

Kings Ridge Preparatory Academy



Student Handbook 2016-2017

Mrs. Celia Trujillo, Principal
3650 S. 64th Lane
Phoenix, AZ 85043
Phone: (602) 477-8960 Fax: (623) 936-5531

**Kings Ridge Preparatory Academy
Student Handbook
2016 – 2017**

**Mrs. Celia Trujillo
Principal**

**3650 S. 64th Lane
Phoenix, Az. 85043**

This handbook belongs to:

NAME _____

HOMEROOM TEACHER _____

Dear Kings Ridge Students and Parents,

Welcome to the **2016-2017** school year at Kings Ridge Preparatory Academy! This is truly an exciting time for all of us, as we continue to establish the traditions, customs and culture of our great STEM school.

Our faculty and staff are committed to establishing academic excellence at Kings Ridge by providing an environment in which **ALL** students will be successful in meeting and exceeding Arizona state academic standards and promotion requirements while facilitating access to STEM-based learning and high school-level courses.

We firmly believe that along with high academic expectations for our students, it is essential that we develop the whole child by instilling strong character, and by providing an environment in which each child is healthy, safe, engaged, supported, and challenged. Additionally, we want our students to strengthen the connection to their school by encouraging participation in extra-curricular activities and athletics. Research shows that students who build a strong relationship with their school, while being challenged with high academic rigor, demonstrate better attendance and behavior in addition to graduating and attending college at a higher rate than their counterparts.

We look forward to working with you as we build the foundation for student success now and in the future. This student handbook contains important information concerning our school. We ask that you and your child please take the time to read it thoroughly and sign and return all necessary agreements. We count on your support now and throughout your child's time at Kings Ridge.

Let's make it a great school year!

Warm regards,

Celia Trujillo, Principal
Kings Ridge Preparatory Academy

MANDATORY SIGNATURE PAGE (Detach & Return to Office)

Important school and district policies, programs, and expectations are outlined in this student handbook. Both students AND parents must be informed of this information. All students and parents MUST return this signature form to school indicating receipt, understanding, and acceptance of this handbook and the policies and procedures herein described.

PLEASE PRINT ALL INFORMATION

Student Name _____
Last Name First Name Student SAIS ID #

Parent/Guardian Name _____
Last Name First Name Driver's License #

Parent Email Address: _____ Cell/Home # _____ Work # _____

STUDENT/PARENT ACKNOWLEDGEMENT & AGREEMENT OF HANDBOOK & SCHOOL RULES

I, _____ and my parent/guardian, _____,
(Full printed student name) (Full printed parent name)

have carefully read the handbook and understand and accept all responsibilities outlined therein, including:

- | | |
|--|--|
| Attendance Procedures & C.U.T.S. Program Information (pgs. 9-11) | Health Office Information (pgs. 15-16) |
| Nutrition Program Information (pg. 18) | Student Code of Conduct (pg. 19) |
| Dress & Appearance Code (pgs. 20-22) | Student Behavior & Discipline Info (pgs. 22-33) |
| Parent/Guardian/Student Behavior (pg. 24) | Safe Student Transportation Program (pgs. 34-36) |
| Parent & Student School Laptop/Tablet Agreement (pgs. 37-38) | Acceptable Use Agreement for Internet (pg. 39) |

My son/daughter **may** participate in the R2 Advanced Technology Integration Program. Please register him/her and issue a Laptop/Tablet under the terms & conditions described in this agreement. **Circle one NO YES**

My son/daughter **may** participate in Internet activities **Circle one NO YES**

My son's/daughter's image **may** be used for official school publicity which may include the school newsletter or website, district marketing, etc. **Circle one NO YES**

Parent and Student signatures signify that the parent/guardian and student have received, read, and understand the handbook, and **agree with and ACCEPT FULL RESPONSIBILITY to follow all policies and expectations** as outlined in it. Furthermore, Parent and Student fully understand and accept that any parent/guardian/student who engages in conduct unbecoming of a KRPA parent and/or student, including (but not limited to) excessive behavior, raising of the voice to an unacceptable level, physical or verbal intimidation or any action that disrupts the operation of a class, front office, school facility or school event will be immediately asked to leave the premises. ***Under Arizona revised Statutes §15-507 Any 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. Law Enforcement authorities shall be notified any time School or District officials have reason to believe that a person has verbally or physically assaulted a teacher or school employee. Such behavior is a violation of the Law and may result in arrest and prohibition from entering school grounds or attending school events.***

Parent Signature Date

Student Signature Date

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KINGS RIDGE PREPARATORY ACADEMY

VISION STATEMENT

Kings Ridge Preparatory Academy will empower and motivate students to become lifelong learners.

MISSION STATEMENT

Kings Ridge Preparatory Academy will be a superior, student-centered school with strong ties to our families and diverse community.

Kings Ridge Preparatory Academy teachers and staff will dedicate themselves to the creation of a school culture that promotes the academic, emotional, and social development of every student.

GOALS

Kings Ridge Preparatory Academy will:

- *Create an A+ school through a strong, rigorous academic STEM curriculum*
- *Encourage excellent behaviors and academic achievements through the use of positive reinforcements*
- *Collaborate as a staff and with members of the community, to provide all students with a quality education*

KINGS RIDGE STUDENT RIGHTS & RESPONSIBILITIES

Kings Ridge students are expected to demonstrate exemplary behavior at all times.

As a socially responsible citizen of my school community:

- ***I have the **RIGHT** to learn in this School.***
 - *(It is my **RESPONSIBILITY** to attend school daily, be on time, come prepared, follow instructions, complete all assignments, and not interfere with the learning of others.)*

- ***I have the **RIGHT** to be treated with respect in this School.***
 - *(It is my **RESPONSIBILITY** to treat all students, faculty, staff, and community members with respect and to know and obey school rules.)*

- ***I have the **RIGHT** to hear and be heard in this School.***
 - *(It is my **RESPONSIBILITY** to listen and remain quiet when others are speaking.)*

- ***I have the **RIGHT** to be safe from physical and verbal violence and bullying in this School.***
 - *(It is my **RESPONSIBILITY** not to physically or verbally harm or bully anyone else.)*

- ***I have the **RIGHT** to privacy and to my own personal space in this School.***
 - *(It is my **RESPONSIBILITY** to respect the personal space and property of others and to accept their right to privacy.)*

- ***I have the **RIGHT** to enjoy the facilities, materials and equipment that are provided for my learning in this School.***
 - *(It is my **RESPONSIBILITY** to respect and use school property, materials and equipment properly so that all members of the school community may benefit from them.)*

KINGS RIDGE PREPARATORY ACADEMY INFORMATION

ADMINISTRATIVE ASSISTANT

Ms. Ceyda Murillo

SCHOOL PRINCIPAL

Mrs. Celia Trujillo

REGISTRAR

Ms. Imelda Ledezma

SCHOOL ADDRESS:

Kings Ridge Preparatory Academy
3650 South 64th Lane
Phoenix, AZ 85043

PHONE NUMBERS:

(602) 477-8960
(623) 936-5531

School Office
Fax

THE DAILY SCHEDULE

Office hours are: 7:30 a.m. to 4:00 p.m.

School hours are:

REGULAR DAY:

8:30 a.m. to 3:30 p.m.

HALF DAY:

8:30 a.m. to 12:30 p.m.

Students should not arrive at school before 8:00 a.m.

There is no supervision and the gates will not be open prior to 8:00 a.m. Arriving students must stay in the playground area. They will not be allowed in the building until they enter with a teacher when classes begin.

Classes begin promptly at 8:30 a.m.

Students should leave campus immediately after school is out. Only students under the supervision of a teacher may remain on campus (i.e., athletics, tutoring, clubs). Students returning to school for any reason after the school day ends must be accompanied by a responsible adult.

Students leaving campus during the school day must be signed out in the office by a parent/guardian. Students will not be called until the parent arrives, shows ID, and signs the student out.

RIVERSIDE ELEMENTARY SCHOOL DISTRICT #2 OFFICE ADDRESS AND PHONE NUMBER:

1414 South 51st Avenue, Phoenix, AZ 85043 (602) 477-8900

PARENTS/VISITORS

Visiting parents, guardians, and patrons are always welcome on the Kings Ridge campus. However, you must notify the school in advance if you intend to visit the classroom, as the teacher must give prior approval. Visitors may not access classrooms during testing days. All adult visitors to the campus must check in at the office to sign the Guest Register and pick up a VISITOR badge, which must be worn at all times while on campus. Visiting parents may **not** bring friends, relatives, or younger brothers or sisters to visit.

If you wish to speak with a teacher, you will need to schedule a conference outside regular school hours (usually between 7:30 a.m. and 8:00 a.m. or between 3:30 p.m. and 4:00 p.m.).



