



Home of the Eagles

Piñon Elementary School

Parent and Student Handbook 2016-2017

SCHOOL VISION

An Enriched Balanced Education

SCHOOL MISSION

The Pinon Elementary School Community actively seeks knowledge and offers support to achieve maximum potential of each stakeholder through collaboration, preparation, responsibility, respect, and pride in their school and themselves.

VALUES

The Pinon Elementary School is committed to upholding the following values: I am responsible for my attitude, my actions, my achievements, my aspirations; my success tomorrow depends upon my decisions today. Using these principles, I will continue to grow and learn.

Welcome

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District Telephone Numbers

Superintendent	(928) 725-2100
District Office	(928) 725-3450
Elementary Principal	(928) 725-2200
Elementary Assistant Principal	(928) 725-2205
Elementary Office	(928) 725-2201
Special Education Services	(928) 725-2130
Preschool Services	(928) 725-2130
Personnel Office	(928) 725-2115
Transportation Services	(928) 725-2120
Food Services	(928) 725-2222
Security Department	(928) 725-2170 & (928) 797-1719

School Website: <http://www.pusdatsa.org>

Governing Board Policies (GBP):

<http://policy.azsba.org/asba/Z2Browser2.html?showset=pinon>

The information on the following pages is a summary of District Policies and School Procedures and Practices. If you have questions regarding the District's official policies or regulations or would like a copy of a policy or regulation, it is advisable to request this information from the school's main office as the District Policies and Regulations are revised periodically. Each school has a District Policy Manual, which contains the most current policies and regulations. This information can also be obtained at the District Office.

WELCOME TO PIÑON ELEMENTARY SCHOOL

Founded in 1984, the Piñon Elementary School (PES) is the largest elementary school in Piñon. Teachers, administrators and staff are committed to providing quality education for approximately 600 students in pre-school through fifth grade. The District adheres to an open enrollment policy that aligns with Arizona State Statutes.

The school year begins with a progress check using the NWEA Test (Northwest Evaluation Association) and the AZELLA Test (Arizona English Language Proficiency Exam) for students who indicate their first language is other than English. We also administer the DIBLES Test (Dynamic Indicators of Basic Early Literacy Skills) for Kindergarten to 5th grade to determine the child's reading skills.

Roads into and out of Piñon are currently unpaved roads. Piñon School District #4 has 27 daily bus routes that cover 2,095 miles. There are also after school activity buses from Monday through Thursday. The bus routes range from 8 to 140 miles round trip. It is estimated that 95% of these roads are dirt roads.

We have three to five classrooms at each grade from Pre-School to fifth grade level. Students rotate through Exploratory Classes consisting of, Physical Education, Navajo Culture, Navajo Literacy, and Art. We have a total of 36 teachers in our school.

The District's comprehensive systems of instruction and evaluation target high achievement for students as well as accountability for this achievement on the part of the staff. Student learning is the main priority in the Piñon School District. Every student is treated as an individual with unique abilities and needs. Communication is a key component to achieving success and the Piñon Elementary School maintains a **Web site at <http://www.pusdatsa.org/>** in order to provide on-going connections between home and school. Parents are encouraged to monitor their child/children's progress and attendance under the PowerSchool menu.

The District works in partnership with families and the communities at large to provide the quality education the parents want for their children and to meet the needs of the community as a whole. We believe in District's philosophy: All students can and will learn and that all teachers can and will teach.

Volunteers

School and District volunteers provide a tremendous service for the students and staff and the District encourages volunteer participation in the schools. The varied talents and expertise of parents and community members greatly enhance the educational process. Areas where volunteers can help include tutoring, special presentations, assisting in the classroom and joining District and site councils and committees.

**If you are interested in volunteering, contact
the school office at 928-725-2201.**

Academics (GBP: JEB)

Admission Requirements

Pre-Kindergarten – 5th Grade

Parents need to bring the following forms when enrolling a new student:

- Birth Certificate, or other reliable proof of the student's identity and age, such as social security card or original school registration records and an affidavit explaining inability to provide the birth certificate
- Proof of guardianship or custody, if not the parent
- Immunization Record
- Report Card/Withdrawal Papers from previous school

Limited exceptions may be made for homeless pupils or for pupils in the custody of an agency as provided by law.

Kindergarten & 1st Grade

Each student must be five (5) years old prior to September 1 of the current school year for admission into Kindergarten & to be admitted into the First (1st) grade, the child must be six years of age or must have turned 6 years of age prior to September 1st.

Special Preschool

A child evaluated and recommended for special services and has reached his/her third birthday may be admitted to preschool. If otherwise eligible, the District may admit a child who is within ninety days of reaching the age of three if it is determined to be in his/her best interest. The Superintendent shall make such determination based upon one or more consultations with the parent(s), guardian(s), the child and the multi-disciplinary placement team.

Regular Preschool

Additionally, the PES has taken initiative to start a regular preschool class for students and families who meet the following criteria: PES is only accepting 4 & 5 years old and they must be potty trained;

Children may not be enrolled in the same program through other funding available from state, federal or tribal sources.

