

Santa Cruz Elementary School District 28

Little Red School Student Handbook

Code of Conduct and District Information

For

2015 – 2016



Student Name: _____

Homeroom Teacher: _____

Little Red School
SCED 28
HC2 Box 50
7 Duquesne Rd.
Nogales, AZ 85621
(520)287-0737
(520)287-9003fax

**2015-2016 Little Red School Schedule
Monday – Thursday**

Kinder – 5th Grade

Times	Kinder	1 st – 2 nd	Times	3 rd – 5 th
7:30	School Opens Breakfast and Supervision of Playground Starts	School Opens Breakfast and Supervision of Playground Starts	7:30	School Opens Breakfast and Supervision of Playground Starts
7:50	Classes Start	Classes Start	7:50	Classes Start
7:55	Campus is now closed; please sign your children in at the office.	Campus is now closed; please sign your children in at the office.	7:55	Campus is now closed; please sign your children in at the office.
11:00 – 11:35	LUNCH	LUNCH	11:15 – 11:45	LUNCH
	Classes	Classes		Classes
2:25	End of School	Classes		Classes
3:30		End of School	3:30	End of School

Please note that all parents/Guardians and school volunteers must enter the new office building before entering the school’s campus.

Middle School

Times	Periods	6 th A	6 th B	7 th	8 th
7:30	School Opens Breakfast and Supervision of Playground Starts				
7:50	Classes Start – 1 ST Period	SC	MA	SS	LA
7:55	Campus is now closed; please sign your children in at the office.				
9:20	2 nd Period	SS	LA	MA	SC
10:50	3 rd Period	LA	SS	SC	MA
12:00	LUNCH				
12:30	3 rd Period continues	LA	SS	SC	MA
1:00	4 th Period	MA	SC	LA	SS
2:30	Lockers				
2:30-3:30	P.E./ Inquiry Class	PE	PE	PE	PE

LA Language Arts
 SS Social Studies
 SC Science
 MA Math

Optional Friday Program is from 8:00 to 2:00. Buses are provided, but return an hour and a half earlier than the rest of the week.

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Welcome to Santa Cruz Elementary School District #28

Welcome back to a great year. We have a successful year ahead of us. We are proud of Little Red School and all of our accomplishments. Our mission is to make our school a place where students, parents, and community members feel valued and safe; and where students are able to excel, in a caring environment that focuses on their individual needs. We hope each and every family and community member will assist us in making our school a place to learn and grow.

This 2015 – 2016 student handbook is provided to answer questions you may have about the school. The first section outlines the district’s expectations for student behavior, the rights and obligations of students, and the consequences for noncompliance. It also provides school procedures and legal information we are required to provide. We believe it is imperative that each student and adult follows these guidelines, so we can provide a safe and caring learning environment.

Sincerely,

Mrs. Kathy Romero, Superintendent/Principal

Our Staff

Superintendent/Principal

Business Manager

Kathy Romero

Manuel Huerta

Secretary

Office Clerk/Instructional Aide

Betty Fernandez

Jennifer Willey

Kindergarten

First Grade

Second Grade

Third Grade

Fourth Grade

Fifth Grade

Barbara Hernandez

Kim Bartholomew

Julianne West

Cynthia Colbert

Anna Grijalva

Christine Bastidas

Math 6th – 8th Grade

Language Arts 6th – 8th Grade

Social Studies 6th – 8th Grade

Science 6th – 8th Grade

PE Teacher/Coach

Special Education

Title One teacher

Robert Badertscher

Amada Dupuy

Shawn Euphrat

Mable Shaju

Manny Romero

Tom Hackley

Lupita Bojorquez

Title One Aide

Instructional Aide

Librarian

Callie Bradshaw

Diana Morales

Mayra Beyerle

Bus Driver/Coach

Bus Driver

Food/Transportation Clerk

Maintenance/Bus

Janitor

Janitor

Governing Board

President

Clerk

Member

Member

Member

Alvaro Monteverde

Patty Venegas

Dora Meza

Frank Corella

Dolores Nunez

Maura Fernandez

Ron Fish

Mercy Fernandez

Robert Noon

Delfina Tapia

Luis Munoz

Meetings are held on the second Tuesday of each month in the office. The agenda is posted on the office door twenty-four hours before the meeting.

Our Mission

Little Red School will provide all students with a comprehensive, success-oriented, standards-based education. This education is designed to develop each student's potential in the areas of academics, career awareness, global and cultural appreciation, physical well-being, social development, and community contributions.

To accomplish this, we all need to share responsibility and do our part:

Students

- To attend school punctually, prepared with proper books, supplies, and assignments.
- To enjoy and allow others to enjoy the school environment.
- To maintain the attitude of a life-long learner who has high academic and social standards.

Parents

- To ensure their children are punctual and responsible.
- To notify the school when and why their children are absent.
- To make arrangements when their children are absent to pick up and hand in assignments.
- To maintain open productive communication with the teachers and school.
- To provide a private place to read, study, and complete assignments.
- To turn off music and TV daily and read and/or interact academically to their children.

Teachers

- To manage an effective instructional and assessment program based on the Arizona Academic Standards.
- To establish and maintain an environment conducive to learning for all students.
- To model and maintain an attitude of a life-long learner.
- To keep open and productive communication with parents and the community.

School

- To provide a safe and pleasant learning environment.
- To support lifelong learning habits in reading, writing, math, research, respect, responsibility, rights reasoning, reflecting, and the arts.
- To provide services, resources, and assistance to students needs during school hours.
- To keep parents informed of the programs, social and financial situations, and about support needed for a sound educational program.
- To provide a pleasant, punctual, and safe bus service.

Rules Around the School

Highway 82

No Little Red Student will cross Highway 82 without an adult (18 years or older) EVER.

School

1. Walk quietly in the halls.
2. NO gum in the school.
3. Keep the bathrooms clean.
4. One minute bathroom breaks.
5. No cell phones at school.
6. Obey and respect all adults.
7. Friday enrichment days follow regular school rules.
8. Birthday items (including food) may be distributed the last 15 minutes of class with prior permission from the teacher.

Playground

1. Stay in assigned area.
2. No toys or equipment from home.
3. Follow the monitor's directions.
4. No food or drink on the playground.
5. Let the monitor help you settle conflicts.
6. Treat others and equipment with respect.
7. Line up immediately when the whistle is blown.

Cafeteria

1. Walk to the cafeteria.
2. Wait patiently in line.
3. Try all food you are served and eat everything you serve yourself.
4. Leave your place clean.
5. Speak softly and respect others.
6. No food or drink is taken to the playground.
7. No sharing of food.

Office

1. You need a pass from an adult to go to the office.
2. No phone use unless an adult writes a note with a specific reason for calling.

Bus

1. Obey all of the bus driver's instructions and directions.
2. Bus aisles and emergency exits shall remain clear of all objects.
3. Students must stay in their assigned seats.
4. Stay properly seated (back against seat, legs facing forward, and all body parts inside the bus).
5. Talk quietly with respectful language – no profanity.
6. No eating or drinking on the bus. Keep the bus clean.
7. All rules in the Code of Conduct pertain to the bus.

Field Trips

1. A parent permission slip including instructions for medical attention and special needs must be received before any field trip.
2. Field Trips are a privilege and students must behave in class and have passing grades or they **may** be excluded from the trip.
3. Students must follow all school rules on field trips.

Santa Cruz Elementary School District #28 Student Transportation

Little Red Student Drop Off and Pick Up Rules and Agreement:

We want to keep our drop off and pick up area safe for all students. To help us make it a safe place for every one, please follow these rules:

- Drive under 5 miles per hour in front of the school.
- Stay in your car while waiting to pick up your student in the drop off/pick up lane. No leaving your car.
- Stay in your lane and do not pass cars that are loading children.
- Students may only walk to cars in the drop off and pick up lane, if you are on the street you need to get out of the car and get your student(s).
- If you need to come into school, park your car in the lot across the street and walk over.
- Walk where the sidewalk is.

Morning: School supervision starts at 7:30 in the morning. No students **should be dropped off at school before 7:30.**

Afternoon: School is out at 3:30. Students are to (Kinder - 5th grade) sit or (6th - 8th grade) stand on the cement and wait for their parents to pick them up. **There is no running or playing in the gravel allowed.** Student **MUST** be picked up by 3:30. **Our school does not have supervision for students after 3:30.**

The Santa Cruz Elementary School District #28 supports ride sharing and encourages families to coordinate driving to and from school with other families to minimize the burden on our streets and school campuses. At the same time we are responsible for students until they reach home. For this reason **we require parents to call or send a signed note if your child will go home with another person.** We are including a "permission to ride with" slip on the back of the bus agreement page. Please write down the names of any relative or friend that regularly picks up your child. Also if you are picking up numerous students, please park and walk over so the staff can help straighten out who has permission without blocking traffic.

Little Red Bus Rules and Agreement

We want to make our buses a safe and pleasant experience for everyone involved. To help us with this, students must follow the rules listed below:

1. Obey all of the bus driver's instructions and directions.
2. Bus aisles and emergency exits shall remain clear of all objects.
3. Student must stay in their assigned seats.
4. Stay properly seated with you back against the seat back, your legs facing forward and all parts of your body in the seat area not in the aisle or out the window.
5. Talk quietly, use respectful language – no profanity.
6. No eating or drink on the bus.
7. Keep the bus clean – no vandalism.
8. Animals, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol or drugs are not permitted.
9. No student has the right to interfere with the safety, well-being or learning of others.
10. All rules in the Code of Conduct pertain on the bus.