PARENT VUE Web Site

(Internet Explorer is highly recommended for the best viewing)

To create a stronger parent-school partnership and to help parents monitor their child's education in all schools, the Riverside Elementary School District provides timely student information through a tool called Parent VUE. As a parent or guardian of a Kings Ridge student, you have the ability to view grades, attendance information, and other data that the district has maintained in regards to your student. Your child's academic information is web-based and can be accessed from your personal computer.

Parents/guardians can monitor their child's grades, class assignments, student schedule, attendance and school information. Teachers and Parents may also send messages to each other via Parent VUE.

To maintain the confidentiality of student information, parents will be required to obtain an activation key to access their child's data. Parents can activate their child's account by going to the school office to obtain information about setting up their log-on and password. A photo identification will be required at the time of receiving your activation key.

Please check with your school office for additional information. We hope you find this tool to be helpful in supporting your child's education.

ATTENDANCE PROCEDURES

Regular school attendance is vital for a child to be successful. A child who is not in school cannot learn. For this reason, it is important that all parents make a commitment to ensure their child is at school and on time. According to Arizona's compulsory attendance law (ARS 15-803), students must be in school until they reach the age of 16 or successfully complete the 10th grade.

All student absences must be reported. Please notify the attendance office each day your child is absent. Contact the school office ahead of time if you know your student will be absent. If a telephone call is not possible, a written excuse signed by a parent, guardian or doctor must be sent to the school office on the day following the absence. Failure to properly notify the school will automatically result in the absence being labeled "unexcused".

Parents will be notified through the School Messenger automated service when an absence has not been reported. Please notify the school office immediately if you change a phone number or address.

An absence may be excused if the proper notification is made and the absence is due to illness (sick children should remain at home to insure their own recovery and to protect others from illness), death in the family, religious observance, or other unusual circumstances. Family trips/vacations are considered unexcused absences.

Cases involving prolonged illness or unusual circumstances will be reviewed by the school administration. A medical excuse is required in order to excuse excessive absences due to illness.

Teachers are not required to provide assignments in advance. However, students are responsible for missed work and may only receive credit for tests or assignments that are completed and submitted to the teacher within the same number of days the student was out of school.

A student must be in attendance at school at least one-half day (4 periods) to participate in any extracurricular activities scheduled that day or evening (including dances, athletic events, etc.). Students absent from school more than 4 periods are ineligible to participate in any extracurricular activities.



TARDIES

Students are expected to arrive on time and be prepared for class every day. Students who arrive late interrupt the teacher and the students who have come to school on time. Our students depend on the adults in their lives to help them develop the habit of punctuality that will impact their learning, future employment opportunities, and relationships throughout their lives.

Students arriving after 8:30 a.m. must be signed in by a parent. Repeated tardiness will result in disciplinary action, including but not limited to detention, a meeting with the principal, or ISS.

If a teacher detains a student, a pass is to be issued by the teacher causing the late arrival. The office will not issue passes for tardiness from one class to another.



EARLY CHECK-OUT

For the safety and protection of our students, Kings Ridge is a closed campus. This means that students may not leave the campus before the regular dismissal time without the **parent** coming to the office and signing the student out.

Students who are to be dismissed early for an appointment must bring a note from their parents. This note should be given to the student's homeroom/classroom teacher. The parent must go through the office to sign out the student. The office will call the specific classroom and the teacher will release the student to the office. No student will be dismissed to the parent directly from the classroom. If a student returns to school the same day, he/she must return to the office to get a pass prior to going back to class.

MAKE-UP WORK

Students who are absent will be required to make up work missed in each class. It is the responsibility of the student to obtain all make-up work. The following guidelines have been established for such work. For each day missed, the student has an equal number of days to make up work. Failure to do so may result in a failing grade or no credit. In cases involving an extended illness of more than three days, parents should arrange with the school to have work picked up for the student. **Work must be requested 24 hours in advance of pick-up.**

C.U.T.S DIRECT-CITE PROGRAM

School attendance is not only a good habit, but state law requires it. Arizona State Law (15-802.E, 15-803) requires that every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Kings Ridge Preparatory Academy has implanted a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called **C.U.T.S. (Court Unified Truancy Suppression) DIRECT-CITE Program**. Your child is expected to be at school every day unless there is an excused absence.

We will be tracking attendance very closely.

- An absence is defined as a minimum of one missed class period per day.
- An unexcused absence will count as a truant day as defined by law.
- A student is **“habitually truant”** if he/she has **five or more unexcused absences** from school
- A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

If a student has **five or more unexcused absences** or **over 18 excessive absences (whether excused OR unexcused)**, the student can be reported to the C.U.T.S. DIRECT-CITE Program through the Juvenile Court.

If a student is cited under this law, a hearing would be held at the Juvenile Court Center. A parent or legal guardian must be present with the student at the time of the hearing.

Consequences at the hearing may include the following:

- required attendance of the parent and the child at an education class (to be held on Saturdays)
- work hours assigned to the child,
- mandatory counseling
- a \$50 Diversion fee assessed to the parent/guardian.

Failure to take the necessary steps to ensure that your child attends school on a regular basis may result in a citation. If you, as a parent, receive a citation for Failure to Provide Education to your child and are convicted, it is a Class 3 misdemeanor punishable by a fine and/or jail time.

The education of your child is extremely important to us. This program is another way that Kings Ridge Preparatory Academy is working with the community to ensure a quality education for all students. If you have any questions or concerns, please feel free to contact King Ridge at 602-477-8960.

AFTER-SCHOOL TUTORING

KRPA offers on-campus tutoring/homework club Monday through Friday after school. At KRPA, tutoring may be arranged with individual teachers before or after school. Students involved in these programs receive assistance free of charge from certified teachers. They also have access to computers and a quiet learning environment. Participating students must be picked up by a parent.

STUDENT-LED CONFERENCES

School-wide Student Led conferences are held during first semester. Refer to the school calendar for the dates. However, additional Student-Led conferences may be scheduled through the teacher at any point during the year. ***“It is mandatory for students to attend Student-Led Conferences”.***

REPORT CARDS

Report cards are issued following each nine-week period. Five-week progress reports are sent home each quarter, allowing students who are having difficulty to improve before report cards are issued. Nine-week grades are an indication of progress. Only semester grades become a part of the student's permanent record.

Students have the right to question grades, absence records and other school records. If you think an error has been made the first level of appeal is "the point of origin". For example, if you question a math grade, contact the teacher who recorded the grade. The second level of appeal is the principal.

NO PASS – NO PLAY

According to Arizona State regulations, students must be academically eligible to participate in athletic extracurricular activities.

- A student must be passing all classes and demonstrate acceptable behavior in all classes.
- Eligibility checks will be done each week during the season.
- If a student is ineligible, he/she will have to sit out of all games for at least 1 week, not be able to travel to away games, or be in uniform on game days.
- Ineligible students may try out for a team, but may not compete until all grades are brought up to passing.
- An ineligible student will be allowed to practice with the team during the ineligibility period.

NON-PAYMENT OF FEES

Although required materials are provided for students, there may be charges for certain items or activities, or lost or damaged books, computers, lab equipment, etc. Students are encouraged to pay these charges with cash, check, or money order. In cases of hardship, students may be allowed to arrange a payment plan. Until an assessment is paid, whether in the current or subsequent year(s), the student **may not participate** in any extracurricular activity or attend school events other than required classes. If a student withdraws from the Riverside Elementary School District No. 2 still owing money, a listing of the student's classes will be mailed to another school upon request. However, a transcript will not be provided until the charges are paid. The absence of a transcript may prevent a student from graduating.

BEFORE AND AFTER SCHOOL AND EVENING ACTIVITIES

While attending school or evening activities you will be expected to follow all school rules and regulations, including the dress code. **A student must be in attendance at school for one-half day (4 periods) to participate in after-school and evening activities.** Suspended students (off campus) may not attend evening or after-school activities.

DANCES

School dances are held as specified. A **current** picture I.D. card is required for entrance into the dance. Dances are for KRPA students only. **No visitors** are permitted to attend. Students will not be allowed to loiter on campus during the dance. A parent sign-out is required if a student chooses to leave the dance early.

The parent/guardian must pick up their student no later than 15 minutes after the dance is over, or the student may be prohibited from attending future dances.

BOOKS AND SCHOOL PROPERTY

Textbooks, athletic uniforms, and other school equipment/property are your responsibility. If school property issued to you is lost or damaged, you will be expected to pay for replacement. Even if the item is stolen -- **you** are responsible for it. Until payment is received, whether in the current or subsequent year(s), students **may not participate** in any extracurricular activity or attend school events other than regular classes.

Under Arizona law, parents are liable for damage done to school property by their children. A pupil who cuts, defaces, or otherwise damages any school property may be suspended from school. That student's parents will be charged for such damage.