Family income eligibility must be at or below 200% of Federal Poverty Level; verification of income eligibility must be provided by the family and maintained on site for at least two years.

Pre-school and Head Start

Mission Statement

The mission in the PES Pre-school/Head Start Child Care Programs is to educate and challenge all students to dream and achieve through outstanding educational programs. The preschool is primarily for special needs students.

The Preschool/Head Start mission supports the District's mission by helping each child develop:

- Positive self-esteem (a celebration of his/her own uniqueness).
- Intellectual, physical and social growth.
- Respect for others and natural environment.
- Ability to relate to other individuals peacefully.
- Joyful appreciation of the rich diversity of people each child encounters.
- This is accomplished in a comfortable, challenging, well-supervised indoor/outdoor environment.

GRADE REPORTING PERIODS

Progress reports will be given out in the middle of each grading period for all students at the “*Parent Teacher Conference*”. The progress reports will notify the students and parents of needed improvement and of work deserving commendation.

Report cards will also be given to students/parents at the end of each quarter. Students receiving failing grades may expect to meet with the Principal. We encourage parents to check on the progress of their child at any time on PowerSchool.

GRADING SYSTEMS (GBP: IKA-R)

The letter-grade system is used by teachers to evaluate the student's progress in each quarter.

Grading System for Grades K – 5

- A – 90% to 100%
- B – 80% to 89%
- C – 70% to 79%
- D – 60% to 69%
- F – 50% to 59%
- NG – No Grade

AzMERIT: Arizona's Instrument to Measure Standards

All students in Arizona take the same tests based on the standards set by the Arizona Department of Education. The State of Arizona has not yet set forth a system for reporting scores. For more information go to www.ade.az.gov

Special Education - Grades reporting the achievement of students in special education classes will reflect the student's abilities and their individual progress. The permanent record cards for such students shall indicate enrollment in special education for those classes. Parents of special education students shall be counseled regarding the grading system in order to avoid misinterpretation of the achievement grade (GBP: IHBA).

Promotion Policy (GBP: IKE)

Regular Education - The School District has standards that students must achieve in reading, writing, and mathematics for promotion to the next grade.

Other considerations for promotion include standardized test scores, teacher grades, Teacher-Principal recommendations, attendance, and other pertinent data.

A decision to promote or retain a student will be made after a careful study of facts relating to all phases of the student's growth and development, and should be in the best interest of the student.

Every effort will be made by all school personnel (Teachers, Principal, and Student Support Facilitators) to assist those students who are at-risk of being retained to meet promotion standards for that grade. The teacher is responsible for identifying these students, providing the necessary interventions and for making the appropriate referrals for intervention as early as possible. The parents and Principal will be informed of students who are identified as at-risk as early as possible in the school year. Parent conferences will be held during regularly scheduled parent-teacher conference days and at other times as deemed necessary

No decision to retain a student shall be made *after* April 15th without student and parent involvement. Late enrollees may receive special consideration.

Final decisions on promotion and retention shall be made by mid-May. Teachers shall make the final recommendation to retain a student after consultation with the Principal, input from other staff members, and parents. Students and their parents shall be involved throughout the process. Parents may appeal the decision to the Governing Board as pursuant to the Arizona Statutes.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the I.E.P. (Individual Educational Plan) and in accordance with A.A.C. R7-2-301 and R7-2-401 (GBP: IKE-RA, IKE-RB)

Special Education (GBP: IKE-RA, IKE-RB) – Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. The programs for such students may need modifications, which may include, but are not limited to:

- Curricular, Method, Evaluation or Materials modification
- Additional time to complete requirements
- Course substitution

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by a multidisciplinary team on an individual basis. Students placed in special education will complete the course of study as prescribed in the individual promotion plans and implemented through their I.E.P. (Individual Educational Plan). Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

SUPPORT SERVICES AVAILABLE: To provide intervention and to determine the needs of the students, the teachers will submit

"Student Screening Instrument" forms on or before the 45th day of school, or 45th day from date of student entry. The parents are expected to extend cooperation by attending the meetings and doing what is determined to be in the best interest of their children.

STUDENT EDUCATIONAL RECORDS (GBP: JR, JR-CA)

This is to inform parents that under district, state, and federal rules and regulations:

- Parents have the right to review their child's educational records at reasonable times;
- Parents have the right to request amendments or corrections to their child's educational records;
- Parents have the right to file complaints regarding the rights given to them and the students under The Family Educational Rights and Privacy Act and the regulations thereto.

Copies of Board policies concerning student records may be obtained from the District Office or from the Principal's office. Student records may be reviewed and inspected in the Principal's office.

Student records may be released with the consent of parents to officials of other school districts in which the student seeks or intends to enroll upon the written request of those districts

The District will not release information contained in a student's education records, other than directory information, to any third

parties except its own officials, unless such parties agree that the information will not be re-disclosed without the prior written consent of the parent or eligible student.

TEACHER AND PROGRAM ASSIGNMENTS (GBP: JG, JG-R)

Once a student is assigned to a teacher or program, class assignments will not be changed unless recommended by all the teachers involved and approved by the Principal. Classes are created in order to be balanced and beneficial for all students. The Board Policy (2006) is that students will not be moved to another class based on a parent's request alone.