Students are assigned a seat by the bus driver and/or administration and at no time are they to move from one seat to another. Students shall report directly to the bus and be seated in their assigned seat as quickly as possible after school dismissal. They will enter and leave the bus in an orderly fashion; without running, pushing, or crowding. They will wait until the bus comes to a complete stop before attempting to leave or enter the bus. They will walk at least 10 feet in front of the bus, so the driver can see them at all times. Do not ever walk behind the bus and before crossing the road, wait for the driver to signal.

All students must ride to school and home on their assigned bus. The bus will stop only at administration approved stops. Drivers will not transport any person not regularly assigned to the bus without written permission from the office.

Students may use their phone to call their parents if they have asked the bus driver and the bus is stopped. If you have trouble with the bus service, bus driver or other students on the bus, please contact Mrs. Romero (287-6242).

Bus transportation is provided by the District as a convenience and privilege to students. All Regulations of the school apply while students are being transported in school vehicles per Board Policy EEAE. In addition, passengers must remain **seated** in assigned seats at all times while the bus is in motion. The bus driver has the authority to take action to insure the safety and well being of all passengers. The consequences listed below are in addition to the general rules of conduct.

1st Offense: The driver will conference the student to attempt to correct the behavior and notify in writing the Lead Teacher.

2nd Offense: The driver will conference the student to attempt to correct the behavior and notify in writing the Principal. Parents will be notified and the student will be suspended for 1 day.

3rd Offense: The driver will conference the student to attempt to correct the behavior and notify in writing the Principal. Parents will be notified and the student will be suspended for 3 days.

4th Offense: The driver will conference the student to attempt to correct the behavior and notify in writing the Principal. Parents will be notified and the student will be suspended for 5 or more days or lose bus privileges.

5th Offense: The driver will notify in writing the Principal. Parents will be notified and the student will be suspended for from the bus for the remainder of the year.

Note: The administration may eliminate suspension steps or assign other punishments according to the severity of the offense.

STUDENT RESPONSIBILITIES

Basic Foundation of the Code

The Santa Cruz Elementary School District 28 Governing Board recognizes that students should have freedom to express their individuality in school, but such expression should never intrude upon or endanger the freedom of others. The intent of all District policies and regulations pertaining to student conduct is to establish a balance between individual freedoms and the necessity of maintaining school safety and security. In implementing these policies, school staff members will consider all factors and should take tolerant, sensitive, and intelligent action. In helping students demonstrate proper conduct through discipline consequences, the goal should be to help students learn self-discipline.

Students, both as individuals and in groups, must comply with District policy and regulations and individual school rules pertaining to student conduct. Students must also respect the authority of teachers. Any open defiance of a teacher or other staff member will constitute cause for disciplinary action.

Any act by a student that interferes with the operation of a school or otherwise violates any rule listed in the Student Code of Conduct is prohibited. Students who commit such acts will be subject to disciplinary action, which may include suspension or expulsion.

Students must comply with both the District-wide Student Code of Conduct and with all rules established by the principal and faculty of the school district. A student's failure or refusal to comply with the rules of his or her school will subject the student to disciplinary action, which may include suspension or expulsion.

Notification of Disciplinary Rules

The principal or lead teacher is required to ensure that copies of district and school rules pertaining to discipline, suspension, and expulsion of students are distributed to parents and students. The rules must be communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

Interpretation of Disciplinary Rules

Preserving the safety and protecting the health and general welfare of students, District employees, visitors, and volunteers on school property and at school activities are the legal and moral responsibilities of the Governing Board and its administration.

Therefore, the interests of safety and welfare shall be the paramount guiding principle for interpretation of disciplinary rules. Generally, words will be given their ordinary meaning, unless those terms are otherwise defined (such as words in italics, which are defined in the glossary of this handbook). In the event of any conflict in interpretation, the determination of the Associate to the Superintendent shall be final.

Application of Rules to Attempts, Aiding or Abetting

Any student who attempts to commit, conspires to commit, assists the commission, or

conceals the commission of any provision of the District’s Student Code of Conduct or the rules adopted by any individual school is subject to disciplinary action as if the student had committed the act.

Application of Rules to Possession

A student will be considered to “possess” or “be in possession of” a substance or object if the student (1) knows of the nature, existence, and location of the substance or object, and (2) has control of the substance or object, regardless of the duration of the control

Prosecution of Criminal Acts Compared to School Discipline

The school administration is *required* to report certain crimes to appropriate law enforcement officials (Definitions of Violations). School disciplinary matters, however, are not governed by criminal law and court procedures. Similarly, juvenile or criminal court matters are not governed by school district rules or procedures. Court proceedings relating to an incident at school is separate from the school’s disciplinary procedures. Courts take actions for violations of laws – usually criminal laws. Schools take disciplinary action for violations of school and district rules. Behavior that violates school rules may not violate criminal law. So, discipline may be imposed even if a court decides not to impose criminal penalties. Different standards of proof and evidence exist between court and the school district hearings. Generally, a lesser degree of proof is required to establish a violation of school rules than would be required to establish a violation of criminal law. In the school setting, the “preponderance of evidence” applies. A preponderance of evidence exists where there is a greater weight or more convincing degree of evidence than the evidence offered in opposition to it. In simpler terms, it is a balance of 50.1% of evidence versus 49.9% of opposite evidence.

The Student Code of Conduct

Where and when does this Code of Conduct apply?

It is important that students and parents understand when this Code of Conduct applies to students. It applies to students at various times and places, including:

- During regular school hours;
- While the student is being transported by the school bus or by other transportation arranged or approved by the school district;
- During school-sponsored events;
- During field trips;
- During athletic functions, whether at District schools or a non-district school;
- When the student is traveling to and from school by any means;
- At times and places where a principal or other school employee has jurisdiction or authority over students;
- During other activities associated with the school in any way; and
- On school or district grounds at any time, regardless of whether school is in session or not.

Additionally, the principal may take disciplinary action when a student's misconduct away from school has a detrimental effect on other students or on the orderly educational process of the district, because the violation is directly connected to prior violations at school or threatens to produce

further violations or a risk of harm or injury at school.

Special Rule for Athletic and Activity Participants

Students participating in interscholastic activities for their schools do so as representatives for their school community and as role models for other students. Their involvement with drugs and alcohol at any time can therefore negatively reflect upon their community and convey a poor example to their peers. In addition, the use of drugs or alcohol by athletic or activity participants can lead to an increased risk of harm or severe injury during those activities. The Santa Cruz Elementary School District 28 therefore maintains a zero tolerance “24/7” policy on the use of drugs or alcohol by participants. Any interscholastic participant who uses, possesses or transfers alcohol or drugs at any time during a season will be immediately removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student’s location.

To which students does this Code of Conduct apply?

The rules and procedures outlined in this Student Code of Conduct apply to all District students from Preschool level through Grade 8. Differences in the age and maturity of students are naturally considered, however, in determining the type of disciplinary action to be taken in the event of violations.

Generally speaking, the older and more mature a student is and/or the more serious the infraction, the more personal responsibility the student will carry for his or her actions.

District personnel who administer student discipline will follow appropriate disciplinary procedures for disabled students when dealing with students in special education programs, with those receiving Section 504 accommodations, and with those who are pending evaluation.

What is disciplinary action?

In the Appendix we have provided “Definition of Actions page that the school administration uses to discipline student. Teachers may also have their own classroom rules that they use to discipline students, such as teacher reprimand, time out, etc.

District-Level Disciplinary Actions

Short-Term Suspension – A principal may suspend a student from school for up to ten school days due to misconduct. A short-term suspension imposed by the principal’s designee may be appealed to the principal. A short-term suspension, which was imposed or approved by the actual school principal, is not subject to appeal. During a short-term suspension, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during a short-term suspension, the student must make prior arrangements with the principal to do so.

A long-term suspension may be requested by the lead teacher or principal due to recurring misconduct and/or serious misconduct. A long-term suspension may be imposed, after an opportunity for a hearing, by a hearing officer appointed by the Governing Board.

Long-Term Suspension – A suspension of a student from school for a term not to exceed the total number of school days in one school year. A long-term suspension may carry over from one school year into the next. A student or parent has a right to appeal the decision of the district hearing officer to the Governing Board in accordance with District policy and regulation. A suspension remains in effect pending the Board’s review of the appeal. During the term of a long-term suspension, the student must

remain away from all district schools and activities. If it is necessary for a student to come to a school during a long-term suspension, the student must make prior arrangements with the principal to do so.

Expulsion – Expulsion is defined as the permanent withdrawal of student’s right to attend a district school unless the Governing Board reinstates the right. Following a long-term suspension hearing, the hearing officer may request that the Governing Board expel a student. In the event of such a request, the Governing Board will determine whether to appoint a hearing officer to hold an expulsion hearing. In that case, the expulsion hearing officer will make a recommendation to the Governing Board as to whether the student should be expelled following the hearing. **Only the Governing Board can determine whether a student should be expelled**; the Board will decide if expulsion or other discipline should be imposed after considering the recommendation of the hearing officer. A student or parent has a right to dispute or appeal the recommendation of the hearing officer to the Governing Board in accordance with District policy and regulation. Expulsion is the most serious disciplinary step available. As part of its decision to expel, the Governing Board reserves the right to permit the student to apply for readmission after any period of time it may set. The Governing Board, or its hearing officer, may also establish conditions for readmission with which the student must comply prior to readmission. During the term of an expulsion, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during an expulsion, the student must make prior arrangements with the principal and the hearing officer to do so.

What types of behavior does this Code of Conduct prohibit?

The Code of Conduct prohibits certain kinds of behavior. A list of the violations in the Appendix.. Please note that they include School Policies (such as school bus rules).

- Students are prohibited from personally committing the acts described in the Definitions of Violations.
- Students are also prohibited from attempting to commit a prohibited act.
- Additionally, students are prohibited from conspiring to commit, assisting another to commit, or concealing the commission of any of the following acts.