PERSONAL PROPERTY

Electronic devices, any kind of valuable personal property (such as large sums of money and expensive jewelry), and pets are prohibited on campus. Should a student bring one of these items to school, it will be confiscated and returned only to the student's parents. Multiple offenses will result in a parent/principal conference. The individual student or parent is responsible for all personal belongings. **Kings Ridge Preparatory Academy will not be held liable or be required to search for any lost or stolen personal property. Kings Ridge School does not and will not cover theft of personal property.**

Items including (but not limited to) matches, spray cans, lighters, or felt-tip markers are not permitted at school. Trading cards, playing cards, dice or other games of chance are not permitted at school.

LOST AND FOUND

Clothing and other articles found at school will be placed in an area in the office. We encourage you to label all clothing and other personal items with a permanent marker or something that will not easily come off. Unclaimed items are donated to charity periodically throughout the year.

BICYCLES, ROLLING DEVICES

If you ride a bike to school, it should always be walked across campus. Failure to follow this safety guideline may result in losing the privilege of bringing your bike to school. Always lock your bike in the bike compound. The bike compound will be locked at the first bell. Bikes should be registered and licensed for your protection. **The school will not be responsible for stolen or damaged bicycles.**

Skateboards, roller blades, scooters or any other types of rolling devices are not allowed on the Kings Ridge campus at any time.

BALLOONS AND FLOWERS

We discourage the sending balloons of and/or flowers to school to celebrate a student's special occasion. In order to prevent disruption of the educational process, balloons and flowers will remain in the school office until just before the end of the school day. Students who ride the school bus will not be permitted on the bus with balloons or flowers. Balloons or flowers that are not picked up by 4:00 p.m. will be discarded.

PHOTO and VIDEO USE

Occasionally, your child may be photographed and/or videotaped in a school-related setting. These images may be reproduced in the media and/or school-related publications such as, but not limited to, newsletters, brochures, school/district websites, district-approved social media, and newspapers. Parents may request that their student's image **not be included** in publicity by checking the related box on the Mandatory Signature Page of the handbook.

PHYSICAL EDUCATION

If you must be excused from PE for medical reasons, present a signed note from your parent or guardian to the physical education instructor. This note may excuse the student from physical activities for a period of no more than five days. Any excuse for periods longer than five days will require a note from a certified health-care provider.





HEALTH OFFICE

The school has a nurse on duty. Students must have a hall pass from their teacher before entering the health office. Students must not go to the health office between classes, except in an extreme emergency, as teachers will not be aware of the circumstances and may mark them tardy or absent.

The health office is not equipped to take care of any serious illness. Students who become seriously ill or injured at school should report to the health office or other office personnel immediately.

TO STAY OR NOT TO STAY

Below is a list of conditions that may require a student to be picked up from school due to illness. However, there is NO specific set of guidelines that covers every circumstance in determining whether a child remains in school or is sent home.

While every child is treated according to individual symptoms, the following examples frequently occur and result in a parent call:

- Vomiting
- Fever of 100 degrees or higher
- Obvious distress or discomfort, with or without a fever
- Evidence of head lice
- An injury that may require further attention

Your cooperation is appreciated when there is a need to pick your child up from school.

POLICY FOR TAKING MEDICINES AT SCHOOL

If your student needs to take medication at school:

- Medication must be brought in by an adult, not a student, and checked in at the nurse's office. The parent/guardian must complete a consent form. It is the parent's responsibility to manage a student's medication.
- Prescription drugs must be in the original pharmacy container, labeled with the child's name, physician, dosing instructions, and when to discontinue dosing.
- The health office does provide some over-the-counter medicine, such as Tylenol. These will be administered only if a parent has been called and also given permission on the medical consent form that was completed during registration.

IMMUNIZATIONS

Children must have proof of ALL required immunizations, or valid exemption, in order to attend the first day of school. Arizona law allows exemptions for medical reasons, laboratory evidence of immunity and personal beliefs. Exemption forms are available from schools and at <http://www.azdhs.gov/phs/immun/back2school.htm>. Homeless students are allowed a 10-day grace period. The record for each vaccine dose must include the date and name of doctor or clinic. The statutes and rules governing school immunization requirements are: Arizona Administrative Code, R9-6-701-708.



CHILDHOOD ILLNESS

Certain signs and symptoms in children may suggest the presence of a communicable disease. Children with these symptoms should not be in the classroom. However, the child may return to school when he/she is no longer sick or contagious to others. The following common symptoms are reasons to keep your child at home. If you have any questions, consult your health care provider or contact the school health office.

- **FEVER:** An oral temperature of 100 degrees or higher (a hand to the forehead is not a valid indicator). The child may return to school when he/she has been fever free for 24 hours without the use of a fever reducer such as Tylenol or Ibuprofen.
- **BREATHING:** Difficulty breathing, audible wheezing, or hard coughing.
- **DIARRHEA:** Two or more watery, loose stools in the previous 24 hours.
- **VOMITING:** Children vomit for many reasons, not all of them indicate illness. If your child has two or more episodes of vomiting in the previous 24 hours, keep him/her home.
- **EYE/NOSE DRAINAGE:** Mucus or pus draining from red eyes that may be swollen, or eyes and lashes that are matted and crusty. Thick, cloudy yellow/green drainage from the nose needs to be evaluated by a healthcare provider and may need treatment with antibiotics for 24 hours before being allowed to return to class.
- **SORE THROAT:** Sore throat when fever or swollen glands are present.
- **RASH:** Undiagnosed rashes with fever. Other signs of illness may be infected sores with crusting or yellow/green drainage.
- **ITCHING:** Persistent itching or scratching of the body or scalp, or visible vermin (head lice, scabies).

In addition to notifying the school office when your child is sick, if you have taken your child to your health care provider and have a confirmed diagnosis, please notify the school health office directly with that diagnosis.

Celebrating **ACADEMIC ACHIEVEMENTS**

PRINCIPAL'S LIST

To be eligible for the Principal's list, you must maintain a 4.0 GPA.

HONOR ROLL

To be eligible for the honor roll, you must maintain a 3.0 GPA, with no grade below a "C". A failing grade in any class brings automatic disqualification.

AWARDS ASSEMBLIES

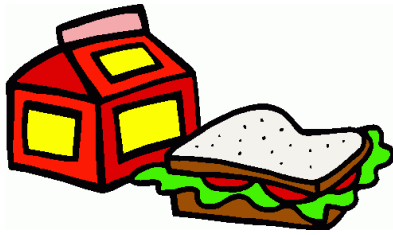
Pride runs high when honors assemblies are held each quarter. Each department and self-contained teacher honors its top performers. You are encouraged to take pride in your abilities and start early to work toward these symbols of excellence.

STUDENT COUNCIL/NJHS

Student Council is a very important part of the school, because it promotes leadership and initiative. The Student Council is the governing body of the school and plans many student activities. It is an organization through which the students may express their opinions and assist in the functions of the school. A president, vice-president, secretary, treasurer, and grade level representatives are elected to the Council to carry on student activities during the school year.

National Junior Honor Society membership is based on five criteria: citizenship, service, leadership, scholarship, good grades, and character. Requirements include maintaining a high grade point average (the national minimum is a 3.5) and being a good citizen in our school community.





NUTRITION PROGRAM

Riverside Elementary School District No. 2 takes part in the National School Lunch Program/School Breakfast Program. Students may qualify for reduced price or free lunches and breakfasts. Applications are available at each campus in the school office or in the cafeteria.

Riverside Elementary School District No. 2 offers a varied lunch menu and sends a copy home with each student at the beginning of every month. Breakfast, lunch and milk prices are listed on the school lunch menu. Parents may deposit any amount of money in the student's account to be used for lunch or milk. Meals can be paid for by cash or check at the individual school sites. Checks should be made payable to Riverside Elementary School District No. 2. Please put the student ID number and student name on all checks.

Students may purchase lunches through the Cafeteria Clerk by using their school I.D. card and scanning it at the cashier's check-out. Students will be allowed to charge their meal a maximum of **two** times. After the second charge, an alternative meal, consisting of a cheese sandwich and milk, will be given to the student. Alternative meals will be provided until the student's charge account is paid.

Riverside Elementary School District No. 2 highly encourages healthy eating habits. All school meals meet Arizona Nutrition Standards. Students should not share their food with others, whether they bring it from home or purchase it at school. The District strongly discourages consumption of unhealthy foods and energy drinks at our school sites. **Please contact the school nurse if your child has a food allergy.**

Please remember to follow all cafeteria rules:

- Be patient in line, No crowding
- Use indoor voices
- Make sure to eat your food promptly
- Keep food to yourself
- Raise your hand if you need help or to get out of your seat
- Clean up after yourself-- make sure to pick up your trash from the table, seat, and floor
- Be respectful to all adults and fellow students in the cafeteria

Eating in the cafeteria should be fun and social, but it is a privilege. For those who misbehave or fail to follow these directions or be respectful to school staff, cafeteria privileges may be revoked.