STUDENT CONDUCT AND BEHAVIOR STANDARDS

Dress Code (GBP: JICA, JICA-R)

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

- Pants, shorts, skirts, sweatpants, wind pants, and skorts must be blue jean, tan, or black. Shirts must be teal, black, gray, or white with or without collars.¹ No black on black. Leggings are not considered pants and need to be worn with appropriate attire.
- Native American traditional attire of any color is acceptable.
- Bare midriffs, halter-tops, and spaghetti straps are not acceptable.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc. When choosing footwear for your child, please keep in mind that students are engaged in physical activities daily. Please refrain from sending students to school in high heels or flip-flops.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Only Piñon School logos are permitted.²
- No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors."
- No hats, beanies, do-rags, bandanas, sunglasses, or other head coverings may be worn in a classroom, except for properly approved occupational safety headgear required for special classes. **Only sweatshirts and sweaters as described above may be worn in the classrooms.**
- Gang-related personalization is not permitted on hats, on items of clothing, or on one's person.
- Obscene language, skeletons, or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.

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

¹ Shirts can be a combination of school colors (stripes, dots, checkered, etc.)

² Prints or patterns in school colors are permitted. Cartoon characters & trademark logos are NOT permitted.

Electronic Devices:

Students should not bring CD or DVD players, electronic games, cell phones or other electronic devices that could disrupt or disturb the learning environment.

Student Conduct on School Buses (GBP: EEAEC, JICC)

Bus riding is a **privilege** extended to students through Board policy. Students shall conform to all policies and regulations relating to conduct on school buses. Students being transported are under the bus drivers' authority and shall observe the following standards:

- Obey driver's instructions
- Driver may assign seats
- Keep aisle clear
- Remain in the same seat until the bus stop
- Keep all body parts inside the bus
- Throwing objects is not allowed
- Talk quietly – don't yell or use vulgar or abusive language.
- Be courteous
- No weapons allowed
- No smoking or chewing tobacco
- No alcohol and drugs
- Maintain orderly conduct on the bus
- No food or drinks on the bus
- Use trash can in the bus
- After boarding the bus, students may not leave the bus
- Hands and feet to yourself

To enforce safety rules, school personnel and bus drivers will use the **District Bus Conduct Form** and report all incidents to the Principal.

Bus Conduct Form – Students' failure to exercise appropriate behavior at all times could result in bus privileges being suspended or revoked for a specified length of time. Bus drivers will work in conjunction with students, parents, and school officials to maintain a safe and orderly environment so as to ensure safe transportation to and from school.

Student Liability (GBP: JIC) – Students may be suspended, or expelled from the school for violations of the above rules of conduct. Students who cut, deface or otherwise damage any school property may be suspended or expelled from school.

Parent Liability – Under Arizona Law, parents are liable for damage done to school property by their children. Parents will be charged for the cost of such damage.

Tobacco Use by Students (GBP: JIC-G)

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

- School grounds
- School buildings
- School parking lots

- School playing fields
- School buses and other District vehicles
- Off-campus school-sponsored events

Drug and Alcohol Use by Students (GBP: JICH)

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

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

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

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

Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.).

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

Weapons in School (GBP: JICI)

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon (toy) to disrupt any activity of the District. The terms weapon or simulated weapon, are defined in District policy.

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

A student who violates this policy by any means, other than carrying or possessing a firearm, shall be subject to disciplinary action, including but not limited to expulsion.

Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

Weapon means any of the following:

- A firearm
- Knives of any size are prohibited from the school campus
- A destructive device
- A dangerous instrument

Simulated Weapon means an instrument displayed or presented as a weapon.

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designated to, or that may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any such firearm
- Any firearm muffler or silencer
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, a mine or similar device
- Any combination of parts that could be readily assembled to form a firearm

Destructive Device means:

- Any device other than a firearm that will, or is designated to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow
- Any collection of parts that could be readily assembled to form a destructive device

Dangerous instrument means an instrument anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for the use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses or any premises, grounds or vehicles used for school purposes and includes premises where school sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

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

SECRET SOCIETIES / GANG ACTIVITY (GBP: JICF)

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

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

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

- Lead school officials to believe that such behavior, apparel, activities, acts or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives
- Present a physical safety hazard to self, students, staff members or other employees
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or

- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

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

STUDENT UNDERSTANDING OF THE BEHAVIOR REQUIREMENTS

Teachers will show and discuss the Behavior Requirements with students on the following schedule:

- **Every day for the first two weeks of the school year**
- **Once a week until Christmas**
- **Once a month or as needed (example: when a new student is enrolled) until the end of the year.**
- **All teachers will enforce the procedures to the fullest, across all grade levels!**

THE 6 PILLARS OF CHARACTER

1. **Trustworthiness** – Integrity, Honesty, Promise-keeping, and Loyalty
2. **Respect** – Treat others, as you want to be treated. Courtesy, Autonomy, Dignity. Show respect at all times to everyone. **Respect for the building** – Do not write on the walls; let an adult know if you see any vandalism; everyone must work together to keep this school beautiful!
3. **Responsibility** – Don't blame others for your mistakes. Choose your actions carefully. Take responsibility for everything you do. It is your duty. Accountability. A pursuit of excellence.
4. **Fairness** – Knowing that fair doesn't mean equal. Impartiality. Openness. Consistency.
5. **Caring** – Kindness. Compassion. Empathy.
6. **Citizenship & Community** – Lawfulness (follow the rules). Common good and decency. Taking care of the environment. Community – Knowing that we all have to work together to make this school great.