Which type(s) of disciplinary action will be imposed for violations?

Lead teachers or principals are generally given broad discretion to implement disciplinary action that they deem appropriate when it is determined that a student has violated this Code of Conduct or a school rule. In doing so, principals must utilize the types of discipline authorized by this Code of Conduct. There are, however, certain disciplinary requirements or guidelines for principals to apply.

In the pages that follow, there are several charts that classify violations of the rules of prohibited behavior described above into five categories. Those five categories are: Minor, Moderate Severity, Serious, Very Serious, and High Level.

For each group of classified violations, the charts that follow provide “mandatory” and “discretionary” consequences, which may vary, depending upon whether a student’s violation is a first-time occurrence or a repeated violation.

Understanding the Discipline Charts

“Mandatory” consequences are the types of discipline that lead teachers or principals are required to impose. These are just the minimum level of discipline which the District requires in the event of an applicable violation. Principals have discretion to impose a higher level of discipline, subject to “Discretionary” limitations shown in the charts.

“Discretionary” consequences are the forms of discipline that may be used at the lead teachers or principal’s discretion.

At the elementary level, the age and developmental level of the student is considered in considering the severity of the discipline imposed.

Lead teachers or principals may request a waiver of mandatory disciplinary requirements from the Superintendent.

Discipline Charts for Violations of Code of Conduct

Level 1: Minor Violations
<ul style="list-style-type: none"> • School and Bus Policies • Minor Aggressive Act • Minor Disorderly Conduct • Disruption • Defiance, Minor Disrespect towards Authority, and Non-Compliance • Attendance Violations: Excessive Tardies, Leaving School without Permission • Dress Code Violation • Gambling • Public Display of Affection • Violation of Sports Activity, School Activity, or Playground Rules that do not present a safety risk. • Minor Sexual Harassment or Misconduct (e.g.; behavior that a young student recognizes as affection but the victim sees as misconduct)

***If a student commits one or more of the level 1 violations listed above, the lead teacher or principal will use the disciplinary actions listed below.**

Level 1: First Occurrence	Level 1: Repeat Occurrence
<p style="text-align: center;">Mandatory</p> <p>*Student Conference</p> <p style="text-align: center;">Discretionary</p> <p>*Parent conference</p> <p>*Other Actions – In School Disciplinary Work Assignments</p> <p>*Referral to Outside Agency</p> <p>*Warning</p> <p>*Detention</p>	<p style="text-align: center;">Mandatory</p> <p>*Parent Notification</p> <p>*Student Conference</p> <p style="text-align: center;">Discretionary</p> <p>*Parent conference</p> <p>*Other Actions – In School Disciplinary Work Assignments</p> <p>*Referral to Outside Agency</p> <p>*Warning</p> <p>*Detention</p> <p>*Behavior Intervention Contract</p> <p>*Privilege Suspension</p>

Discipline Charts for Violations of Code of Conduct

Level 2: Moderate Severity Violations

- School and Bus Policies
- Minor Aggressive Act s that continue to occur in similar situations
- **Moderately Severe** Disruption
- **Moderately Severe** Defiance, Disrespect towards Authority, and Non-Compliance
- Recklessness
- Contraband
- Simulated Firearms or Dangerous Items
- Lying
- Plagiarism
- Inappropriate Language That isn't addressed to a person
- Negative Group Affiliation
- Petty Theft
- Improper Use of Technology (e.g. computer, Network Infraction, Telecommunication Device)
- **Moderately Severe** Sexual Harassment
-
- Any Repeated Level 1 Violation
- Any Level 1 Violation which impacts student/staff safety

***If a student commits one or more of the level 2 violations listed above, the lead teacher or principal will use the disciplinary actions listed on the next page.**

Level 2: First Occurrence	Level 2: Repeat Occurrence
<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Parent Conference *Referred to Outside Agency *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor * Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Short Term Suspension <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer 	<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Parent Conference *Referred to Outside Agency *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor * Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Short Term Suspension <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer

Discipline Charts for Violations of Code of Conduct

Level 3: Serious Violations

- Fighting
- Tobacco Violations
- Theft
- Graffiti or Tagging
- Vandalism of Personal Property
- Vandalism of School Property
- Nonsexual Harassment
- Cheating
- Forgery
- Pornography
- E Cigarettes

- Repetition of Level 1 and 2 Violations
- Level 1 and 2 Violations, which present a serious risk to student or staff safety.

***If a student commits one or more of the level 3 violations listed above, the lead teacher or principal will use the disciplinary actions listed on the next page.**

Level 3: First Occurrence	Level 3: Repeat Occurrence
<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Parent Conference *Referred to Outside Agency *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor * Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Short Term Suspension <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer 	<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Referral to Outside Agency *Parent Conference <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor * Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Short Term Suspension <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer

Discipline Charts for Violations of Code of Conduct

Level 4: Very Serious Violations

- Endangerment
- Assault
- Drug Paraphernalia
- Substance Represented as Illicit Drug
- Threat or Intimidation
- Bomb Threats
- Chemical or Biological Threats
- Fire Alarm Misuse
- Hazing
- Extortion
- Burglary/Breaking and Entering (Second and Third Degree)
- Pornography
- Indecent Exposure or Public Sexual Indecency
- Sexual Harassment
- Dangerous Items (Air Soft Gun, BB Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, mace, Paintball gun, Pellet gun, razor blade or box cutter, Tear Gas, etc.)

- Chronic repetition of Level 1, 2, and 3 Violations.
- Level 1, 2, and 3 violation, which pose a very serious risk of harm to students or others.

***If a student commits one or more of the level 4 violations listed above, the lead teacher or principal will use the disciplinary actions listed on the next page.**

Level 4: First Occurrence	Level 4: Repeat Occurrence
<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Out of School Short Term Suspension <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor * Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Long Term Suspension *Expulsion *Removal by Student IEP Team to IAES *Removal by hearing officer *Reassignment to a Different Class <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer 	<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Referral to Outside Agency *Parent Conference *Out of School Short Term Suspension <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor * Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Long Term Suspension *Expulsion *Removal by Student IEP Team to IAES *Removal by hearing officer *Reassignment to a Different Class <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer

Discipline Charts for Violations of Code of Conduct

Level 5: High Level Violations

- Aggravated Assault
- Drug Violations:
 - Inhalants
 - Inappropriate use of over the counter and prescription drugs.
 - Illicit drugs
- Bullying
- Hazing
- Homicide
- Kidnapping
- Sexual Harassment with Contact
- Sexual Abuse/Sexual Conduct with a Minor/Child Molestation
- Sexual Assault (Rape)
- Burglary (first Degree)
- Robbery
- Armed Robbery
- Weapons:
 - Firearm (Handguns, Shotguns or Rifles, Bomb, Grenade, etc.)
 - Other Weapons (Billy Club, Brass Knuckles, Knife with blade 2.5 inches or longer, Nunchakus)
- Chronic repetition of Level 1, 2, 3, and 4 Violations.
- Level 1, 2,3, and 4 violations, which pose an extremely serious risk of harm to students or others.

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***If a student commits one or more of the level 5 violations listed above, the lead teacher or principal will use the disciplinary actions listed on the next page.**

Level 5: First Occurrence	Level 5: Repeat Occurrence
<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Referral to Outside Agency *Parent Conference *Long Term Suspension *Expulsion Hearing mandatory in cases of Weapons, Arson, and or Drugs <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Expulsion *Removal by Student IEP Team to IAES *Removal by hearing officer *Reassignment to a Different Class <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer 	<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Referral to Outside Agency *Parent Conference *Long Term Suspension *Expulsion Hearing mandatory in cases of Weapons, Arson, and or Drugs <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Expulsion *Removal by Student IEP Team to IAES *Removal by hearing officer *Reassignment to a Different Class <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer

Special Rules of Discipline

Weapons and Drugs

As students and parents would naturally expect, weapon and drug violations are among the most serious violations a student could commit. Santa Cruz Elementary District 28 has a “zero tolerance” policy for such violations. In the case of *weapon* or *drug* violations, long-term suspensions, and expulsion hearings are MANDATORY.

Possession of weapons is a particularly serious matter. **Indeed, federal and state law REQUIRES the school district expel any student – for no less than one school year -- who brings a firearm to school or to a school activity.** The law provides for very limited exceptions to this strict rule, which can only be determined by the Governing Board of the District on a case-by-case basis.

Special Rule for Athletic and Activity Participants

Students participating in interscholastic activities for their schools do so as representatives for their school community and as role models for other students.

Involvement with drugs and alcohol by activity participants at any time negatively reflects upon their community. Such involvement by these student leaders also sets a poor example to their peers. In addition, the use of drugs or alcohol by athletic or activity participants can lead to an increased risk of harm or severe injury during those activities. Santa Cruz Elementary District 28 maintains a **zero tolerance “24/7” policy** on the use of drugs or alcohol by interscholastic activity participants.

Threatening an Educational Institution

Arizona law prohibits any person, including any student, from threatening the safety and security of an educational institution. Qualifying threats may include possession of a weapon, drugs, or prohibited objects. Other behavior that may potentially threaten a school includes, but is not limited to, verbal threats, physical assault, fighting, arson, bomb threats, false fire alarms, and extortion/robbery.

In accordance with Arizona Revised Statutes Section 15- 841(H), a student who threatens a school must be expelled for a period of no less than one year. The School District Governing Board may rarely modify this strict expulsion requirement on a case-by-case basis.