CANDY, SODAS, GUM, OTHER FOOD ITEMS

Food items can only be brought to school as part of students' lunches and for teacher-sponsored classroom activities. Chewing gum is not permitted on this campus at any time. Kings Ridge discourages students from bringing candy, sodas, and other "junk foods" in their school lunches. Students should not share food from their personal lunches with other students.

There is no microwave available for students to heat food. Students who bring their own lunch should bring food that does not require heating, or use a thermal container to keep the food hot.

CONDUCT AT SCHOOL

Successful students will agree that two very important factors to success are respect for and cooperation with their teachers and other school personnel. In order for the most benefit to be gained from any subject, it is desirable that you give your cooperation to teachers, as well as fellow students. Please follow these rules:

- Behave courteously and professionally at all times.
- Obey **ALL** faculty and staff members
- NO public display of affection (hugging, kissing, etc.)
- **NO gum on campus. Food, candy or drinks other than water, are only allowed in the classroom during parties or school events**
- Be in your seat when the bell rings
- Follow teacher directions the **FIRST** time
- Do not disturb others or interrupt their learning
- Bring all work materials to class and do your own work—cheating is not allowed and will result in disciplinary action
- Stay seated until dismissal by the teacher, not the bell
- When classes are in session, no one should be out of a classroom without a pass issued by a staff member. Passing periods are for students to get from one class to another on time
- Comply with **Dress and Appearance Code** (see pages 20-22)
- **Electronic devices (cell phones, tablets, etc.) will not be allowed at school before, during, or after the school day (including on the bus).**
 - They will be confiscated and kept in the office until parental pickup. A parent/principal conference will be required if there are multiple offenses.
- **Picture I.D. is *MANDATORY and must* be carried with each student at all times while on campus and when boarding the School Bus. ALL grades are required to wear their photo ID visible on a lanyard at all times.**
 - (A \$5.00 fee will be charged for replacement IDs). Temporary IDs can be purchased for \$1.00 which will be valid for 3 days, giving student enough time to locate or purchase a new ID.

CAMPUS DISRUPTIONS

Possession or use of firecrackers, stink bombs, smoke bombs, squirt guns, balloons, or other devices that can disrupt the campus will not be tolerated and will result in disciplinary action.

FIRE DRILLS/LOCKDOWNS

Each school maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Schools participate in monthly fire drills and complete two school-wide lockdown drills per year. All students must follow the directions of their teachers during fire and lockdown drills.

Pulling a fire alarm when an emergency does not exist is **against the law**. Students involved will be suspended from school.

DRESS AND APPEARANCE CODE

Students must be well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All students who attend District schools are expected to dress in proper school attire.

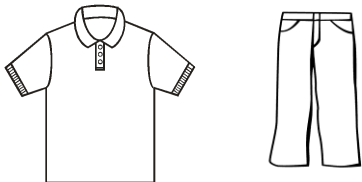
It is the parent's responsibility to ensure compliance with the dress code. The Dress Code will remain in force for the entire school year.

All students will wear the standard school clothing. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems, or is disruptive to the educational process.

The school administration retains the final discretion in determining if a garment, accessory or appearance complies with the dress code. Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the purpose or conduct of the school **will not be permitted.** Repeated violations of the dress standard may result in appropriate disciplinary action being taken, including suspension from school.

Specific Dress and Appearance Code Requirements include (but are not limited to):

- **NO unnatural coloring or highlighting of hair.**
- **Extreme hairstyles are NOT accepted,** including (but not limited to), Mohawks or any variation of a Mohawk.
 - Students will be required to remove the hair color or hair style not in compliance.



- **Tops - *Solid white, navy blue, or red.***
 - Solid means no other color striping or trim.
 - No logos or labels are allowed on shirts or sweatshirts unless it is the authorized school name and logo.
 - All tops must have a lay down collar with long or short sleeves, and no zippers.
 - All tops must be tucked in.
 - Undershirts worn beneath tops must be **solid white, navy blue or red** only.
 - Tops must be size appropriate.
- **Bottoms - All navy blue or khaki, no denim, and no logos.**
 - The bottoms may be pants shorts, skirts, jumpers, or skorts. All shorts (for boys and girls), skirts, jumpers or skorts must be *no shorter than* two inches above the knee.
 - No sweatpants, athletic wear, jeans, stretch pants, cargo pants, corduroy, or overalls may be worn.
 - All bottoms must be size appropriate.
 - Pants may not touch the ground or flare wider than a shoe length at the bottom.

- **Belts - ONE solid color, white, navy blue, red, brown or black.**
 - No initials or logos of any kind on belts or belt buckles.
 - Belts may not be more than one size larger than the waist.
- **Footwear - For safety reasons, only closed-toed and closed-heeled shoes are allowed.**
 - No platform shoes, open-toed sandals, flip-flops, or slippers shall be worn.
 - Shoelaces must be correctly laced, securely tied and standard size.
 - Solid white, black, or navy socks or tights may be worn.
- **Winter Wear/Outer Wear – Solid white, navy blue, red, black, or grey.**
 - Sweatshirts of appropriate solid colors may be worn over a uniform shirt with the collar showing.
 - Turtle necks of appropriate solid colors may be worn.
 - Jackets of appropriate school colors may be worn in the classroom.
 - Flannel or plaid shirts are not allowed.
 - Outerwear must be size appropriate with no logos other than the school mascot.
- **For Safety Reasons - No facial piercings allowed.**
 - NO pierced jewelry may be worn by boys.
 - Girls may wear only one earring per ear, with earrings no larger or longer than the size of a quarter.
 - No long dangling earrings or gauges allowed.
- **Other (including, but not limited to):**
 - No grills, sunglasses, hats, caps, bandanas, hair nets, or other head coverings may be worn. Any exceptions must have a medical excuse on file.



- Chains, hanging belts, and spiked bracelets/necklaces/earrings are not allowed.
- Excessive and/or expensive jewelry. The school will not accept responsibility for any lost, stolen, or damaged items.
- Tattoos, buttons, bracelets, or other accessories, that promote the use of alcohol, cigarettes, drugs, or make reference to or identify gangs, or that contain vulgar, lewd, obscene, or plainly offensive messages are not allowed.
- No undergarments may be visible.
- Pants must be worn at the waistline (no sagging).
- No handwriting or drawing on clothing.
- No handwriting or drawing on skin.
- Court imposed monitoring devices must be covered at all times.
- Outerwear garments worn over prohibited items do not make these items acceptable.



DOLLAR DRESS DAYS/PICTURE DAY DRESS CODE

On these days, students will be expected to keep themselves well-groomed and neatly dressed at all times. Clothing must be modest, clean and appropriate for school wear. **Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.**

Since fashions and name designations for wearing apparel change frequently, the administration, with the advice and counsel of faculty, students, and parents, may provide an interpretation of garments that are questionable.

Articles of clothing that are non-negotiable include (but are not limited to): sandals, flip flops, slippers, spandex leggings, spaghetti strapped tops, sweatpants, athletic shorts, mid-drift bearing tops or shorts/skirts shorter than your fingertips when your hands are resting by your side, headwear, inappropriate images (i.e., alcohol, drugs, gangs, etc.).

Students wearing inappropriate articles of clothing or accessories will be sent to the office immediately to call their parents for a change of clothing.

Students who do not bring a dollar for “Dollar Dress Day” must call their parents to bring their school uniform for the student to wear for the rest of the day.

The dress code is in compliance with Arizona Revised Statutes 15-342.22.

GANG ACTIVITY OR ASSOCIATION

The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by the student while on school property or at any school activity that may be construed to reflect gang activity or association is strictly prohibited. If a student's behavior or other attribute is in violation of these provisions, the principal or designee will take appropriate corrective and disciplinary action that may include suspension and/or expulsion.

BULLYING

The Governing Board of the Riverside Elementary School District No. 2 believes it's 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 students 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, including, but not limited to: Harassment, Intimidation, and Cyber-Bullying.** 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. The consequences for bullying include, but are not limited to, ISS, OCS, and/or Expulsion.

Law Enforcement authorities may be notified any time District officials have reason to believe that an incidence of bullying has occurred. Bullying is a violation of the Law.

DISCIPLINE

Misbehavior is costly because it takes valuable learning time away from others who accept their responsibilities as students. All forms of misbehavior will be dealt with in a swift manner with minimum classroom disruption. These guidelines are provided for your information so that those who choose to break the rules will know what consequences they are risking for their misbehavior. Consequences include, but are not limited to, In-School Suspension (ISS), Off-campus Suspension (OCS), and/or Expulsion.

In addition to the guidelines set forth in this Student Handbook, each teacher has his/her own discipline plan that is distributed at the beginning of each new course.