GENERAL SCHOOL RULES

Hallway Procedures

- Walk with eyes and body forward
- Walk on grey lines
- One foot on floor at all times
- Quiet feet and voices
- Hands to yourself
- Respect personal space
- Go directly where you need to go
- Use water fountain correctly

Classroom Procedures

- Always walk
- Use materials correctly
- Always keep hands and feet to yourself
- Use good manners
- Take care of yourself and others
- Take care of classroom
- Be ready and prepare to learn

- Do your best
- Complete all classwork and homework

Assembly Procedures

- Wait for your teacher's directions before standing and dismissal
- Look for the quiet signal and share it with others
- Respect the person that is talking
- Sit so everyone can see
- Criss-cross-applesauce
- Be a good listener
- Use bathroom before arrival
- Sit quietly

Lunchroom Procedures

- Always walk
- Keep hand and feet to yourself
- Walk silently to and from cafeteria
- Talk softly
- Look for quiet signal
- Respect personal space while at tables and in line
- Use your manners
- Dispose of trash correctly
- Keep table area clean

Restroom Procedures

- Use toilets, soap dispenser, sinks responsibly
- Keep feet on floor (no hanging)
- **Privacy for self and others**
- Keep the walls and stall free from writing
- Use bathrooms quickly and quietly
- Wash and dry hands
- **FLUSH TOILET AND URINAL!**
- Keep it clean and do not wet your hair

Playground Procedures

- Keep hands and feet to self
- Use equipment appropriately
- Report unsafe behavior
- Dress appropriately for weather
- Use kind words
- Be a good sport
- Respect personal space
- Line up quietly when told to do so
- Take care of equipment
- Follow recess rules

Bus-riding Procedures

- Keep your body parts inside the bus
- Sit facing forward at all times
- Keep aisle free
- Follow all directions
- Notice silent signal
- Be polite to everyone
- Be respectful of personal property and bus property
- Keep your bus clean
- Use restroom before getting on the bus

Library Procedures

- No running or playing
- No tipping chairs
- Use soft voices
- Respect others
- Be respectful of school property

- Take care of books and materials
- Use book markers

STUDENT DISCIPLINE

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

- ~ Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
 - ~~ Fighting or engaging in violent behavior.
 - ~~ Making unreasonable noise.
 - ~~ Using abusive or obscene language or gestures.
 - ~~ Obstructing vehicular or pedestrian traffic.
 - ~~ Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- ~ Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- ~ Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
 - ~~ Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
 - ~~ Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
 - ~~ Selling, using, or possessing obscene materials.
 - ~~ Using profane, vulgar, or abusive language (including ethnic slurs).
 - ~~ Gambling.
 - ~~ Hazing.
 - ~~ Engaging in lewd behavior.
- ~ Engages in any of the following forms of academic misconduct:
 - ~~ Lateness for, missing, or leaving school or class without permission or excuse.
 - ~~ Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
 - ~~ Plagiarism.
- ~ Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
- ~ Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.
- ~ Has a record of excessive absenteeism.
- ~ Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable

alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Permissible Penalties

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

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

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

Student Disciplinary Proceeding

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

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

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

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

- ~~ The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.
- ~~ The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.

~ The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. 15-841. Within three (3) business days following the date of temporary removal, the SPRC shall determine to either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.

~ If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the individualized education program (IEP) team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

Involving Staff Members

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

ATTENDANCE

Attendance Policy (GBP: JE)

The State Law requires regular school attendance of all children of school age. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required. The District has designated 180 instructional days for this school year.

Absences shall be excused only for the following reasons:

- Student's Illness
- Prearranged dental or doctor appointments
- Death of an immediate family member
- Observance of traditional Navajo ceremonies
- Major religious holidays of the family's faith
- Adverse weather

The persons responsible for monitoring the attendance policy are attendance clerk, classroom teacher, and assistant principal/principal

Truancy - Truancy is defined by law as an unexcused absence for at least one class period during a day. Habitually truant is defined as a child who is truant for at least five school days without permission of a parent/guardian during the school year. Allowances may be made when excessive absence occurs based

upon widespread illness, adverse weather, or other factors as specifically permitted by Arizona law.

Excessive/Unexcused Absence – Absences are considered excessive when they are over 10% of the school year. In Piñon that would be 18 days. Attendance technician will send out notices at 3, 5, 7, and 9 absences. These notices indicate the number of absences that are recorded in the computer. Should you have any questions about the notice please contact the attendance technician. Home visits will be made by the student support facilitator and classroom teacher to verify attendance. Upon the second unexcused absence notice in a quarter, parents/guardians will be required to attend a parent conference with the Principal/assistant principal, teacher, and attendance clerk.