CRIMES OR BEHAVIORS THAT MUST BE REPORTED TO LAW ENFORCEMENT

Notwithstanding disciplinary action taken by a school, certain criminal and/or disruptive behavior must be reported to appropriate law enforcement authorities. The following incidents WILL BE reported to law enforcement authorities by school officials:

- Aggravated assault with or without a weapon
- Arson
- Bomb threats and/or setting of a false alarm
- Burglary/breaking and entering

- Homicide
- Kidnapping
- Non-accidental injuries.
- Physical Assault
- Possession of weapon
- Possession, sale, or distribution of drugs; dangerous substances, or alcohol
- Rape
- Sexual assault/misconduct
- Threatening an educational institution

The District will also report any person's involvement in illegally removing a student from the school or other places where the principal has jurisdiction over the student, such as on school buses, on field trips, at athletic functions, and during school-sponsored events.

CRIMES OR BEHAVIORS THAT MAY BE REPORTED TO LAW ENFORCEMENT

Additionally, the administration MAY report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Demonstration by students which could create unsafe conditions
- Extortion
- Theft/possession of stolen property
- Trespassing
- Vandalism

The foregoing lists are not exclusive and exhaustive. Other conduct MAY be reported to law enforcement officials if deemed necessary by the principal, lead teacher, or other administration of the District.

DUE PROCESS FOR STUDENTS

Any student whose behavior may warrant suspension or expulsion under the Student Code of Conduct will be provided due process prior to the implementation of the suspension or expulsion. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity for the student to present the student's side of the story in an informal or formal hearing or meeting, as applicable;
- The right to be represented by legal counsel or other party at the student's or parent's(s') expense;
- The allowance, for safety purposes, for a student to be removed from the school prior to an informal hearing, with that hearing to follow as soon as practical;
- Adequate notification of a hearing to the student and parent;
- An opportunity for a fair hearing;
- Notification to parents about the short-term suspension of the student;
- More formal due process in long-term suspension and expulsion proceedings;
- Right to appeal the decision of a hearing officer regarding long-term suspensions or expulsions to the Governing Board.

DISTRICT INFORMATION

Admission Requirements

A student must meet the following age requirements:

- Kindergarten: The child must be five (5) years of age by the start of school unless otherwise approved by administration.
- First Grade: The child must be six (6) years of age by the start of school unless otherwise approved by administration.

Santa Cruz Elementary School District requires students to live within the school district boundaries. We require the following documents to register in our District:

- Original birth certificate (no copies).
- Immunization records or exemption.
- Proof of residence in District;
2 utility bills (electric, water, and or telephone).
Lease or rent agreement.
Proof of homeownership.
- Picture identification with parent or legal guardian's current address.
- Withdrawal forms AND report card or transcripts from previous school.
- If parent's are separated or divorced, provide proof of custody.

Absences and Attendance

“Every Day Matters!”

Regular school attendance is essential for success in school. Students with 95% attendance rates or better are more than twice as likely to pass standardized achievement tests as students who attend only 85% of the time. Students who are frequently absent may be putting their futures in jeopardy; studies have shown that chronic absenteeism, especially truancy, is highly associated with dropping out of school and has a direct and negative result on student achievement.

Dropouts typically earn \$260,000 *less* than high school graduates over a lifetime. Please strive to have your children in attendance every school day unless they are sick. We urge you to ensure your child's best opportunity for educational success by scheduling medical and dental appointments after school hours except in cases of emergency and by scheduling family vacations during school vacation and recess periods.

State law requires that you authorize your child's absence from school and notify us in advance or at the time of the absence. Your call to us will also help protect your child. If your child is absent and we don't hear from you, we'll do our best to contact you by phone the same day that class is missed. Accordingly, it's vital that we have one or more telephone numbers to contact you. If your numbers change, let us know right away.

State law also mandates that the school record a reason for a child's absence. Absences are excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of religious holidays of the family's faith.

When a student will be absent, the parent must call the school on or before the day of the absence in order to advise the school of the absence and the reason for the absence. When it is impossible to

call on the day of the absence, the school should be notified when the student returns in time for the student to obtain an admission slip prior to the student's first class. If no authorization is received by one day after your child returns, the absence will be considered unexcused. For absences greater than one day in length, the school should be notified in advance or on each day of the absence. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

If your child is absent for ten (10) consecutive school days: state law mandates that your child be automatically withdrawn from enrollment in order to stop state funding. You may then be required to fill out new enrollment documentation upon returning from an absence of such length.

Excessive absences may also affect a student's eligibility to participate in field trips, extracurricular activities and sports. In addition, absences can result in discipline and may be considered by a teacher in determining a student's grade or promoting a student; a student can fail a class or be retained in a grade level due to excessive absences.

Parents are responsible for ensuring that their children attend school. If a student is habitually truant, the parents and student may be cited by the court for truancy. By law, a student is considered habitually truant if absent without excuse for five or more days or if absent, with or without excuse, for 18 or more days.

Chronic Illnesses: In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, parents should contact their school administration regarding the chronic health program.

Open enrollment students: Those who are frequently absent may lose their open enrollment status. A student will benefit more from attending school regularly somewhere else rather than attending school in our District on an inconsistent basis.

State Standardized Testing

State Standardized testing is a mandatory test given, in April, statewide to students which measures student proficiency in state standards for Writing, Reading, Mathematics and Science. The test is administered at several times throughout a student's education – in grades 3 through 8, and in grades 10 up to 12, depending upon a student's performance on the assessment. At the elementary and middle school level, the test covers information that is taught at the grade level in which the student is tested. Parents receive a copy of their child's scores and measurement results each year, usually in the summer or fall following the testing. Little Red School uses this data to create Title One and others types of Tutoring groups to help students succeed, please help your child by making sure they attend these classes. In addition, students and their parents can create a customized tutoring/study guide as well as sample practice tests through the Arizona Department of Education website at: <http://www.ade.state.az.us>.

For every 1% drop in a student's school attendance rate, there is a corresponding 5% drop in State standardized performance.

Arizona Tax

Parents, teachers, and community members can donate up to \$400 to the school and get the money deducted from their Arizona tax return. The money can be used for any school activities, events, or field trips. This money may also be designated for the eighth grade trip. All donations are appreciated and form has been added to the Appendix.

AZELLA

The English language learner assessment is a mandatory test for all students whose parents indicate on a registration form that Spanish is spoken in the home. Under Arizona law, our school must test these students at least once a year (including students whose parents have withdrawn them from the program) and provide English instruction during the school day.

Award Ceremonies and Honor Roll Policy

To make Honor Roll, Students must have a 90% or above average in all core classes (Reading, Writing, LA, Math, Science and Social Studies). To make Principal's list, Students must have a 93% in all core classes and no needs improvements. **Two Mighty Mustang student awards are also selected by homeroom teachers to go out on a special lunch.**

Bullying, Harassment & Intimidation

A large body of research shows that bullying behavior has a negative and potentially lifelong effect upon both the student who bullies and the student who does the bullying. From poor attendance and academic achievement, to disciplinary problems at school, to drug and alcohol abuse, to criminal violations, bullying is harmful to those involved.

Santa Cruz Elementary District 28 prohibits bullying, and the District's full policy on the matter is contained in this handbook, along with a complaint form which students, parents or others can use to report incidents of bullying.

Our goal in enforcing the bullying policy is not to label any child or re-victimize anyone, but rather to provide a safe and caring learning environment. We consider this duty so important that all District staff members, not just teachers or administrators, are required to intervene and address any incident of bullying which they personally observe. They must also ensure that any report of bullying made to them by a student or parent is properly forwarded for investigation.

All reports must be investigated and will be investigated. Where reports of bullying are verified, appropriate disciplinary action will be taken. Students or parents who file reports will be informed of the outcome of the investigation, however, federal and state law prohibit disclosure of any disciplinary action taken against other students. Documentation of investigations is retained for the requisite period of time under law when allegations are verified; where a report cannot be verified, documentation is not retained, again in accordance with law.

Cell Phones and Other Electronic Devices

While cell phones provide a convenient means for families to remain in contact, use of them during class time or school activities can be disruptive to the learning process of both the student with the phone and others. Thus the use of cell phones and other electronic devices such as handheld games or personal data assistants at school, such devices may not be used in a classroom or anywhere else at school. **Students are NOT allowed to bring cell phone to school.** The only exception will be for middle school students whose parents have signed an electronic consent form for the student to use electronic devices on the bus. Students must follow guidelines and keep their electronic devices in their locker during the day, otherwise the consent of electronic devices on the bus for the student will be revoked. They may bring a cell phone, but it must be left in their lockers during the day. Middle school students may also bring other types of electronic devices when they go on field

trips outside of Nogales.

Administrators and teachers are authorized to confiscate electronic devices that are used in a classroom or used in any other manner that violates district policies **for two weeks**. The parent or guardian of a student whose electronic device has been confiscated may recover the item from the school administrator. **The District is not responsible for the loss or theft of personal items and devices**, but the District has provided a secure locked area specifically for these items.

Child Abuse Reporting

State law requires that any school district employee acting in the scope of their employment who develops a reasonable belief that a child is or has been a victim of child abuse to immediately report their belief to Child Protective Services (CPS) or to the police. "Reasonable belief" requires very little evidence. Although the child abuse reporting law applies most often to an adult physically abusing a child, the law also mandates reports of neglect, sexual abuse or non-accidental injury, regardless of the age or maturity of the alleged abuser. Thus, a fight between students that results in non-accidental injury to a student will be reported to the police. Likewise, an act of sexual harassment by one student against another that constitutes sexual abuse will be reported to the police for possible criminal charges. On occasions where a school must report possible child abuse, CPS or law enforcement may prohibit the school from informing the parent or guardian of the report for a period of time.