The building principal has the authority to suspend a student for 10 days or less. If a student is subject to suspension for 11 days or more, a request for a formal hearing can be made to the Superintendent. A formal hearing shall be held whenever expulsion is recommended. The Superintendent will determine the continuation of the formal expulsion process.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. Through training, students develop self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

Where conduct falls within the protection of the First Amendment, the administration will reserve the right to preview any material or activity (planned or spontaneous) involving the student population.

OFF-CAMPUS JURISDICTION

The jurisdiction of the school is primarily limited to the school premises and school-sponsored functions. However, violations in conduct by students going to and from functions could result in disciplinary action, as per Arizona Revised Statutes 13-201.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school, during the lunch hour, and release time. School authorities may discipline a student for any misconduct while off campus during the times specified above.

PARENT/GUARDIAN/STUDENT BEHAVIOR

Any parent/guardian/student who engages in conduct unbecoming of a KRPA parent and/or student, including (but not limited to) excessive behavior, raising of the voice to an unacceptable level, physical or verbal intimidation or any action that disrupts the operation of class, front office, school facility or school event will be immediately asked to leave the premises. ***Under Arizona revised Statutes §15-507 Any 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. Law Enforcement authorities shall be notified any time School or District officials have reason to believe that a person has verbally or physically assaulted a teacher or school employee, because it is a violation of the Law and may result in arrest and be prohibited from entering school grounds or attending school events.***

SEARCH AND SEIZURE

The **administration has the legal 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. This would also include personal property such as backpacks, book bags, clothing, or other items carried by the students.

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

SMOKING/ALCOHOLIC BEVERAGES/DRUGS

If you use or possess any form of tobacco on campus, you will be subject to disciplinary action. **Do not bring it to school!** Do not come to school having consumed drugs or alcohol. The use, possession, or sale of drugs on school property or at school events is prohibited.

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 at Kings Ridge 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 controlled substances prohibited by law;

All alcoholic beverages;

Any prescription or patent drug, except those for which permission to use in school has been granted;

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.

Students who might use, possess, or sell substances that might be **represented** as being drugs may also be subject to the above policy.

DUE PROCESS

Students at Kings Ridge School have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow.

In disciplinary cases, each student is entitled to due process. This means students shall be informed of accusations against them and will have an opportunity to present an alternative factual position if the accusations are denied.

This means you must:

- Be informed of the accusations against you.
- Have an opportunity to accept or deny the accusations.
- Have the factual basis for accusation explained to you.
- Have a chance to present an alternative factual position if the accusations are denied.

SUSPENSIONS

ISS-student loses all social privileges on campus and is in a self-contained classroom to complete work assigned by regular classroom teachers.

OCS-student is suspended off campus and teachers are not required to provide and accept work, but may opt to do so during the suspension. A parent conference is required before the student returns to school.

DETENTION

You may be required to stay in class during lunch recess and/or remain after school for inappropriate behavior. Parents will be notified and the specifics of the detention will be assigned by the teacher or administrators. Parents must pick up the student at the designated time if the detention is after school.

RESD Infraction and Consequence Chart

(Any infraction involving a police report may result in arrest and/or civil or criminal prosecution)

PROBLEM AREA	DEFINITION	SCOPE/CONSEQUENCE
ABSENCE WITHOUT PERMISSION	Absence from class without parental permission, leaving school grounds without permission, unexcused absences, truancy. Parent must contact school within 24 hours of absence in order for it to be excused. Truancy laws apply.	Conference – Contact RESD Truancy Officer – Referral to C.U.T.S. – Alternative Placement – Suspension
ALCOHOL (Distribution, Possession, Use and Sale)	Liquor law violations; possession, use, distribution and sale). The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school sponsored events and on school-sponsored transportation.	Suspension – Expulsion Police Report
ARSON	Knowingly and unlawfully damaging a structure or personal property by knowingly causing a fire or explosion.	Restitution and: Suspension – Expulsion Police Report (Occupied Structure)
ASSAULT	A physical attack includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of physical injury to an individual. This includes situations in which one person or group of persons physically attacks or “beats up on” another person who does not wish to engage in the conflict.	Suspension – Expulsion Police Report
AGGRAVATED ASSAULT/ASSAULT ON A STAFF MEMBER	An assault in which a person causes serious physical injury to another, or an assault on a peace officer, teacher, or other employee of the school district	Suspension -Expulsion- Police Report
BICYCLE MISCONDUCT	Failure to comply with laws, rules, or guidelines (or bicycle use.	Conference-Loss of Privileges-ISS
BULLYING	Bullying occurs over an extended period of time, and may include, but is 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 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.	Conference - Suspension – Expulsion Police Report
BURGLARY	A person commits burglary if the person or an accomplice possesses a weapon or dangerous item or remains unlawfully on the property in the course of committing any theft or any felony.	Suspension -Expulsion- Police Report
BUS MISUSE	Not following designated bus rules.	Refer to RESD Bus Infractions
CAFETERIA MISCONDUCT	Failure to comply with the rules of the cafeteria	Conference-Loss of Privileges- Suspension

CELL PHONE DISTURBANCE	Any use of cellular phone during the school day (i.e. incoming/outgoing phone calls, text messaging, taking photos, music, etc.)	Conference-Suspension
CHEATING/PLAGIARISM	Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way.	Conference-Removal from Class-Suspension
CLASSROOM DISTURBANCE	Any act which disrupts the normal educational process or violates any rules or procedures of a classroom.	Conference-Loss of Privileges-Suspension
CONTRABAND/INAPPROPRIATE ITEMS	Items which may disrupt the learning environment	Confiscation and: Conference-Suspension
CRIMINAL INVOLVEMENT	Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members, or impair the normal educational process or educational climate.	Conference-Suspension-Expulsion-Police Report
CYBERBULLYING	Any act of bullying committed by use of electronic technology or electronic communication devices; telephonic devices, social networking, Internet 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.	Conference – Loss of Privileges-Suspension – Expulsion Police Report
DANGEROUS ITEM (Distribution, Possession, Use and Sale)	A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. This includes, but is not limited to: B.B. Gun, Paintball Gun, Pellet Gun, Knife less than 2.5 inches, Taser or Stun Gun.	Suspension – Expulsion Police Report
DANGEROUS SITUATION, FAILURE TO REPORT	Failure to report any knowledge or suspicion of a potentially dangerous situation.	Conference – Suspension
DEFIANCE/DISRESPECT OF AUTHORITY	Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.	Conference – Suspension
DESTRUCTIVE DEVICES Other than Firearms (Distribution, Possession, Use)	Possession, use or distribution of any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes starter gun, bombs, grenades, mines, rockets, missiles, pipe bombs, combustible or poisonous gases or similar devices that explode and are capable of causing bodily harm or property damage	Suspension – Expulsion Police Report
DISRUPTIVE BEHAVIOR	The act of being involved in behavior which disrupts the educational process of other students on the campus or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior	Conference-Suspension
DRESS CODE VIOLATION	Dressing in a manner that may result in a distraction or disruption of a safe environment. Attire that suggests involvement in gang activity or	Conference requesting change of clothes – Suspension

	<p>any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, or alcohol on clothing are expressly prohibited.</p> <p>Refer to the Dress Code in this handbook.</p>	
DRUGS (Distribution, Possession, Use and Sale)	<p>(Includes illegal drug possession, sale, use, distribution, being under the influence) The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, imitation of an illegal drug, or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, or imitation of illegal drugs at school, school-sponsored events and on school-sponsored transportation. "Drugs" shall include but are not limited to: all dangerous controlled substances prohibited by law, hallucinogenic substances and inhalants, and any prescription or over-the-counter drug if abused by the student, except those for which permission to use in school has been granted pursuant to Board policy.</p> <p>Category does not include tobacco and alcohol.</p>	Suspension – Expulsion Police Report
ELECTRONIC DEVICES	<p>Misuse, abuse of electronic devices to photograph, film, videotape or digitally record or by any other device images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. In addition, this includes the misuse, abuse, or blatant disregard of RESD guidelines and procedures.</p> <p>While it is becoming increasingly popular for students to post material on web sites such as Facebook and Twitter, please be aware that if material posted, either at home or at school, is viewed as inappropriate, harassment or disruptive to the educational environment, students will be subject to disciplinary action.</p>	Conference-Expulsion
EXTORTION	<p>Asking for or demanding money or something of value from another person in return for protection or in connection with a threat to inflict harm.</p>	Suspension – Expulsion Police Report
FAILURE TO MEET EXPECTATIONS	<p>Student does not meet the expectations of the teacher or staff member. May be based on class/team/organization's rules, policies, and procedures.</p>	Conference – Suspension
FALSE ACCUSATIONS	<p>Knowingly giving false or misleading information with intent to defame or cause harm.</p>	Conference-Expulsion Police Report
FIGHTING	<p>Fighting includes mutual participation in a fight involving physical violence or harm caused to another person. There is no one main offender. Purpose is to cause harm to another person.</p>	Suspension – Expulsion Police Report