Excused Absence - An excused absence means that students will be permitted to make up their class assignments or request homework prior to leaving school. Parents are encouraged to have a doctor's statement for their child if he/she is restricted from P.E. class for more than a week. A written note is sufficient for less than a week. Teachers and coaches are responsible for all school activity absence(s), using the following procedure:

- Email list of student participants to attendance clerk at least one day prior to activity.
- Email copies to all students' teachers one day prior to activity.

Tardies -Tardies are unexcused unless the parent contacts the teacher or the office.

After three unexcused tardies in a quarter, the student will be required to meet with the Student Support Facilitator. After the three additional unexcused tardies, the parent will be required to meet with the Principal/Assistant Principal.

ATTENDANCE INTERVENTION PROCEDURES

The District will use the following procedures when dealing with truant students:

First Warning (3rd Truancy) – On the third truancy within a school year, the school will send a letter to the student's parent/guardian. The letter will advise the parent/guardian of the truancy problem, inform them of the legal requirements to attend school, and warn them of the repercussions of further truantries. If the student has no additional truantries, no further action will be taken.

Second Warning (5th Truancy) – On the fifth truancy within a school year, the school will send a second warning letter to the student's parent/guardian. Additionally, the parent/guardian is required to meet with the Principal or designee to discuss ways to correct the student's truancy problem. If the student has no additional truantries, no further action will be taken.

Citation Issued (6th Truancy) – On the sixth truancy within a school year, the Principal or designee, or school resource officer may issue the student a truancy citation. This will result in the parent/guardian and student being referred to the juvenile court system.

Custody (GBP: JF, JFAA)

In most cases, separated parents have equal rights to their children. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

When Absent from School (JH)

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

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

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

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

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

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

Absence Notification

The attendance technician shall make a reasonable effort to promptly telephone and notify parents or guardians of a student in grades kindergarten (K) through five (5) **within two (2) hours after the first class** in which the student absence is unexcused or authorization of absence from the parent or person having custody of the student has not been provided to the school office.

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

Further, on or before the enrollment of a student in grades kindergarten (K) through five (5), the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absence. The District also requires that at least one (1) telephone number, if available, be given to the school office so that a "reasonable effort to notify by telephone" may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or guardians of a student shall promptly notify the school of any change in this telephone number.

EARLY RELEASE FROM SCHOOL (GBP: JLIB)

Student Dismissal Precautions

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except, as **A.R.S. 8-303, 8-304, and 8-802 shall apply.**

Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Principal or designee, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

Student Release Requirements

At the time of school admission, the Principal or designee, must complete the student's permanent record form, which will

identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the Principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the Principal or designee shall require satisfactory identification before such release. If there is a doubt, release may not be granted.

In the case of a written or verbal authorization by a lawful custodian of record, the Principal or designee shall require satisfactory verification of the message as being from the lawful custodian of record. If there is a doubt, release may not be granted.

If an unauthorized person refuses to honor the decision of the Principal or designee, the Principal shall call the Security. If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the Principal or designee, such change shall immediately be entered on the student's permanent record.

If any police or court official requests the release of a student during school hours, parents should be notified as soon as possible.

CLOSED CAMPUS (GBP: JHCA)

The Piñon Unified School District is considered to be closed campus. Students may not leave the school grounds during school hours, including lunchtime. The Principal or designee must approve exceptions.

WITHDRAWALS (GBP: JFC)

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

Reasons for withdrawal may include:

- Parents or legal guardians moving from the District or to an area served by another school.
- Expulsion or long-term suspension by the Board. Upon withdrawal, the student shall return all books and other school property.

VISITORS TO SCHOOL (GBP: KI)

Parents are encouraged to visit the schools.

**All visitors to the school
must report to the school
office upon arrival for a pass.**

For those who wish to visit a classroom during the school day, it is required that the teacher and the Principal be contacted in advance to arrange a day and time for such a visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole and the teacher will

be unable to converse at any length with the visitor. If a conference is desired, contact the teacher for an appointment. The teacher will make arrangements with the parent for a conference either before or after school hours.

No person may enter onto school premises, including visits to a classroom or other school activity, without approval by the Principal.

No person will be allowed to conduct or attempt to conduct any activity on school premises who has not received prior approval by the Principal.

Anyone who is not a student or staff member of the District, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of the District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be in violation of District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

STUDENT AND PARENT RIGHTS Custodial and Non-Custodial Parental Rights and Responsibilities

The District honors all current court orders or decrees pertaining to custody situations. **It is the responsibility of adults having custody of a student to submit to the school a current certified copy of the effective court order or decree.**

In sole custody situations, the custodial parent has the right to determine the student's education unless the custody decree provides otherwise. Where parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless specified otherwise by the court or parents in the final judgment or order.

Custody is irrelevant to a parent's rights to see their child's educational record, such records are available to any parent unless the District has been provided a court order, state statute, or legally binding document that specifically terminates a parent's rights to see the child's educational records. The District shall not act merely on the desire of one parent to prevent the other parent from seeing the student.