Child Find

All children with disabilities who need special education services have the right to a free appropriate public education. To accomplish this Santa Cruz Elementary District 28 has established the following procedures for locating and referring children:

- The District will maintain documentation of public awareness efforts to inform the public and parents within the district's boundaries.
- Screening activities will be implemented for all newly enrolled students and those transferring in. The screenings will be completed within 45 calendar days of school entry.
- For children enrolled in private or religious schools the District will consult annually with these schools to determine the number of student identified as eligible for special education and related services regardless of where they are receiving services.
- The children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition including.

Closed Campus

Students are required to remain on campus during school hours unless on a school sponsored trip or taken out of school by their parent or guardian. Parents or guardians must notify the office and get a pass to take their student from the school during school hours. There must be **written signed permission** for anyone who is not a parent or guardian to take the student out of school.

Computer and Internet Use

The use of computers and Internet access by students at school supports the educational mission of the District and enhance our curriculum and learning opportunities for students. All District students may receive instruction via electronic

The paragraphs, which follow here, are intended to provide students and parents with general

guidelines and examples of prohibited uses of district computer equipment. Failure to comply with District rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

The district has implemented technical precautions to restrict student and staff access to controversial or inappropriate materials; however, on a shared network that interacts with the public domain, it is impossible to identify or control all controversial materials. In addition, while efforts are made to supervise student use of the Internet, schools cannot prevent all inappropriate uses, just as it is impossible for parents to do so at home. Student activity in a forum as public and constantly evolving as the internet carries inherent risk of access to objectionable material and communication with persons outside the school. The school also is not responsible for the accuracy or quality of information that students obtain through the Internet.

Student Work Product: Just as student works are often displayed within the school building or at events located off school grounds, student work product may also be posed for display – as an example or to recognize achievement – on a school, District’s website, local newspaper, class web site, and or social event. Limited information concerning the student (name, age and grade level) may also be posted with the work along with student’s picture. Parents who do not wish a student’s work to be displayed, may indicate so through completion of a “Non-Release of Information” form available through the school office.

Acceptable Use: In general, a student access to the school’s computers, networks and Internet services should be for educational purposes and research consistent with the school’s educational mission, curriculum, and programs. The same rules governing student conduct, communications and behavior in the Code of Conduct contained in this handbook also apply to student use of computers and the Internet. Students are also expected to comply with all directives from the teacher or staff when using computers.

Prohibited Uses: Unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. Using the school’s computers, networks and Internet services for any illegal activity or activity that violates other Governing Board policies, procedures and/or school rules.
3. Copying or downloading copyrighted materials without the express authorization of the student’s teacher or school administrator.
4. Plagiarism -- Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, etc.). When using Internet sources, like others, in student work, the author, publisher or web site must be identified.
5. Downloading or installing software without the permission of the student’s
6. Purposefully causing disruption or harm to the school’s computers, networks or Internet services, including, but not limited to, hacking and creating or uploading computer viruses.
7. Accessing communication forums methods, such as chat rooms, social networks, instant messaging or e-mail without authorization from a teacher or other staff member.

No Expectation of Privacy. In order to maintain school and student safety, the District retains full control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The District and its schools also reserve the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school-owned

computers.

Student Security. Students must be instructed and occasionally reminded that they should never reveal their full name, picture, address or telephone number on the internet without prior permission -- from a supervising teacher and or their parent. Students should also never meet people they have contacted through the Internet without parental permission. Students should inform their teacher or school administrator if they ever receive e-mails, information or messages that seem threatening, inappropriate or make them uncomfortable in any way.

Costs and Charges

The District provides a free, appropriate public education to all enrolled students. There are no costs that a parent is required to pay in order to attend District schools. When students seek to enroll in a school, they may receive a list of required and non-required materials and supplies. Parents who are able to provide these materials for their student are urged to do so to maximize the use of school funds for other instructional purposes. No student will be denied an education if the parent is unable to provide those materials and supplies, however.

While textbooks, Middle School PE and sports uniforms, along with other school equipment are provided at no cost to students; **they will be required to pay for any lost or damaged textbooks and other uniforms or equipment.** If students do not pay for lost or damaged materials, they may not be allowed to participate in extracurricular activities or to be promoted to the next grade.

Crisis and Emergency Plans

Santa Cruz Elementary School District has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures, and provide for cooperation with appropriate emergency responders. To protect against their misuse by individuals with harmful or disruptive intentions, these plans are not released to the public. This helps ensure their effectiveness on the rare and unlikely occasion that they must be implemented. Where an emergency at a school site occurs, our first priority is to ensure the safety of our students. We strive, however, to communicate with you within one school day when a situation has taken place.

Custody Matters

In cases where custody matters affect a child attending school in the District, the District will follow **the most recent completed and signed court order which** is on file with the district. It is the responsibility of the custodial parent, or of parents having joint custody, to provide the district with the most recent court order.

Parents should also be consistent in their direction to school staff regarding custody matters; direction which contradicts court orders or which varies frequently can result in confusion and misunderstanding that often leads to concern and upset for the parties involved.

Parents should understand that school employees do not wish to be and cannot be placed in the middle of custody disputes that are private family matters. If a parent desires a school employee to testify in a family law matter, a subpoena for attendance of the employee will be required. School employees, as public employees hired to serve students, may not be used as expert witnesses in court matters unless specifically retained for that purpose while they are not on duty for the District. **Visitation:** Non-custodial parents are urged to arrange visitation outside of school time to ensure that a student's full attention may be focused on their instructional program and activities.

Dress Code/Grooming

We believe individualism is important. However, the district staff has the obligation to maintain a climate conducive to study, to protect the health and safety of students, and to regulate appearance to the extent that it is not destructive or disruptive to the educational process. According to A.R.S. §15-841(A): “Pupils shall comply with the rules...” Therefore, students and parents have the responsibility to see that students are dressed in compliance with the district dress code as designated in this document.

The school dress code will be enforced throughout the school year, during school hours, and at school sponsored activities. If there is any question of the appropriateness of a student's dress, that student will be referred to the Administration for final determination of appropriateness. Failure to comply with the dress code shall result in disciplinary action. A continual violation of the school district dress code will be considered defiant and insubordinate behavior and may result in more severe disciplinary action.

The following are the dress code guidelines to be followed by all students:

- **Hats**, headgear, caps, beanies, sun visors, etc., are not allowed on campus or at school-sponsored events (i.e., sporting events, band or choir performances). Hats may be worn after school hours at after-school events.
- **Shirts** All shirts must have finished necklines and sleeves. Backless, midriff, transparent shirts, altered or plunging necklines are not permitted. No undergarments may show.
- **Wearing apparel** which depicts alcohol, drugs, gangs, tobacco, sex, political statements, guns and/or weapons, any act illegal or hazardous to one's health, or which the site administration deems inappropriate, may not be worn.
- **Pants** must be worn at the waist and may not be more than two inches larger than the student's actual waist size. No undergarments may show. No writing on the bottom section.
- **Shorts** In addition to the waist requirements (see Pants), shorts, including the top of slits, must be as long as the student's longest fingertip when arms and shoulders are in the relaxed, neutral position. No undergarments may show. No writing on the bottom section.
- **Dresses and Skirts** Dresses and skirts, including top of slits, **must be as long as the student's longest fingertip when arms and shoulders are in the relaxed**, neutral position. Dresses must have sleeves. Backless, midriff, transparent dresses, altered or plunging necklines are not permitted. No undergarments may show.
- **Footwear** There are to be no bare feet. Slippers, stocking feet, flip-flops, shower shoes, thongs, or metal cleats on soles of shoes, etc., are prohibited. Middle school students may because they change shoes for PE. Flip-flops would be defined as footwear with a single strap across the toes and a single thing between the toes. Thongs are considered flip-flops.
- **Belts** must be tucked into belt loops and may not hang down more than 6 inches from the buckle.
- **Pajamas**, including pajama bottoms, are not allowed except on specially designated days as determined by the site administrators.
- **Clothing shall be clean and in good repair.**
- **Physical education uniforms** are to be worn for middle school PE classes only and may not be worn as regular daily attire unless they are given permission by administration.
- **Piercings**, there are to be no facial and/or body piercings of any type.

Gang-Related Apparel/Grooming: The District desires to keep schools and students free from the threat of harmful influences by any group or gang that advocates drug use, crime or disruptive

behavior. Therefore, the presence of any apparel, jewelry, accessory, tattoos, symbols, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of the other students which the same represents.

Enforcement: In addition to disciplinary action that may be imposed against students who violate the District's dress code, students or their parents may also be asked to do any of the following:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing brought to school.
- Remove the accessory.
- Cover the offending markings or symbols.

Dropping Off and Picking Up Students

We want to keep our drop off and pick up area safe for all students. To help us make it a safe place for everyone, please follow these rules:

- Drive under 5 miles per hour in front of the school.
- Stay in your car while waiting to pick up your student in the drop off/pick up lane. No leaving your car.
- Stay in your lane and do not pass cars that are loading children.
- Students may only walk to cars in the drop off and pick up lane, if you are on the street you need to get out of the car and get your student(s).
- If you need to come into school, park your car in the lot across the street and walk over.
- Walk where the sidewalk is.
- Don't leave students before 7:30 or after 3:30. School has no supervision.

Field Trips

The District values field trips that relate to the curriculum and instructional program of the District. Schools have limited funding for field trips, and may charge for extracurricular field trips.

Parental permission is required for all field trips, or which will involve community service duties, or which will occur outside of normal school hours. Teacher or other certificated personnel supervision is always provided by the District for field trips, but parent chaperones are also sometimes required, as circumstances and space permit. Only students who are approved for a particular activity and their assigned sponsors, teachers, coaches and district-approved chaperones may participate in field trips. Due to liability and funding factors, friends and Families of students are not permitted to participate in field trips unless they are doing so as school-approved chaperones.