	Fighting does not include verbal confrontation, tussles, or other minor confrontations.	
FIRE ALARM, DIALING 911	Pulling of fire alarm or dialing 911 when no indication of emergency.	Suspension-Expulsion Police Report
FIREARMS (Distribution, Possession, Use)	Possession, use or distribution of any weapon designed to or may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon. This includes, but is not limited to handguns, rifles or shotguns.	Suspension – Expulsion Police Report
FORGERY	Falsely and fraudulently making or altering a document.	Conference – Suspension
GAMBLING	Participating in games of chance for the purpose of exchanging money or goods.	Conference – Suspension
GANGS (Negative group affiliation)	<p>An ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior. This includes students wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership.</p> <p>Specific attitudes and actions of a student affiliated with a negative group typically include some of the following:</p> <ul style="list-style-type: none"> -May or may not have a recognized leader <ul style="list-style-type: none"> • Do most things together, especially socially • Stick together on issues • Act bored, disinterested, imposed upon by teacher ideas, suggestions, or requirements • Involve themselves in other’s problems; therefore, perpetuate the problems • Claim loyalty and righteousness if reprimanded. Such interference is in the name of friendship • Confront authority as a group when one member has been disciplined • Act in an uncooperative and/or hostile manner • Conduct themselves as though no other individuals exist in the school including other students • Are not objective 	Conference – Expulsion Police Report
GRAFFITI OR TAGGING	Writing on walls, drawing or words that are scratched, painted or sprayed on walls or other surfaces.	Restitution and: Conference- Expulsion Police Report
HARASSMENT	Intentional disruptive or threatening behavior by a student(s) to another student(s); includes, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics; harassment, direct or	Conference – Expulsion Police Report

	indirect, 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 or by use of social media.	
HATE CRIME	A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.	Suspension – Expulsion Police Report
HAZING	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 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 and the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or persona degradation.	Suspension – Expulsion
INTIMIDATING ACT	Intentional behavior by a student(s) that places another student(s) in fear of harm of person or property; may be manifested emotionally or physically, directly or indirectly, and by use of social media.	Conference – Expulsion Police Report
LYING	Knowingly giving false information or information intended to mislead about one's self.	Conference – Suspension
MINOR AGGRESSIVE ACT	Pushing, shoving, tussles, minor confrontations. Non-serious but inappropriate physical contact, i.e. hitting, poking, pulling or pushing, running in the building, hallways or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors. Does not rise to the level of fighting or assault.	Conference – Suspension
MOTORIZED VEHICLES	Bringing motorized vehicles such as motorcycles, go peds, etc., on campus at any time.	Conference-Suspension
MULTIPLE VIOLATIONS OR REPEATED VIOLATIONS	If the student's discipline file contains violations of multiple rules, this may result in more severe penalties than the guidelines for a single offense. ***** If the student's discipline file contains two or more violations of the same rule, this may result in more severe penalties than the guidelines for a single offense.	Case-by-case basis
OTHER WEAPONS (Distribution, Possession, Use)	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but not limited to: nunchakus, brass knuckles, Chinese stars, Billy clubs, knives at least 2.5 inches, electrical weapons or devices. Weapons are strictly prohibited.	Suspension – Expulsion Police Report

PHYSICAL PRESENCE IN UNAUTHORIZED AREAS	Knowingly and willingly being in an area that is prohibited or not authorized by a staff member. Being in any area considered off-limits to students, including teachers' lounge, work areas, off-limits campus areas, etc.	Conference-Suspension – Expulsion
PORNOGRAPHY	Possession, distribution, or sale of any pornographic materials.	Conference-Expulsion Police Report
PROFANITY	Swearing and/or use of vulgar language either directed to an individual or non-directed.	Conference – Suspension
PROVOKING STUDENTS	Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written or physical cues.	Conference – Expulsion Police Report
PUBLIC DISPLAY OF AFFECTION	Any intimate physical contact.	Conference – Suspension
ROBBERY	Unlawful taking, carrying, leading, riding away or attempting to take anything of value that is owned by another person or organization, by force, or threat of force, or by putting the victim in fear.	Restitution and: Suspension – Expulsion Police Report
SELLING/TRADING	The selling, buying or trading of any item on school property that is not sponsored by the school (for example, gum, money or candy, etc.)	Confiscation of Items and Money and: Conference-Suspension
SEXUAL HARASSMENT	Unwelcome sexual advances, requests for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation or interferes with school performance. Includes: sexual comments, gestures, jokes or looks, being touched, grabbed or pinched in a sexual manner, flashing or mooning, spreading sexual rumors and clothing pulled at, off or down off in a sexual manner.	Conference – Expulsion Police Report
SEXUAL HARASSMENT WITH CONTACT	(includes attempted) Forcible sexual assault against the person's will, or not forcibly or against a person's will where the victim is incapable of giving consent. Includes fondling/touching private body parts of another person and indecent liberties or acts.	Suspension – Expulsion Police Report
SIMULATED FIREARMS (Distribution, Possession, Use)	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile or toy version of a firearm.	Suspension – Expulsion Police Report
ROLLING DEVICES MISCONDUCT	Use of skateboards, roller skates, in-line skates, or any rolling devices on the school campus.	Confiscation and: Conference- Suspension
TARDINESS	Arriving late to class. Truancy laws apply.	Conference –Suspension
THEFT (Personal or School Property)	The unlawful taking, carrying, leading or riding away with property of another person without threat, violence, or bodily harm. This also includes possession or sale or attempted sale of another's property.	Restitution and: Suspension – Expulsion Police Report
THEFT (Motor Vehicle)	The theft or attempted theft of a motor vehicle. Examples include: car, truck, motorcycle, dune buggy, RV, golf cart or anything that is self-propelled.	Restitution and: Suspension – Expulsion Police Report
THREATENING ACT (Physical or verbal threat or intimidation)	To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to	Conference – Expulsion Police Report

	actual physical attack. Ex: bomb threat, threats made over the telephone, threats to beat someone up, threats made by text message or internet, at home or at school.	
Threatening an Educational Institution	To interfere with or disrupt an educational institution through threatening statements 1 Threatening to cause physical injury to any employee of an educational institution or any person attending an education institution. 2 Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution 3 Going upon or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property in any manner as to deny or interfere with the lawful use of the property of others. 4 Refusing to obey a lawful order to leave the property of an educational institution.	A student who is determined by the administration to have threatened an educational institution shall be recommended to the Superintendent for expulsion process initiation of at least one year. The administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, at the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution, or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student's parent(s) or guardian participate in the mediation, community service restitution or other programs in which the parent or guardian take their responsibility with the student for the threat.
THREATS/INTIMIDATION AND/OR VERBAL ABUSE OF A STAFF MEMBER	Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (AR§15-507: 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 their duties is guilty of a class 3 misdemeanor).	Conference-Expulsion Police Report
THROWING OBJECTS	Throwing objects in an unsafe/dangerous manner. This includes reckless behavior that threatens the safety and well-being of others. This includes throwing objects at school-sponsored events and while on school sponsored transportation.	Conference – Expulsion
TOBACCO (Distribution, Possession, Use and Sale)	The distribution, possession, use or sale of tobacco products, including imitation tobacco (electronic cigarette, hookah, water pipe) on school grounds, school-sponsored events and on school-sponsored transportation.	Conference – Suspension Police Report
TRESPASSING	To enter or remain on a public school campus without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave.	Conference-Expulsion Police Report

UNSAFE BEHAVIOR/ ENDANGERMENT	Acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations.	Conference – Expulsion
VANDALISM (Destruction of school or personal property)	The willful or malicious damage, destruction, injury, disfigurement or defacement of school or personal property without consent. This includes bombing, arson, graffiti, computer hacking and other acts that cause property or personal damage.	Restitution and: Suspension – Expulsion Police Report
VERBAL ALTERCATION	Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.	Conference – Suspension



BUS RULES

- Obey the bus driver at all times.
- Be courteous to the driver and other bus passengers.
- **Always identify yourself when asked by the driver.**
- **Secondary students are required to show student ID card to bus driver upon request.**
- Be at bus stop 10 minutes prior to scheduled pick-up time in the morning.
- Stand a safe distance from the curb or highway.
- Be on time to the bus in the afternoon.
- When crossing street by school bus, always cross ***in front*** of bus.
- Always use the steps and handrail when boarding and leaving the bus.
- Sit quickly and quietly in *assigned* seat.
- Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
- Remain seated while bus is in motion and **until it comes to a stop.**
- No eating, drinking (except water in plastic bottles), chewing gum or spitting inside the bus.
- Keep hands, head, arms and all objects inside the bus at all times.
- Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
- Keep the bus clean and free of damage.
- All items carried by students (i.e., athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured in a vacant seat.
- Large items cannot occupy needed seating space or be placed in the driver's compartment or in the stairwell.