SPECIAL EDUCATION SERVICES (GBP: IHB)

The Piñon School District has specific responsibilities under the Individuals with Disabilities Education Act, Arizona Revised Statutes, Title 15, and Sections 761-772 and under Section 504 of the Rehabilitation Act of 1973 to identify, evaluate and provide a free, appropriate public education for qualified children with disabilities. These laws define a child with a disability as any child who has a mental, emotional or physical disability; and because of the disability needs, requires special education and related services.

Disability includes, but is not limited to: autism, emotional disability, hearing impairment, other health impairments, specific learning disability; mild, moderate or severe sensory impairment, orthopedic impairment, preschool moderate delay, preschool severe delay, preschool speech/language delay, speech language impairment, traumatic brain injury and visual impairment.

In order to fulfill its obligation under Section 504, the

Piñon Elementary School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

Federal and state laws entitle you to certain rights as a parent of a child who may need or is receiving special education services. Some of these rights include:

1. Eligible children aged 3-21 must receive a free, appropriate public education at no expense to the parents, which may include services in a private or residential school in some cases.
2. The right to educational services that are based on an evaluation of the child's special needs and the educational performance in school.
3. The right to receive specialized instruction or services specially designed to meet the child's individual educational needs.
4. The right to participate in extracurricular and nonacademic activities unless determined by your child's team that such participation would be inappropriate and/or not in your child's best interest as documented in the individual educational plan (IEP).
5. The right of parents or guardians to be included in making decisions about their child's educational needs and to approve the educational plans for their child.
6. If you have a newborn infant or toddler under the age of three, and believe the child may have developmental delays or disabilities, call Arizona Early Intervention Services at 602-493-6260.

Information regarding special education services can be obtained from the school Principal.

If the parent or guardian disagrees with the determination made by the professional staff of the District, he/she has a right to a hearing with an impartial hearing officer to contest the determination.

If there are questions, please feel free to contact the Director of Special Services, 928-725-2130.

FERPA (Family Education Rights and Privacy Act) (GBP: JI)

See attachment at the back of the handbook.

STUDENT RIGHTS AND RESPONSIBILITIES (GBP: JI)

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by the laws of this country and state for persons of the age and maturity. Each student is obligated to respect the right of classmates, teachers, and other school personnel. The school shall foster a climate of mutual respect for the rights of others. Such environments will enhance both the educational purpose for which the District exists and the educational programs designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate the rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

**By working together,
We can improve home-school communication**

RIGHTS: Students have the right:

- to a meaningful education that will be of value to them for the rest of their lives
- to a meaningful curriculum
- to voice their opinions in the development of the curriculum
- to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire without the fear of reprisal
- to physical safety, safe buildings, and sanitary facilities
- to free election of their peers in student governments; to seek and hold office within the provisions of the District and Student Council Constitution
- to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and School
- to be involved in school activities provided they meet the reasonable qualifications of sponsoring organizations and school regulations

LEGAL GUARDIANS or their authorized representatives have the right to see the personal files, cumulative folders or transcripts of their children who are under the age of 18 years. School authorities may determine the time and the manner of presentation of this information.

Intervention for Students

Teachers may keep students after school to make up work or for disciplinary reasons. The names of students to be kept after school will be reported to the parents not later than 12:00 p.m. each day.

Students may be kept after school only if prior notice has been given to their parents, and only on days when the District provides a late bus. Teachers are responsible to see that all students are released on time to board the late bus.

Reasonable detention during break-time, noon, or at the close of the school day is permitted, provided that appropriate consideration is given to student transportation, weather, and other extenuating circumstances. However, a student shall not be denied the privilege of eating. Detention should not exceed the time until the Activities Bus run is available or the parent picks up the student.

School/District Communications

Communication efforts between home and school are vital to the school and to the District. These efforts result in a clear and better understanding of the classroom, school and procedures in place in the District. An informed parent can help their children succeed in school. Parent should check with their children to make sure they are receiving updates in a timely manner from the school and the District through the following sources:

- School letters;
- District letters.
- Special publications
- PUSD's Website, www.pusdatsa.org, is updated monthly with school, district and employment information.

Corporal Punishment (GBP: JKA)

The use of corporal punishment is prohibited in Piñon Elementary School. Corporal punishment is the deliberate infliction of pain intended as correction or punishment.

STUDENT ACADEMIC PERFORMANCE shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g. attendance)

RESPONSIBILITIES: Students have the responsibility:

- to respect the rights of all persons involved in the educational process
- to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations
- to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education
- to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- to complete all course assignments to the best of their ability
- to complete make-up work after an absence
- to maintain the cleanliness and safety of the school buildings and property
- to present themselves in class at the prescribed time and with the necessary materials

ALL MEMBERS OF THE SCHOOL COMMUNITY INCLUDING PARENTS, STUDENTS, AND SCHOOL STAFF MEMBERS have the responsibility to promote regular attendance at school.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (GBP: JIH)

School officials have the right to search students and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school district counsel.