Private transportation. Parents who wish to transport their own child on any such school-sponsored trip rather than sending the student on district transportation, will be required to make prior arrangements with the school. Before a student will be permitted to participate in a field trip, but travel with a parent privately, the parent will be required to sign an acknowledgement indicating that they will transport the student.

Food in Classrooms

Under the latest public food safety regulations, food brought into the classroom for classroom parties must come from a commercial source and, sadly, cannot be homemade. Items must provide

a list of ingredients and should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food.

With the exception of classroom parties, food provided to students in grades Kindergarten through 8th, must meet Arizona Nutrition Standards provided by the Arizona Department of Education. Details on the nutrition standards are available from your child's school or online at: <http://www.azed.gov/health-safety/cnp/HB2544/ArizonaNutritionStandards.pdf>.

Birthdays

It is our commitment at our school to provide the best academic education we can offer to your children. Our school days are very busy, filled up with academic activities; therefore, **we will not be permitting Birthday parties during the year in the classrooms. Please do not send any party items or food.**

Thank you for your understanding and support.

Free and Reduced Meal Program

Every school in the Santa Cruz Elementary School District offers a choice of healthy meals each school day. Children may buy lunch for \$2.30 in grades Kindergarten thru 5 and \$2.50 in grades 6-8th. Children may also purchase breakfast for \$1.40 in grades K-5th and \$1.50 6-8th. Children who qualify under U.S. Department of Agriculture guidelines may receive meals free or at a reduced price of 40 cents (\$0.40) for lunch and 30 cents (\$0.30) for breakfast.

All meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a doctor, **and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the doctor.** If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the **school is not required to make a substitution for a food allergy, unless it meets the definition of disability.** Please call the school for further information.

Your child can get free school meals if you receive food stamps, Temporary Assistance for Needy Families (TANF) or benefits from the Food Distribution Program on Indian Reservations (FDPIR). If your total household income is the same or below federal income guidelines for the size of your household, your child can either get meals free or at a reduced price. The federal income guidelines are shown on the bottom of the next page.

The following list of frequently asked questions may provide you with other information you may need concerning the School Lunch Program.

How do I get free or reduced price school meals for my child? You must complete the Meal Benefit Form available from your child's school or from the District's Office (287-0737) and return it to the school.

- ***For households getting food stamps, Temporary Assistance for Needy Families, or benefits from Food Distribution Program on Indian Reservation.*** You only have to include your child's name and case number, and an adult household member must sign the form.
- ***For households that do not get food stamps, Temporary Assistance for Needy Families, or benefits from Food Distribution Program on Indian Reservation.*** If you do not have a case number, you must include the names of all household members, the amount of income each person received last month and where the income came from. An adult household member must sign the

form and include his or her social security number, or indicate that he or she has none.

• **Households with a foster child.** You must include the child’s name and the amount of “personal use” income the child received last month, and an adult must sign the form.

Will the form be verified? Your eligibility may be checked at any time during the school year. School officials may ask you to send written evidence that shows that your child should get free or reduced price school meals.

What if my household income exceeds the federal guidelines, but I still feel that my child should receive free or reduced cost meals? The income guidelines are set by the federal government and must be adhered to. The school district cannot grant free or reduced meals to households which do not meet the guidelines shown below.

Can I appeal the decision on my application for free or reduced lunch? You can talk to school district Food Service Department officials by calling (520) 696-5133 if you do not agree with the decision on your form. You also may ask for a fair hearing by contacting Mr. Cruice, Superintendent.

Must I report changes in my income or household? If your child gets free or reduced price meals because of your income, you must tell us if your household size decreases, or if your income increases by more than \$50 per month or \$600 per year. If your child gets free meals because your household gets food stamps, Temporary Assistance for Needy Families (TANF) or benefits from Food Distribution Program on Indian Reservations (FDPIR), you must tell us when you no longer get these benefits.

Will the information I provide to the District on my free and reduced meal application form be kept confidential? We will use the information on your form to decide if your child should get free or reduced price meals. We may inform officials connected with other educational agencies and programs to help determine whether you may also qualify for benefits under those programs. We may also inform other child nutrition, health and education programs of the information on your form for funding and/or evaluation purposes.

Must I apply now or can I apply later for free and reduced price meals? You may apply for free and reduced price meals at any time during the school year. If you are not eligible now but have a change, like a decrease in household income, an increase in household size, become unemployed or begin receiving get food stamps, Temporary Assistance for Needy Families (TANF) or benefits from Food Distribution Program on Indian Reservations (FDPIR), you may complete a form then.

All applicants under the plan will receive notice as to whether their application is approved or not.

Federal Income Guidelines (Income must fall below levels shown to qualify).

Grading

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
59%and below	F

Homelessness

We are committed to ensuring that homeless children in the Santa Cruz community have equal access to the same free, appropriate public education as provided to other children in our district, and we will work to eliminate barriers to a homeless child's enrollment. Homeless students are never singled or separated on the basis of their homelessness from other students. Students and their families who are homeless and who experience any difficulty obtaining access to education or other district services are encouraged to contact the District's Office at 520-287-0737.

Immunizations

Arizona law requires documentary proof of immunity against certain childhood diseases for students attending Arizona schools for the first time. Students subject to this requirement who lack documentary proof of immunizations may enroll but cannot be permitted to attend classes until the requisite proof is provided. If required immunizations become due during a student's enrollment in a given school year, failure to promptly provide proof of compliance will result in automatic exclusion from school until compliance occurs, in accordance with state law. Parents are reminded that due to the public health matters involved, the District cannot violate state law by permitting children who are not in compliance to attend school. Requirements for obtaining an exemption from immunization requirements for medical reasons or due to personal beliefs are available from the school nurse or health office. (See, A.R.S. §15-872.) Students who are exempted from compliance will, however, be excluded from school if there is an outbreak of an illness for which they have not been immunized.

Insurance

The District does not maintain insurance for student medical or dental costs if the student is injured during school activities or while on school premises. Parents are responsible for securing insurance coverage for their children. Forms for a very low-cost student accident insurance program available to parents are available at the school. Like most insurance policies, there are some coverage limitations and exclusions. The District issues the student accident information forms as a Convenience and service to students and parents; the District has no other connection with the insurance company and receives no compensation if parents purchase the coverage. Parents may pick up additional forms and purchase insurance at any time throughout the school year. Parents may also be able to obtain very limited (24-hour increment) accident insurance policies for special events such as field trips and the like through private insurance agencies.

In the event of an emergency, whether a student has insurance or not, the school may call 911 and emergency services may respond, to include a student's transport by ambulance to a hospital. The school has no responsibility to pay for these services; they are the responsibility of the parent/guardian.

Law Enforcement

On occasion, law enforcement officers will visit a school site to request an interview with a student regarding a criminal investigation; the school will contact the parent. Where child abuse or abandonment is involved, the officer is permitted to investigate the alleged victim of abuse as well as any sibling of the victim or other child residing with the victim. See "Child Abuse Reporting" above.

Non-School Related Matters. If a police officer enters the campus requesting to interview a student attending the school on an issue that is not school related, the interview would generally not

be permitted at school unless the parent provides consent. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official will allow the interview. Otherwise, the parent will be contacted and will be asked if he/she agrees to the student being interviewed. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent(s) cannot be reached, the peace officer will be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Lost or Found Property

Anything brought to school is the responsibility of the student. If you feel your property has been lost or stolen, contact the school office. However, there is no guarantee he/she will be able to recover the lost or stolen item or secure the replacement of it. The best rule to follow is: *If you don't want to lose it, don't bring it to school.*

Media

The news media frequently cover the positive events, people and activities at our schools. Your child may be interviewed, recorded, photographed or videotaped by the media or district staff for a story in the newspaper, radio or television. In some cases, photos and videos may be placed on the Internet for public access by the media. You can choose to prohibit district/media coverage of your child in advance by selecting the appropriate box on the emergency Information sheet sent to you along with the handbook. A copy of this form is available in the office and must be submitted each year.

Medications

The presence of legal medications in the schools can present a risk to student safety. Students have been injured or have become ill when other student inappropriately shared their medication with them. Consequently, the District must impose restrictions on the presence of prescription and over the counter medications in schools. Students who do not follow school district rules on concerning the possession and use of legal medications at school are subject to discipline which can include long-term suspension or expulsion. Parents are urged, for the safety of their children and others, to ensure compliance with these rules as well.

When it is necessary for a student to take medication during school hours, school personnel may assist if the following conditions are met:

- **The medication must be prescribed by a physician.**
- **The parent or guardian must provide written permission for school personnel to administer the medicine to the student.**
- The medication must come to the school office in the prescription container provided by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given and must match the prescription container.
- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs will be documented, recording that the student received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

Over-the-counter medication: When it is necessary for a student to receive a medicine at school

that is sold, offered, promoted, and advertised to the general public without a prescription, the following procedure has been established to ensure the protection of the school and the student:

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

Middle School Materials and Equipment

Binders: Students must put all school items in their binders. **Students MAY NOT carry backpacks, bags, purses, hats, or similar items into the school grounds.** These items must stay in their lockers.

Book Lockers: Students will be allowed to go to their lockers before school, before PE, and after School. Students need to leave all personal items (except for their binder), including cell phones and electronics devices for away games) in their lockers. Students will use the lock provided by the school and should not share their locker combination with others. Students will not vandalize or damage lockers, if this happens they will be subject to the Code of Conduct. Students will not enter other student's lockers.

Sports lockers: **Sports lockers are only assigned to those joining sports.** Students need to leave all personal items in their lockers. Students will use the lock provided by the school and should not share their locker combination with others. Students will not vandalize or damage lockers, if this happens they will be subject to the Code of Conduct. Students will not enter other student's lockers.