- Skateboards, scooters and roller blades are not allowed on the school bus.
- Electronic equipment of any kind is not allowed on the bus.
- Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's *written* request, counter-signed by a school official.
- Students are permitted to ride only their assigned bus. Any exceptions must be requested *in writing* by the student's parent or legal guardian and approved by a school official.
- **State law prohibits the following items on school buses:**
 - Alcoholic Beverages, Tobacco, Dangerous or Narcotic Drugs
 - Glass Items
 - Weapons, Explosives, Fireworks, Smoke or Stink Bombs
 - Animals of any kind
 - Other Legally Prohibited Substances or Dangerous Objects

List of School Bus Infractions

School Transportation is a privilege and can be revoked

Site administration issues all consequences for school bus infractions, which range from conference to loss of bus privileges. Infractions and consequences also apply to behavior at bus stops.

Level I

Infractions which cause delay, inconvenience or irritation:

- Failure to remain properly seated
- Loud disruptive talking or yelling
- Failure to take assigned seat upon request
- Out of seat while bus is in motion
- Eating/drinking/chewing gum on bus
- Harassing other passengers or driver or aide
- Littering inside/outside bus
- Horseplay on bus or at bus stop
- Use of electronic device on bus

Level II

Infractions that are disrespectful, illegal, damaging or demeaning:

- Extending hands or head out of bus window
- Profanity, obscene language or gestures
- Disrespect to Bus Driver
- Verbal abuse of driver or other passenger
- Defiant behavior or profanity toward driver or aide
- Spitting
- Throwing objects on bus
- Throwing objects at bus
- Tobacco, alcohol or drug possession on bus
- Defacing school district property
- Rough and rowdy behavior
- Possession of lighters or matches on bus
- Unsafe behavior of any sort

Level III

Severe Infractions that are extremely dangerous or damaging:

- Refusal to show ID card, or give student name upon driver's request (Secondary students only)
- Fighting
- Lighting matches or lighters on bus
- Setting fire on bus
- Damaging/Destroying school district property

- Physical assault
- Profanity or verbal abuse directed towards demeaning a person's character
- Fireworks possession or use on bus
- Tobacco, alcohol or drug use on bus
- Activation or tampering with emergency or safety equipment on bus
- Use of laser pens, lights or other shining or reflective devices to distract or obscure driver's vision
- Weapon, simulated weapon, firearm, destructive device, or dangerous instrument on bus or at stop
- Shoving student(s) in path of any on-coming vehicle
- Throwing objects out of bus
- Unauthorized exit from emergency door
- Physically impeding movement of school bus
- Verbal threat of harm or violence
- Any action causing harm to others



Consequences for School Bus Infractions

Level I Infractions:

In all cases, a parent or guardian must sign and return the bus incident report. A conference with the principal and the bus driver may be held.

Consequences can range from a warning to a suspension of 1 day and up, to a loss of bus privileges up to an entire school year, depending on the severity of the infraction and whether it is a first offense or has happened multiple times.

Level II Infractions:

In all cases, a parent or guardian must sign and return the bus incident report. A conference with the principal and the bus driver may be held.

Consequences can range from a warning to a suspension of 1 day and up, to a loss of bus privileges up to an entire school year, depending on the severity of the infraction and whether it is a first offense or has happened multiple times.

Level III Infractions:

In all cases, a parent or guardian must sign and return the bus incident report. A conference with the principal and the bus driver will be held.

No warnings will be issued for Level III Infractions. These infractions endanger all students and district employees on the bus, and possibly members of the community. The length of the suspension will depend on the severity of the offense, likely resulting in loss of bus privileges for a significant amount of time, and could possibly carry over into the next school year.

The school site Administrator has the ultimate decision in revoking bus riding privileges.

Riverside Elementary School District No. 2 Student & Parent School Laptop/Tablet Agreement

Signing the Mandatory Signature page (3) for this agreement as indicated is an acceptance of the terms and conditions for the Laptop/Tablet agreement. The student and student's parent/guardian will comply with these terms while laptop is assigned to the student. Participation is completely voluntary, and there is no penalty for not accepting the agreement.

- The Laptop/Tablet is made available to the student for educational services only, with the acceptance of the terms and conditions stated in this agreement.
- Although the Laptop/Tablet is assigned to a student, it remains the property of R2 at all times. Additional restrictions on use and possession or recall of the property may be implemented at any time, for any reason, without prior notice.
- R2 reserves the right to change the terms or conditions of the student's use and possession at any time.
- The student or the student's parent/guardian is to immediately surrender the Laptop/Tablet at the request of any R2 teacher or administrator to said person.
- Possession and use of the Laptop/Tablet are subject at all times, on or off campus, to the terms and conditions described in the agreement, as well as any other rules, regulations, or restrictions imposed by R2.
- Student use and possession of the Laptop/Tablet will comply with any applicable state and federal laws or regulations at all times, on or off campus.
- Student assignment of the Laptop/Tablet will be governed on and off campus by all applicable policies of the R2 Governing Board, including but not limited to **Policy 3460 (Student Acceptable Use)** and the **Student Code of Conduct**. By signing this agreement, the student's parent/guardian is confirming that they have both reviewed and understood these policies. Furthermore, they are confirming that it is their responsibility to inform themselves of and comply with any Governing Board policies that may apply to the student's use and possession of the Laptop/Tablet. All board policies are available on the district website.
- Usage of the Laptop/Tablet by the student or any persons permitted by the student for the following is prohibited:
 - Involvement in any crime, advertising/commercial activities, or the accessing/viewing/transmission of pornographic or violent images or content.
 - Accessing any websites or online resources that are unapproved by an R2 teacher or school administrator.
 - Distributing the confidential information of other students or R2 staff members. The accidental accessing of such information is to be reported to the Technology Facilitator.
 - Sharing the Laptop/Tablet without the permission of an R2 teacher or administrator. Loaning the item to anyone without the *written* permission of the Technology Facilitator.
 - Instant messaging, chat rooms, or social networking sites such as Facebook or Xanga.
 - Accessing the internet without the supervision of a parent/guardian, or outside of public/common areas.
- By signing this agreement, the student's parent/guardian acknowledge that they are to ensure their student's compliance with these policies. The Laptop/Tablet is school property and remains such while in the student's possession. R2 and its employees are not responsible for any harm or damages caused by the student's internet access while off campus.
- Use of the Laptop/Tablet is a privilege, not a right. Violation of the conditions set forth will result in suspension, termination, or the restriction of use or possession at the sole discretion of R2.
- This document nor any conversation, correspondence or understanding between themselves and any representative of R2 gives them any ownership or contractual rights of any kind whatsoever to the Laptop/Tablet.

Orientation Meeting & Technology Fee

- All participants in the R2 Advanced Student Technology Integration Program (ASTIP) must attend a mandatory orientation meeting when issued a Laptop/Tablet.

Issuance & Return of Laptop/Tablet

- After attending the mandatory orientation meeting, the Laptop/Tablet will be issued at the start of the school year. This agreement ends on the last day of the school year, unless terminated at any earlier date by R2.
- Failure to return the item by the last day of the school year or by the date assigned by R2 will result in a late fee of \$5 per day for the first 30 days and \$10 per day for the next 30 days until it is returned.
- Failure to return the item within 60 days of the due date may result in the assessment of the full replacement cost for the item, as well as legal action against the student and/or parent/guardian.

Laptop/Tablet Care and Guidelines

- By signing this agreement, the student and the student's parent/guardian acknowledge the following:
 - They have received a copy of R2's Laptop/Tablet Care and Guidelines, and will comply with the specifications detailed in the document as well as any other guidelines given.
 - They will under no circumstances alter or allow the alteration by others of any hardware, drivers, etc. without advance written approval of the Technology Facilitator.
 - The Laptop/Tablet is subject to inspection at any time by R2 officials, either remotely or in person.
 - If an inspection were to reveal any evidence which violates the Code of Student Conduct or any criminal law, it may be used in support of disciplinary action or a criminal investigation.
 - There is no expectation of privacy regarding the Laptop/Tablet and its contents.

