parents

All children with disabilities who are in need of special education services have a right to a free, appropriate public education. To accomplish this, Pima Unified School District has established the following procedures for locating and referring children with disabilities:

Availability of Special Education Services:

Pima Unified School District will maintain documentation of the public awareness efforts to inform the public and parents within the district's boundaries, including private and religious schools and the county school superintendent's office regarding homeless and home-schooled children.

Screening and Follow-up Activities:

Screening activities will be implemented for all newly enrolled students and those transferring in without sufficient records. The screening will be completed within 45 calendar days of school entry. This screening will include consideration of academic or cognitive skills, vision, hearing, motor skills, communication, emotional, and adaptive development.

Review, referral, and follow-up will be done on screenings and documented in the child's cumulative file, with back up data on the district's child find screening log. Pima Unified School District will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located, and evaluated.

Referral for Special Education Services:

For children and youth enrolled in private or religious schools, Pima Unified School District will consult annually with those schools to determine the number of students identified as eligible for special education and related services regardless to whether they are receiving services.

Children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition, including:

Transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months

By a child's third birthday, an IEP or IFSP will be developed and implemented to ensure a free, appropriate public education

For children who turn 3 years of age during the summer, the IEP team will determine the date for initiation of services including eligibility for extended school year services

Pima Unified School District will refer children aged birth through two years suspected of having a developmental delay to the Arizona Early Intervention Program (AzEIP) to determine eligibility for early services, using the Child Find Tracking Form to ensure follow up within 30 calendar days of initial referral.

For children birth to 3 please contact:
Arizona Early Intervention Program
Graham County
AzEIP Contract: Charlotte Phillips
Phone Number: 928-348-3027

Annual Notification to Parents Regarding Confidentiality of Student Education Records

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

Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

School officials with legitimate educational interest.

A school official is a person employed or contracted by a school to serve as an administrator, supervisor, teacher, or staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;

A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;

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

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

Assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

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

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

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

IDEA

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers.

This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

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

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

PIMA SCHOOL DISTRICT SCHOOL BOARD HAZING POLICY (JICFZ-ED)

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 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 school.

Definitions

"Hazing" means 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 educational 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.

Directions

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.

Reporting/Complaint Procedure

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 School 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.

A person who complains or reports regarding hazing may complain or report 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 complaint 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 school administrator or a supervising administrator will investigate the report/complaint.

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 the incident 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.
- ✓ All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*

The Superintendent shall determine any questions concerning whether the complaint/grievance falls within this policy.

Only the students on their own behalf may make complaints by middle or high school students. A parent/guardian may initiate the complaint process on behalf of the elementary school student under this policy. A parent/guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than 30 calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Student Concerns, Complaints And Grievances

Students may present a complaint or grievance regarding one or more of the following:

- ✓ Violation of the student's constitutional rights
- ✓ Denial of equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities
- ✓ Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability
- ✓ Harassment of the student by another student
- ✓ Bullying by another student
- ✓ Concern for the student's personal safety

Student Concerns, Complaints And Grievances (cont.)

Provided that:

The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and

The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

STUDENT/ HARASSMENT / INTIMIDATION / BULLYING

The Governing Board of the Pima Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. 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: 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,
- ✓ 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
- ✓ 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

- ✓ 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 cyber bullying,
- ✓ Exposure to social exclusion or ostracism,
- ✓ Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and or damage to or theft of personal property.

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 lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. 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. May be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Behaviors can be direct or indirect and by use of social media.

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. Can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

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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, 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. Suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District 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 Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. 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

SEXUAL HARASSMENT District Policy ACA

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 educational 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 educational 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.

Cont. next page

- 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 employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

The Home-School Compact is renewed and updated yearly with the school's Site Council each year. A Compact is sent home with principal and teacher signatures attached so that parents and students may sign and return it to the school, affirming the school's responsibilities to the student and parents, and the parents' and student's responsibility to the educational process.

SCHOOL-PARENT COMPACT

Pima Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2014-2015.

School Responsibilities :

Pima Elementary will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Hold individualized Title 1 parent-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held in the fall.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents before school and extended office hours after school.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate.
- Serving, to the extent possible by attending yearly Title 1 meeting.

Student Responsibilities:

We, as students will share the responsibility to improve our academic achievement and achieve the State's high standards.

Student Responsibilities cont.

- Do my homework every day and ask for help when I need to.
- Read at least 15 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Additional School Responsibilities:

Pima Elementary will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment (grades 2nd-6th) in at least math, language arts, writing, science and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Student Planner

“IF I PLAN TO LEARN, I MUST LEARN TO PLAN”

The staff of Pima Unified School District is pleased to provide a daily/functional ‘Student Planner’ to 3rd grade and up. Your student will receive this from his/her homeroom teacher.

Students are expected to have it with them at school each day and during each class period. (Your child will input Scores/data: into the Student Planner for ‘Reading and Math’) Consistent use of it, with encouragement from you/teacher/school, will help ensure greater success in school this year.

The purpose of the student planner is three-fold:

It is an organizational tool for your child.

1. The order of learning (*two-page document*) is in sequential order from August thru May. (For ex: Weekly/bi-weekly formatives, and the benchmark.)
2. It is a home to school and/or school to home communication tool regarding weekly learning (formatives), assignments, due dates, periodical required parent signatures. Great document for parent-teacher communication and in depth conversations about student progress.
3. It is to increase accountability for your child’s schoolwork and develop lifelong first-rate organizational skills. Parents/guardians copy of the two-page document in an ideal location (For instance: refrigerator).

We ask that you do the following three things:

1. Review the main feature of the student planner with your child, which is a **two-page document** (1 page Reading/1 page Math that paints the picture about the expectations/essentials per grade level for the year). **Side note:** In addition parents/guardians will receive this **two-page document** from the classroom teacher or request this beneficial grade level document from the office during ANYTIME of the school year. As a parent/guardian you are encouraged to track your child’s progress/data by examining your child’s ‘Student Planner’ on a weekly basis. At home you will now have the opportunity to display
2. The student planner will also be used to communicate with teachers. Each page of the assignment calendar provides space for parent and teacher comments. Daily objectives written in grades 3rd-6th by the student, homework and study assignments are to be written in the appropriate spaces each day. Parents/guardians ask your child open-ended questions about the daily objectives, to encourage new learning that occurred per day
3. Please let us know that you have reviewed the ‘Student Planner’ and ‘Handbook’ with your child by signing at the bottom of this page.

Thank you,

The Pima Unified School District/TEACHING FOR LEARNING

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

District Policy IJNDB-E

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable Use: Each user must:

Use the EIS to support personal educational objectives consistent with education goals and objectives of the School District.

- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally private identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail and direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when others use District accounts.
- Take responsibility for assigned person and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts by unauthorized persons.

Personal Responsibility. I will report any misuse of the EIS to the administration or system administrator as is appropriate. I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore I will:

- Be polite and use appropriate language. I will not send, or encourage others to send abusive messages.
- Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.
- Observe the following considerations:
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Services.

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) are used and bears the risk of reliance on the information obtained.