Sports uniforms: Each middle school student will receive a uniforms. The top and bottom will have matching numbers and students are to keep their uniforms in their PE locker during the week. Uniforms and tennis shoes are to be worn everyday in PE class. Students are to take their uniforms home on Thursday so they can be washed. Students who lose their uniforms will need to pay to replace them (tops and bottoms are \$5.00 each).

Open Enrollment

The Santa Cruz Elementary School District has an open enrollment policy consistent with Arizona state law. Opportunity for open enrollment at any school site is dependent upon capacity to accept students from other districts or in-district attendance areas only after ensuring enrollment from within the schools own attendance area can be served.

Parents may pick up open enrollment applications at each school beginning January 1 of each school year. Applications are due by the end of May, and parents will be notified if is the student is accepted, denied or placed on a waiting list by the following by the beginning of the next school year

By signing the Open Enrollment application, the student and parent agree to comply with all the policies and regulations of the District and rules of the receiving school, including standards for academic effort, conduct and attendance. The superintendent may revoke open enrollment, if

policies and regulations for discipline and attendance are violated.

PE Participation

Our PE program is designed to give students the experience and practice of trying different sports and activities that can build a life long interest in physical healthiness. For this reason, all students will participate in PE unless they have a note from a physician stating what the problem is and how long the student will need to stay out of PE.

Policies

Interested persons may review District policies and regulations in their entirety at the District office.

Product Sales

Because students and staff are at school for the purposes of learning and working, respectively, the District generally prohibits their solicitation by third parties seeking to sell products or services. Groups permitted to sell products on campus must be an officially recognized school organization and must have the sale approved by the principal, lead teacher, and/or student council. Where a student group conducts such a sale, all funds collected must be deposited in the school's student funds account for the student club involved. Where a parent-teacher organization or booster group conducts a sale, prior authorization and compliance with District financial procedures is also required. Under state law, when students participate in fund-raising efforts conducted by school support organizations, resulting revenues must be shared with student groups in proportion to their level of effort and support.

Release of Directory Information

During the school year, District staff members may compile non-confidential student directory information such as:

- The student's name.
- The student's date and place of birth.
- The student's class designation (i.e., first grade, eighth grade, etc.).
- The student's extracurricular participation, i.e. sports, band, clubs.
- The student's achievement awards and honors.
- The student's photograph (such as may be provided for yearbook use).
- The school/school district the student attended before enrollment in the District.

According to state and federal law, this directory information identified above may be publicly released without permission of parents or students who have reached majority age (18). This is often the case in yearbooks and school programs. If you do not wish any or all of the above information about your child/you released, you must request a Non-Release of Information Form from the main office, complete this form, **and** return it to your school administration (office) within ten school days by August 18, 2011.

STUDENT PROGRESS

Conferences

Parent-teacher conferences regarding your child's progress in school are meaningful and important. Parent-teacher grade report conferences are scheduled at the end of the first and third quarters. Additionally, a parent or guardian may request a conference in writing or by phone or by email with

their child's teacher and/or administration whenever necessary.

Mid-Quarter Progress Report Grades

At 4-1/2 weeks into the quarter, Progress report letter grades will be sent home with students in grades K-8

Report Cards

Report cards are issued four (4) times yearly. The first report card is given at a parent-teacher conference. The second report card is sent home with the student at winter break. The third report card is given at the spring parent-teacher conference. The fourth report card is sent home with the student on the last day of school.

Search and Seizure

School administrators have the right to search students and seize property, when they have a reasonable suspicion that the search will produce evidence that the student has violated the law or the rules of the school/District, or when they have reasonable suspicion that the student may have material harmful or detrimental to the health, safety and/or welfare of students. Any search conducted on this basis will be reasonable in scope and not excessively intrusive on the student, given the student's age, sex, and other factors, including the nature of the infraction.

School-Provided Storage Space: Storage areas provided to students by a school such as lockers, desks, cabinets or "cubbies", are provided only as a convenience to students, and always remain the property of the school. These storage areas are subject to school control and supervision. Students have no reasonable expectation of privacy in these spaces. School officials may therefore randomly inspect these spaces at any time, with or without reason, without notice, without student consent, and without a search warrant. Students who accept lockers or desks assume full responsibility of the security of their lockers, desks, etc. Whenever a student is required to, or exercises an option of providing his or her own lock to secure a school-provided storage space, the student must provide the combination or key to the school authority that issued the storage space when requested. Failure to do so will result in the lock being cut.

Student's Person and Personal Belongings: Students have a reasonable expectation of privacy in the personal belongings. However, the search of a backpack, purse, or similar item at school is permissible when school authorities have a reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the rules of the school/district. Searches of a student's person are also permitted, based upon reasonable suspicion. Such searches may include a request to empty one's pockets or a request to remove outer garments, such as jackets or sweaters, but such a search will not include removal of other clothing by school officials. Strip searches are prohibited.

Skateboards, Skates, and Rollerblades

For the safety and well being of students, faculty and others, students are prohibited from using scooters, skateboards, roller blades/shoes, or similar devices on campus at any time, unless as part of an established classroom activity. Violation of this rule will subject the student to discipline, and the unauthorized use of District premises by students for these purposes may also be considered trespassing.

Sports Eligibility -- Extra-Curricular Activities

The primary function of this school district is to support student academic achievement. In pursuit of that goal, the District recognizes that a well-rounded educational experience includes extracurricular interests and athletic activities. However, academics must take priority, therefore,

the District and its schools have set eligibility requirements for student participation in extracurricular pursuits.

Participation in interscholastic athletics and other activities is a privilege and not a right.

- To be on a team, each student must complete the district's sports packet, have a physical, and proof of insurance yearly.
- **Students must maintain a D or better** in all classes to participate in games. Grades will be checked every two weeks.
- Students will need to call their parents to notify them of their failing grades and will need to meet with the teacher to find out what they need to do to improve their grades.
- While a student is ineligible they may still practice with the team, and students become eligible as soon as their grade rises to a D or better.
- Coaches may enforce their own rules, but their rules may not infringe on these rules or the rules in the Code of Conduct.

Sports Games

We encourage students and parents to participate in our sport events, but we need to make sure this is a safe environment for everyone. For that reason we have these rules:

- **Students may stay to watch games after school, if their parents are also at the game.**
- Students may stay with another adult who is not their parent or guardian. If they have a signed note from their parent giving them permission.
- Students are to stay with their parents at all games. **There is no supervision on the playgrounds or other areas of the school for students.**
- Students from other schools may not stay at our games unless their parents are there.

Staff Qualification Information

The District is proud of its high caliber staff. Under the federal No Child Left Behind Act (NCLB), every school district must report how many of its affected staff members are highly qualified. In Little Red School, more than 97% of our staff is highly qualified. NCLB also requires school districts to inform parents that they have the right to request and receive timely information on the professional qualifications of their child's classroom teachers. More specifically, upon request, we must provide the following information:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching.
- Whether the teacher is teaching under emergency or other provisional status.
- The bachelor's degree major(s) of the teacher and any other graduate certification(s) or degree(s) held by the teacher, including the field of discipline of the certification(s) or degree(s).
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Résumés describing educational background and teaching experience are maintained for all teachers and other instructional personnel. If you wish to review the résumés for your child's teachers or obtain any of the information described above, contact the school administration.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student

qualifies not related to the student's individual capabilities,

- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person,
- Intimidation by another student,
- Bullying by another student, or
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff members.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

Student Fund Raising Activities

Fund raising activities by students on school premises or elsewhere, as representatives of the school will be permitted only when connected with specific school activities approved by the lead teacher and sponsored by a teacher or school staff member. Participation in contests and fund raising activities shall be governed:

- The aim of the activity shall benefit youth in educational, civic, social, and/or ethical development.
- The activity shall not be detrimental to the regular planned instruction.
- A teacher or school staff will directly supervise the activity.
- The proceeds shall be deposited daily in the Student Activity Fund (unless sponsored by PTC) and shall be used only as specified by Arizona law.

Student Records

Parents and guardians of a student may inspect and review the student's educational records that are collected, maintained, or used by the District.

Telephone Messages

Due to the limited staff available at a school, as well as the disruptive impact on staff, instruction and school operations, the delivery of telephone messages to students cannot be assured and should be minimized, except in emergencies.

Universal Precautions (Communicable/Infectious Diseases)

Due to communicable diseases such as HIV and hepatitis, the District has instituted “universal precautions” which are recommended by the Center for Disease Control. To safeguard students and staff, school-based employees regard all body fluids as potentially infectious. They are trained to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly, and to report injuries to the nurse immediately. Students are not to touch blood or body fluids and should seek adults for assistance.

Vandalism & Parental Liability

Students are expected to treat their school with respect. Vandalism and defacement of school property disrupts the orderly operations of the school and can negatively impact school climate and student body access to and use of facilities. We want all students to be able to enjoy the buildings, grounds and equipment which our taxpayers provide.

Under Arizona law, parents of minors who cut, deface, or otherwise damage any school property shall be liable for all damages caused by their children. See, A.R.S §15-843.

Visitors to Schools

We encourage you to visit your child’s school. **For the safety of all our students and staff, however, we do require that you and all other visitors report to the school office upon arrival on campus if you visiting during the school day (8:00 – 3:25).** Visitors (including parents) are expected to sign in and wear a visitor’s badge. Visitors who fail to comply with the requirement to register and obtain a visitor badge may be in violation of criminal trespass laws, student behavioral expectations, or both. See A.R.S. § 13-1502(A)(1).