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

POLICE INTERROGATIONS AND ARRESTS (GBP: JIH)

The Governing Board recognizes that compulsory attendance laws impose on the Governing Board the custodianship of the public school children of the District while they are present in the schools (*in loco parentis*). Because of this responsibility, when a Child Protective Services Worker or Peace Officer interviews a student, specific procedures are followed. ***Forms for the signature of the Police Officers are in the School Office.***

EXCLUSION/EXEMPTION FROM SCHOOL ATTENDANCE (GBP: JHD)

Students may be exempted from school for chronic health conditions. See the Principal or the counselors for the complete policy, forms and referral information.

FOOD SERVICES

The Piñon Elementary School provides both breakfast and lunch free of charge. We provide nutritionally balanced meals for students each school day.

Library Media Services

Piñon Elementary School has a well-equipped library media center that serves to provide resources for the curriculum at every grade level. The goals are to instill a lifelong love of literature and reading in every student and provide research skills for the Information Age. The library media center program is designed to equip students with self-directed research and reference skills in cooperation and conjunction with the school's teaching staff. All students are eligible, within school guidelines, to check out materials for home use. Parents are encouraged to work with the library personnel to develop an individualized reading program for their children.

Title VII – Indian Education

Title VII provides for the planning, development and implementation of education programs to meet culturally related academic needs of American Indian/Alaska Native students. Title VII enhances community outreach, parent training/empowerment, curriculum enrichment and professional development training for teachers relative to Indian issues.

HEALTH SERVICES

School Nurse/Health Technician

Every school in the Piñon School District provides a variety of health services delivered by a school nurse or health technician. Services include medication and health care management, care for accidents and injuries, health education programs, and coordinating screening activities in the area of vision, hearing and scoliosis. In addition, many schools have established linkages with community health agencies.

Immunizations

Subject to the exemptions in A.R.S. 15-873, immunization against each of the following diseases is required for attendance of any child in any school:

- Diphtheria.
- Tetanus.
- Pertussis.
- Poliomyelitis.
- Rubella (measles).
- Mumps.
- Rubella (German measles).
- Hepatitis A for a child two (2) through five (5) years of age in a public-school-based day care program or preschool in Maricopa County.
- Hepatitis B.
- Haemophilus Influenzae B (Hib).

Any child is in compliance with the requirements if the child has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting such criteria as evidenced by having received one (1) dose of each of the required immunizations and having established a schedule for completion of the required immunizations.

A child shall not be allowed to attend school without submitting documentary proof to the school administrator unless the child is exempted from immunization pursuant to section 15-873. Upon enrollment, schools shall forbid attendance of (suspend) any student not meeting the requirements for immunization or exemption from immunization

Vision, Hearing and Scoliosis Screening

School-aged children are screened for vision, hearing and scoliosis problems in accordance with Department of Health Services guidelines with the goal of removing health related barriers to learning. Each school plans, organizes, and implements the screening programs. Parents are informed of the results and the criteria used to determine the pass/fail status. School-based screenings are only done for specific areas and, therefore, should not be viewed as a replacement for routine wellness examinations by the child's primary health care provider.

Emergency First Aid or Illness

The nurse, health technician, teacher, or a member of the office staff gives emergency first aid. If the student is seriously injured and needs medical attention, the parent is contacted and so advised. When the parent cannot be located, the school will exercise its legal option to act in the place of the parent and secure emergency treatment.

When students become ill at school, they are sent to the school health center. If it is necessary for students to leave school, the parent is contacted. The student is kept in the health center until the parent or guardian arrives. No student may walk home when he or she is ill. Parents are urged to keep a child home when they suspect illness. By instituting treatment at once, long illnesses may be prevented.

ADMINISTERING MEDICINES TO STUDENTS

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

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

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population. The Superintendent shall not disallow use or administration of medication on school premises without first consulting legal counsel.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

Prescription Drugs

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and

the student and to assure compliance with existing rules and regulations:

Administration by school personnel

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

Self-administration

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

Over-the-Counter Medication

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

Administration by school personnel

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

Self-administration

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

to the parent or guardian permission form, indicating the specific drug or medicine.

Protection of Students

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population. The Superintendent shall not disallow use or administration of medication on school premises without first consulting legal counsel.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action

EMERGENCY INFORMATION

It is very important to keep the student's emergency information current. The following information is provided on the emergency information on PowerSchool:

- Current home addresses and telephone numbers.
- Place of employment and phone number of both parents/guardians.
- Name, address and phone number of person(s) responsible for the child in the event parents cannot be located immediately if an emergency occurs.
- Ailments such as diabetes, epilepsy, cardiac disease, asthma and allergies are some of the diseases that should be noted on health records and discussed with the school nurse.

CHANGE OF ADDRESS

If your telephone number or address changes, it is very important that you notify us immediately so that we have current information in order to communicate with you in case of an emergency and to send important information home.

CONTESTS FOR STUDENTS

Student participation in contests shall be limited to activities and events that relate to the educational needs and interests of students and do not promote private or commercial interests

STUDENTS PERFORMANCES / EXHIBITS / COMPETITION

Any student or group of students planning to give public performances representing the District shall first secure the permission from the principal. Such performances shall be in keeping with the general goals and objectives of the educational program.

