



John F. Kennedy Elementary
“Kids Come First”

2016-2017 STUDENT/PARENT HANDBOOK

John F. Kennedy Elementary is community based and student centered. We believe all students can and will learn. We believe that learning is a lifelong process. We provide a safe and nurturing environment, which ensures that all students meet their academic goals. The Superior Unified School District Governing Board, Administration, Staff and Community work collaboratively to support one another to assure that curriculum and instruction are priority.

Attendance

Bell Schedule

7:30 AM-7:55 AM	Breakfast
7:55 AM	AM Bell
8:00 AM	Classes Begin
11:15AM-11:50AM	Lunch/Recess- K, 1 st , 2 nd and 3 rd grade
12:10PM-12:45PM	Lunch/Recess- 4 th , 5 th and 6 th grade
2:30 PM	K-6 th dismissal

Attendance

The education of your children is our number one priority; it is crucial that they attend regularly to fully benefit from the instructional process. Absences will effect pupil achievement. The most competent, prepared teacher using the best programs and materials cannot instruct students who are absent. Parents can help their children by scheduling appointments at other times than school hours when possible.

Arizona State law requires compulsory attendance for all school age children. The definition of school attendance according to Arizona Education Laws and Rules 15-803 is: It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours that school is in session. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required school days. Habitually truant means: a child is truant for at least four school days within each quarter of the school year.

Students, at times, may experience temporary situations that cause them to be absent for extended periods of time, such as surgeries, injuries or chronic illness. Students with chronic illness lasting three days or more need to provide a doctor's release. It is vital that parents contact the school office to inquire about accommodations for these situations.

Students who are habitually truant will be notified by mail. After 3 unexcused absences, the attendance clerk will notify the principal and a doctor's excuse will be required. After 10 unexcused absences throughout the year, students/parents will be referred to court. By law no student may exceed 18 total absences during the school year in order to pass to the next grade level.

When it is necessary for your child to miss school, please call the office before 8:00 AM with the reason for your child's absence. If contact is not made, the truant officer will call to verify absences. The telephone number is 520-689-3000x3049. If a parent/guardian does not contact the office to report a student's absences by 3:30 PM on the day of the absence, the student will be considered truant and disciplinary action will be taken. Students who oversleep or miss the bus will be considered truant. Parents may not excuse absences of which they had no personal knowledge. Students will not be allowed to make up class work missed for truancy.

Tardiness

Students and parents should make every effort to avoid tardies. If it is necessary for a student to be late for school, parents must accompany them to the school office and obtain a pass. They will not be allowed in their classroom without this pass. Excessive tardies (3 or more) will warrant a meeting with the parents.

Disciplinary Actions:

- Home visit will be made.

- Parent/family member will be required to come to the school.

- Detention

- Referral

- Referral to legal authorities that may result in monetary fines or community service.

Closed Campus

Students are not permitted to leave campus for any unauthorized reason.

If a student will be leaving early, the parent/guardian must sign their child out at the office.

When a student becomes ill and it is necessary for them to go home, the parents/guardians will be contacted to pick up the student.

NOTE: Students will not be released to any adult who has not been placed by the parents/guardians on the “Authorized Sign-Out List”. We cannot release students to anyone under the age of 18.

Enrollment

Students enrolling for the first time in the district shall provide the following information;

1. A complete record of immunizations.
2. Birth certificate, baptismal record or other reliable proof (ex. Social Security application).
3. Name, address and zip code of school previously attended.
4. Any information which would be helpful (ex. report card, pertinent health information, special needs data).

If a child is to be instructed at home pursuant to ARS 15-802, the person who has custody of a child shall file with the county school superintendent of Pinal County within thirty days after home instruction begins.

Withdrawal

Students who need to withdraw from school are required to report to the school office along with their parents/guardians and complete the following:

1. Return all school property
2. Sign a withdrawal form

Change of Address

Please report any and all changes in address, phone numbers, work address, work phone numbers and emergency contact lists to the school office.

Health and Welfare

School Health Aide

A health aide is on campus and available to all students. The health aide is also available to parents/guardians as a resource and can help with health questions that arise throughout the school year.

Students who wish to see the health aide will obtain a pass from their teacher. The nurse will examine the child and if they need to be sent home, the parents/guardians or emergency contact will be notified. When a child is ill, please make sure your child does not call you from their cell phone asking you to pick them up. You will be notified of your child's condition through our front office.

Medication

Students *are not allowed* to keep medication in the classroom. This is for the protection of all students. All medication brought into school must be brought in by the parents/guardians and taken directly to the health aide with written permission and instructions. The health aide will dispense the medication according to the instructions. All medication must be in the original containers. At the end of the year parents must come and pick up their child's medication.

Illness

In addition to contacting the school office, parents/guardians should call the health aide's office to report any serious illness, especially those that are thought to be contagious.