Loss, Theft, & Damage

- The student is responsible for ensuring the safety of the Laptop/Tablet when it is in their possession. The Laptop/Tablet is not to be left in the custody of anyone other than the student's parent/guardian, an R2 teacher, or an R2 administrator. In the event of theft, the student and their parent/guardian will immediately file a report with law enforcement, providing a copy to the Technology Facilitator, as well as the name and telephone number of the investigating officer.
- *Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell an R2-owned Laptop/Tablet will be vigorously prosecuted to the fullest extent of the law.*
- If the Laptop/Tablet is stolen, lost, or accidentally destroyed while assigned to the student, the student and their parent/guardian will be responsible for the following fees, regardless of fault:
 - *1st Occasion: Technology Insurance will cover the cost of the Laptop/Tablet
 - *2nd Occasion: The replacement cost of the item and the Technology Insurance Fee. No further Laptops/Tablets will be assigned
- The replacement cost is the price of the item at the time of R2's purchase of it. As of April 25, 2013, the actual cost to R2 of each Laptop/Tablet is \$899. The repair cost is the actual cost to R2 to have the Laptop/Tablet fully repaired by a qualified repair technician of R2's choosing.
- If the Laptop/Tablet is found to have been destroyed deliberately, the student and their parent/guardian will be held responsible for the cost of repairs or replacement (whichever is least expensive).
- A replacement Laptop/Tablet will not be issued until the replacement or repair fees are paid in full.
- Repair and replacement fees may be waived or reduced by R2 for students who qualify for free or reduced lunch under State guidelines, R2 Board Policy, and any criteria prescribed by R2. Waived and reduced fees should be referred to the Technology Facilitator and are considered on a case-by-case basis confidentially. A waived or reduced fee does not guarantee a replacement Laptop/Tablet.
- R2 may refuse to issue a replacement Laptop/Tablet if it's determined that the risk of loss or damage to a replacement Laptop/Tablet is unacceptable. In not issuing a replacement, R2 is not waiving the parent/guardian from any fees associated with the previously issued technology.
- Eighth Graders must pay any and all fees to participate in Promotion and/or the release of transcripts.

Riverside Elementary School District No. 2

Acceptable Use Agreement for the Internet

We are pleased to bring to the students of the R2 access to electronic mail and the Internet, which offers an abundance of resources such as thousands of libraries, databases, and bulletin boards to both students and teachers. The district goal in providing this service is to promote excellence in our schools by facilitating resource sharing, innovation, and communication. R2 has taken precautions to restrict access to controversial materials, however, it is impossible to control all materials on a global network. We believe that the benefits to students to further educational goals and objectives via access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the R2 supports and respects each family's right to decide whether or not to participate. All network activities, including Internet and E-mail, will be supervised by appropriate personnel. Listed below (with explanatory examples) are activities in which your child will be a participant:

- File Transfers: (FTP)-transfer files between computers, in either direction.
- Research: research databases, card catalogs, image files, newspapers,
- weather maps.
- Conversation: real-time E-mail-type s (Internet Relay Chat) or video conferencing
- with distant classrooms, professional experts, technical assistance.

District Internet and E-mail Rules (Terms and Conditions)

- 1) Students are responsible for their behavior and communications via the Internet. Student account use must be in support of education and research consistent with the objectives of R2.
- 2) Access is a privilege, not a right. Inappropriate use will result in a cancellation of privileges. Students who receive "user's accounts" with which to access the Internet will receive training on proper usage. Network administrators decide appropriate use, and their decision is final.
- 3) Administration, faculty, and staff of R2 may request the suspension or termination of a user account.

Network etiquette:

- Be polite, using appropriate language and pictures in your messages to others.
- Downloading inappropriate materials is prohibited.
- Respect and maintain user privacy. Do not reveal any names, home addresses
- or phone numbers.
- Assume that all communication and information accessible through the network
- are private property.
- Copyright infringement is prohibited.
- Damaging computers, computer systems or computer networks is prohibited and will not be tolerated.

Personal responsibility:

I will report any misuse of the Electronic information services (EIS) to a parent, teacher, or the system administrator.

I understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District authorization.*

VIOLATIONS OF THE ACCEPTABLE USE AGREEMENT FOR THE INTERNET MAY RESULT IN A LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY ACTION.

Please sign the Mandatory Signature page (3) to indicate agreement of this policy.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Riverside Elementary School District #2 (RES D), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, RES D may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow RES D to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want RES D to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks of the start of school. RES D has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

SECTION 504/ADA NONDISCRIMINATION POLICY

Riverside Elementary School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding Section 504, Title II of the Americans with Disabilities Act, and/or the nondiscrimination policies:

Dr. Stephen Neal

Special Education Director/School Psychologist
1414 South 51st Avenue
Phoenix, Arizona 85043
(602) 477-8900, ext. 1338

Please view our forms below for more information regarding 504/ADA information:

- **Riverside Elementary School District Section 504/Title II Complaint Form**

Link:

http://toolbox1.s3-website-us-west-2.amazonaws.com/site_0151/Riverside504ADAComplaintForm_120715.pdf

- **Riverside Elementary School District Section 504/Title II Grievance Procedure**

- **Link:**

http://toolbox1.s3-website-us-west-2.amazonaws.com/site_0151/Riverside504ADAGrievanceForm_120715.pdf

RIVERSIDE ELEMENTARY SCHOOL DISTRICT SECTION 504/TITLE II COMPLAINT FORM

Riverside Elementary School District (the "District") expects its employees to comply with Section 504 and the Americans with Disabilities Act ("ADA") regulations. Further, no discrimination on the basis of disability is permitted in the programs or activities that the District operates. If you believe that discrimination, harassment, or retaliation has occurred against a student (or against someone who has advocated for the student) because of a disability, please complete, sign, and submit this form to the Section 504/ADA Coordinator:

Dr. Stephen Neal
Special Education Director/School Psychologist
1414 South 51st Avenue
Phoenix, Arizona 85043
(602) 477-8900 ext. 1338
sneal@riverside.k12.az.us

Date: _____

On behalf of: _____

Complainant is: Student: _____

Student's parent(s): _____

Other: _____

Address: _____

Street City State Zip

Telephone: _____

Home Work

Email Address: _____

-
-
1. Describe the alleged violation of Section 504 and ADA in specific terms. Include: (a) the specific incident or activity that is viewed as discrimination; (b) the individuals involved; (c) dates, times, and locations involved; and (d) the disability that forms the basis of the complaint (attach additional pages if needed):

RIVERSIDE ELEMENTARY SCHOOL DISTRICT SECTION 504/TITLEII COMPLAINT FORM

2. Describe any relevant communication that has already occurred to address the issue. Please specify the types of communication, dates of communication, and names of individuals with whom any communication has occurred:
3. Please describe how you would like to see this issue resolved:
4. Do you want this complaint to be formally investigated and addressed by the District's Section 504/ADA Coordinator or his/her Designee? Yes No If "No" please clarify:
- I do not want a formal investigation. I am just bringing the issue to the District's attention.
 - I do not want a formal investigation. I would like to speak with an authorized representative of the District regarding my Complaint.
 - The District's Section 504/ADA is the alleged wrongdoer. Another individual should be designated by the Principal to conduct the investigation.
 - Other (please explain): The Section 504/ADA Coordinator will issue a written decision on the Complaint no later than thirty (30) working days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with you concerning the need for an extension.

PLEASE RETURN THIS FORM TO THE DISTRICT'S SECTION 504 /ADA COORDINATOR.

NOTICE OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURE UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 and TITLE II OF THE AMERICANS WITH DISABILITIES ACT.

Riverside Elementary School District (the "District") does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding Section 504, Title II of the Americans with Disabilities Act, and/or the nondiscrimination policies:

Dr. Stephen Neal
Special Education Director/School Psychologist
1414 South 51st Avenue
Phoenix, Arizona 85043
(602) 477-8900 ext. 1338
sneal@riverside.k12.az.us

GRIEVANCE PROCEDURE

Any person who believes she or he has been subjected to discrimination on the basis of disability by a student, staff member, or third party may file a grievance under this procedure. Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a student differently on the basis of disability; denying a student with a disability a free and appropriate education; and failing to make modifications of "policies, practices or procedures" when such modification is necessary to accommodate individuals with disabilities.

The District prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances should be submitted to the Section 504/ADA Coordinator within 60 working days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint should be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the Complainant is unable to put the complaint in writing, the District shall provide reasonable accommodations to assist the Complainant with submission of his/her complaint. Although the District encourages individuals to submit complaints in writing, the District will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.

- The Section 504/ADA Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint, including the opportunity to present witnesses. The Section 504/ADA Coordinator will maintain the files and records of the District relating to such grievances.

- The Section 504/ADA Coordinator will complete the investigation and issue a written decision on the grievance no later than 30 working days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with the Complainant concerning the need for an extension.
- The person filing the grievance may appeal the decision of the Section 504/ADA Coordinator by writing to the Superintendent within 15 working days of receiving the Section 504/ADA Coordinator's decision. The Superintendent, or his/her designee, shall issue a written decision in response to the appeal no later than 30 working days after its filing.
- If it is determined that discrimination occurred, the District shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others.
- The District shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) during all times.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights. The address of the regional office that includes Arizona is:

**Office for Civil Rights
1244 Speer Blvd., Suite 300
Denver, CO 80204-3582**

The District will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, providing a scribe for submission of the complaint, or assuring a barrier-free location for the proceedings. The Section 504/ADA Coordinator will be responsible for making such arrangements.