- Funds, if collected, shall be credited to the appropriate student activities fund account.
- The participation in the project will not deprive students of time needed in acquiring basic skills.
- The regular schedule will not be interrupted unless the majority of the students benefit through their participation.
- The activity shall contribute to the educational program.

Governing Board Policy (JJC)

LIMITED OPEN/CLOSED FORUM

Student meetings may be held in the schools of the District that offer instruction in grades seven and eight or above under a “limited open forum” insofar as the District has a procedure defined as limited open forum under the provisions of Title VII, the Equal Access Act, Section 801, the District schools shall offer to students a fair opportunity to conduct meeting using school facilities.

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Students at the school may be granted released time to attend religion classes near the school campus with the written consent of the parent or guardian and that the released time does not interfere with the student’s normal schedule. For more information see:

STUDENT CONCERNS, COMPLAINTS AND GREIVANCES

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

- Violation of the student’s constitutional rights
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Concern for the students’ personal safety

Provided that:

- The topic is not the subject of disciplinary or other proceeding 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 with thirty calendar days of the time the student knew or should have known that there were grounds of the complaint/grievance.
- The complaint/grievance shall only be made to an administrator or other professional staff member.
- 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 otherwise required by law.

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

Complaints by middle school and high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and it corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

STUDENT INVOLVEMENT IN DECISION MAKING

A primary task of the school is to create a stimulating learning climate that develops the active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with the school staff in such activities as planning and evaluating school programs.

The District encourages student involvement that will enhance:

- Achievement of the course goals, improvement of the courses of study, and planning of classroom activities
- Freedom of expression, recognizing that every privilege and right has a corresponding responsibility
- Student participation in assembly programs and school-sponsored forums of interest
- Participation in student government organizations that provide students with a voice in school affairs
- Co-curricular or extracurricular activities that broaden their educational experiences.

STUDENT GOVERNMENT

The organization of student councils in all schools is encouraged.

- Student government is expected to be “of the students, by the students, for the students,” representing the student in the school in communications with the administration and in the organization of student activities.
- Members of student councils are to be elected democratically.
- The rights and responsibilities of the council should be clearly set forth by the school.
- Each student council must have a faculty advisor.

BUS CHANGES

Bus changes must be called into the front office no later than 2:30 pm the day of the change. This will ensure that the student gets on the proper bus and has someone at the destination to pick them up. When bus changes happen after 2:30 pm it is not enough time to notify the teachers. This creates a safety concern for the student.

MISSING STUDENT PROCEDURE: All procedures below should happen sequentially and simultaneously

1. Attempt to locate the student around the school campus.
2. Ask friends and other staff members if they have seen the missing student.
3. Inform Security of missing student at (928) 725-2170 or (928) 797-1719.
4. Notify bus drivers to be on lookout for student.
5. Give thorough description of the child to both transportation and security
6. If the student is not found contact parents and request that parent to call Chinle police at (928) 674-2111.
7. The school will contact the Chinle police at (928) 674-2111 as well.
8. Document all information in PowerSchool.

Pinon Elementary School

Pinon Unified school District #4

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

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

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

If you do not want Pinon Unified School District to disclose directory information from your child's education records without your prior written consent Pinon Unified School District has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Student's address
- Student's photograph
- Student's grade level
- Student's major field of study
- Student's date of attendance
- Student's enrollment status (e.g., part time or full time)
- Student's participation in officially recognized activities and sports
- Student's weight and height if a member of an athletic team
- Student's honors and awards received
- Student's most recently attended educational agency or institution

Please complete the section below ONLY IF YOU DO NOT want your student's directory information released. Turn this form into your student's building principal.

I, the undersigned parent/guardian(s) of _____ (first, middle, last name of student), do not consent to the disclosure of personally identifiable information contained in my student's educational record.

My student attends _____
School Name Grade School Year

Print Parent/Guardian Name

Signature Parent/Guardian

Date

P.O. Box 839

Pinon, AZ 86510

Phone: 928-725-2201/2211

Fax: 928-725-2216

Website: <http://www.pusdatsa.org>

**JICFA ©
HAZING**

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

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

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

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

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

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member.

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

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

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[15-2301](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[JIC](#) - Student Conduct

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Student Expulsion

[JICF](#) - Secret Societies / Gang Activities

[KFA](#) - Public Conduct on School Property

**JICK ©
STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING**

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

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

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

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.
- Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to
- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

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

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

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

Prohibitions and Discipline

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

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

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

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

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and
- the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to
 - Governing Board policy,
 - preventive measures,
 - incident reporting procedures,
 - available support services for students (both proactive and reactive), and
 - student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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

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

Adopted: September 26, 2011

LEGAL REF.:

A.R.S.

[13-1202](#)

[13-1203](#)

[13-1204](#)

[13-2321](#)

[13-2916](#)

[13-2921](#)

[13-3506.01](#)

[15-341](#)

CROSS REF.:

[JI](#) - Student Rights and Responsibilities

[JIC](#) - Student Conduct

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKDA](#) - Removal of Students from School-Sponsored Activities

[JKE](#) - Expulsion of Students

[JR](#) - Student Records