Parents and others must comply with directions from the principal and teachers when visiting. If you wish to meet with your child’s teacher or school administrator, please make prior arrangements to avoid conflicts with school activities and instructional program schedules. • According to A.R.S. 15-507 a person who abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor – possible penalty – up to thirty (30) days imprisonment and /or up to a \$500,000 fine.

Students from other schools are not allowed to visit other school campuses during the school day, unless they participating in an official school or district event and have permission from the superintendent.

We understand that students may require social services. However, given the limited resources and instructional time available to our schools, schools should be preserved as places of student learning. Therefore, external social service providers seeking to visit and provide services or treatment to students are better met in other settings outside our schools. Those services are more properly provided in the third party’s own facilities, under the supervision and direction of the

parent or guardian. Where appropriate, necessary, and properly authorized by the school principal, a third party may simply observe a student from a suitable distance so as not to interrupt the instruction of that student or others.

Volunteers

The District is fortunate to be supported by the invaluable assistance of volunteers throughout the District and from every walk of life. Under Arizona law, all volunteers must be fingerprinted and cleared to work with students. Exceptions apply for student volunteers and parents of children in the District.

APPENDIX

STUDENT RIGHTS

DUE PROCESS FOR STUDENTS

Any student whose behavior may warrant suspension or expulsion under the Student Code of Conduct will be provided due process prior to the implementation of the suspension or expulsion. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity for the student to present the student's side of the story in an informal or formal hearing or meeting, as applicable;
- The right to be represented by legal counsel or other party at the student's or parent's (s') expense;
- The allowance, for safety purposes, for a student to be removed from the school prior to an informal hearing, with that hearing to follow as soon as practical;
- Adequate notification of a hearing to the student and parent;
- An opportunity for a fair hearing;
- Notification to parents about the short-term suspension of the student;
- More formal due process in long-term suspension and expulsion proceedings;
- Right to appeal the decision of a hearing officer regarding long-term suspensions or expulsions to the Governing Board.
- More information regarding student disciplinary action may be found in the *Code of Conduct*.

Equal Opportunity Statement

Santa Cruz Elementary School District is an Equal Opportunity employer and educational institution. The District does not discriminate on the basis of race, color, national origin, sexual orientation, age, religion/religious beliefs, gender, creed, citizenship status, marital status, political beliefs/affiliation, home language, disability, family, social or cultural background in admission or access to, or treatment in its educational programs and activities, nor in its employment practices.

Inquiries concerning Title VI, Title VII, Title IX, Section 504, IDEA and Americans With Disabilities Act may be referred to the District's Equal Opportunity Specialist, 701 W. Wetmore Rd., Tucson, Arizona 85705, (520) 696-5164, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Denver, Colorado, 80204.

Student Records

Family Educational Rights and Privacy Act of 1974

“Student records” includes all student information that is required by a governing body to be recorded and retained by the school or district.

Student records do *not* include the work notes of a teacher, administrator or other professional unless such notes are used or expected to be used by anyone other than the professional.

Student records are considered professional and confidential and shall be available under the following circumstances:

1. To the parents/guardian of the student, unless a parent's parental rights have been severed by a court.

2. To the professional staff of the school district in which the information was obtained.
3. In accordance with written instructions of a parent/guardian to transfer the records to another school, institution, or agency.
4. To any state or federal agency as long as such records do not identify the student and upon the approval of the local school district board.
5. With respect to grade transcripts, to any other school or educational institution to which the student is attending or has applied for admittance.

6. To a student or person over the age of eighteen (18) or emancipated minor whose records are maintained by the school.
7. To the district's agents acting on behalf of the district, those records, files, documents, and other materials, which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution.
8. In response to a judicial order or lawful subpoena.
9. To comply with the request of authorized law enforcement officials conducting an investigation of acts of terrorism, which disclosure is required by law.
10. To recruitment officers of the United States Armed Forces, unless parents/guardians or eligible students prohibit such release.

Upon confirming a parent/guardian's identity, the authorized personnel of a school district shall, upon request, make available to the parent or guardian of a student the content of the student's records.

The parent or guardian shall be permitted to be accompanied by one other person of his/her choosing at such time as the parent or guardian reviews the content of the student's record, in the presence of a school official.

As a parent/guardian, you have the right to challenge the accuracy of your child's records and are entitled to a hearing with respect to that challenge, to insure that the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights of the student.

Viewing of student records upon request of parents/guardians must be granted within 45 days.

A parent/guardian shall have the right to insert a personal statement into their student's permanent record. They shall also have the right to request amendment to said records. They shall receive notification of the procedure to be followed should they wish to challenge the records and have statements amended, upon request.

A parent/guardian shall have the right to request copies of certain documents in the student's file. The district will charge up to thirty-five cents (35¢) per document page for this service.

Hatch Amendment: In addition to the rights of review pertaining to pupil records as set forth above, the parents/guardians of a student may inspect all instructional materials, including teachers' manuals, films, tapes or other supplementary instructional material which will be used in connection with any research or experimentation program or project, i.e., any program or project designed to explore or develop new or unproven teaching methods or techniques.

Parents/guardians and/or eligible students have the right to deny public release of "Directory Information". Notification must be given to the institution within thirty (30) days of enrollment if

the parent, guardian and/or student wish to deny the institution the right to give out directory information.

To prohibit the release of student information, please complete and return to the school the “Non-Release of Information” form available at the school.

Rights of the Disabled Under Section 504 of the Rehabilitation Act

This notification will serve to advise you of the rights of students as they are set forth in SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990.

1. All new facilities must be barrier-free, i.e., readily accessible to and usable by individuals with disabilities.
2. Programs or activities in existing facilities will be made accessible to the disabled within 60 days.
3. Every disabled child will be entitled to a free public education appropriate to his or her individual needs, regardless of the nature or severity of the disability. In those unusual cases where placement in a special residential setting is necessary, public authorities will be financially responsible for tuition, room and board.
4. Disabled children must not be segregated in the public schools, but must be educated with the non-disabled in regular classrooms to the maximum extent possible.
5. Educational institutions must undertake each year to identify and locate disabled children needing services.
6. Colleges and universities must make reasonable modifications in academic requirements, where necessary, to ensure full educational opportunity for disabled students.
7. Educational institutions and other social service programs must provide auxiliary aids, such as readers in school libraries or interpreters for the deaf to ensure full participation of disabled persons.
8. Qualified students with a disability may not be discriminated against solely by reason of his/her disability, in admission or access to, treatment, or employment in any program, activity or service sponsored by the district.

Title IX of the Education Amendment Act of 1972

1. No person, on the basis of sex, may be denied admission or be subject to discrimination in admission by any school district.
2. The school district shall not provide any course or otherwise carry out any of its education programs or activities separately on the basis of sex, require or refuse participation therein by any of its students on such basis, including health, physical education, industries, business, vocational, technical, home economics, music and adult education courses.
3. School districts may not discriminate against any person on the basis of sex in the counseling or guidance of student or applicants.
4. No student shall, on the basis of sex, be treated any differently from any other student in the provision of educational opportunities such as: programs and activities (curricular and extra-curricular), benefits and services, aid and employment, and in the establishment of the rules and regulations and the enforcement of discipline.
5. Sexual discrimination includes sexual harassment. Unwelcome sexual advances; requests for sexual favors; or verbal or physical conduct of a sexual nature where (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational achievement; or (b) submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an offensive environment, is prohibited by the school district.
6. The school district shall not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
7. Portions of classes in elementary and secondary schools which deal exclusively with human sexuality may

be conducted in separate sessions for boys and girls.

8. In accordance with the rules of the Arizona Interscholastic Association, participation on interscholastic teams shall be open to all middle school students in all sports, except that the school shall not offer the following sports on a mixed sex team basis: Softball, Volleyball and (Basketball is offered separately to boys and girls).

9. No person shall on the basis of sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination in employment or recruitment consideration, or selection therefore, whether full-time or part-time, under any education program or activity operated by the local school district.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Santa Cruz Elementary School District to notify you and to obtain your consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. Your school will provide you with notice of any activities requiring parental notice and consent or opt-out for the upcoming school year. For all surveys and activities, your school will provide parents reasonable notice and a reasonable period of time to opt their child out prior to the administration of the surveys and activities. In addition, parents have the right to review any protected information survey.

(Please note that this notice and consent/opt-out right does not apply to parents whose student is 18 years old or is an emancipated minor under State law; in that case, the notice and opt out right transfers to the student.)

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the District’s Legal Department or by writing the Family Policy Compliance Office of the U.S. Department of Education. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Santa Cruz Elementary District 28

Bully Report Form

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

(Please continue on the back if you need more space)

Name(s) of person(s) (if you know) who bullied you or someone else or a description of the person(s):

Please include this information if you feel comfortable doing so. District policy and Arizona law requires that we keep this information confidential, and we promise to do so.

OPTIONAL—Your Name: _____

Name(s) of other witnesses:

If possible, please give this completed report form to your school administrator or give it to a teacher who will make sure an administrator gets it.

For Administrative Use:

Date Received: _____ **Investigated by:** _____ **Date:** _____

Findings: _____

Intervention: _____

Santa Cruz Elementary District 28 Grievance or Concern Report Form

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

(Please continue on the back if you need more space)

Name(s) of person(s) (if you know) who bullied you or someone else or a description of the person(s):

Please include this information if you feel comfortable doing so. District policy and Arizona law requires that we keep this information confidential, and we promise to do so.

OPTIONAL—Your Name: _____

Name(s) of other witnesses:

If possible, please give this completed report form to your school administrator or give it to a teacher who will make sure an administrator gets it.

For Administrative Use:

Date Received: _____ **Investigated by:** _____ **Date:** _____

Findings: _____

Intervention: _____