Immunization

To help prevent students from contracting childhood diseases, Arizona State Law requires that all students be immunized against Rubella, Measles, Poliomyelitis, Diphtheria and Hepatitis. Please inform the school office of any immunizations received throughout the school year. At times the school nurse, in conjunction with County Health Services, provides immunizations.

Crisis Plan

The Superior Unified School District has adopted a Crisis Plan. This Plan is a procedural guide for schools to follow in the event of an emergency. This Plan helps schools ensure the safety of students in emergency situations. As part of our Plan, we will participate in practice evacuations and lock downs.

Visitors

Parents/Guardians

Parents are encouraged to visit the school and their child's classroom as often as possible. For the safety of all of our students, we do mandate that when visiting, picking up, or delivering items to your child, you sign in at the school office and obtain a visitor pass. At the end of your visit please make sure to sign out at the front desk.

When visiting the classroom, parents/guardians must realize that the teacher's first priority is the children. The teacher will not be able to converse or answer questions with any visitor. If you wish to meet with your child's teacher, please call and set up an appointment with them; they will be happy to answer any questions at that time.

Community Members

For the safety of our students, anyone who is not a staff member **must check in** at the office and obtain a visitor pass. If anyone is seen without a pass, they will be escorted off campus.

We often invite community members to our school for special events. These people will be treated with respect and kindness.

Parking

Please use the parking area designated for visitors. **Do not park** on the school grounds under any circumstances. Do not park in the bus/student drop off lane; this lane is designated for busses, school vehicles, and drop off vehicles to enter and exit safely. Do not block driveways or gates under any circumstances.

Parent Volunteers

Parents are always welcome and encouraged to become actively involved with the education of their children at our school. When entering the building, remember that you must sign in at the office and receive a pass.

School Records

Student Permanent Records

The Superior Unified School District adheres to state and federal laws in the care, confidentiality, and maintenance of all student records. Parents or legal guardians are permitted access to their child's records at any time. Call and request an appointment to review them.

Student Grading

Report cards are issued every nine weeks. The nine-week periods end as follows;

<u>End of Grading Period</u>			<u>Report Cards Issued</u>
First	September 30, 2016	(42 days)	Conferences October 6 & 7
Second	December 16, 2016	(46 days)	December 16, 2016
Third	March 9, 2017	(44 days)	Conferences March 9
Fourth	May 26, 2017	(48 days)	May 26, 2017

Progress Reports

Progress reports are issued in the middle of every nine-week period. The goal of the progress report is to keep you informed of your child's academic and behavioral progress. If you have any questions, it is imperative that you meet with the teacher at this time rather than waiting until report cards are issued. Progress Reports will be sent home on the following dates:

First Report	September 2, 2016
Second Report	November 4, 2016
Third Report	February 3, 2017
Fourth Report	April 21, 2017

Achievement Tests

The State of Arizona has adopted a new assessment called AZ Merit. It was administered in 2014-2015 for the first time. Your child will continue to take this test. Students are also assessed in grades 4 and 8 in Science using the AIMS test. The Galileo assessment is used to measure academic growth over the school year. This test is administered in grades K-12.

Promotion and Retention

Arizona Revised Statutes provide that every teacher shall make the decision of promotion and retention of students. If a parent/guardian chooses not to accept the decision of a

teacher, they may request, in writing, that the Governing Board review the decision. Student's who miss 18 or more days of school, run the risk of retention.

Homework

Homework serves to develop independent study skills, reinforcement of content being taught, and responsibility. Each teacher individually gives homework. The amount of homework is based on grade level and specific content. Homework will be age appropriate and based on a reasonable amount of time.

Food Service

All students must fill out a lunch application. This is a requirement of the state department for auditing purposes. All information on this application is confidential.

Breakfast is served from 7:30 to 7:55am. It is important that children are on time; if they are tardy and have to eat late, it impedes on their classroom time. If your child chooses not to eat at school, please make sure they eat a good breakfast.

Lunch is served according to grade levels. Kindergarten through 3rd grade eat lunch at 11:25. 3rd grade through Sixth grade eat lunch at 11:50.

Transportation

As a part of our transportation guidelines, students will participate in evacuation drills twice a year. The following rules are posted on all the busses and students are required to observe them when riding the school bus:

Riding a school bus is a privilege, not a right. Failure to follow the following rules will result in loss of privilege for a determined amount of time set by the Principal.

FOLLOW THESE RULES

1. OBSERVE SAME CONDUCT AS IN THE CLASSROOM.
2. BE COURTEOUS, USE NO PROFANE LANGUAGE.
3. DO NOT EAT OR DRINK ON THE BUS.
4. KEEP THE BUS CLEAN.
5. COOPERATE WITH THE DRIVER.
6. DO NOT SMOKE.
7. DO NOT BE DESTRUCTIVE.
8. STAY IN YOUR SEAT.
9. KEEP HEAD, HANDS AND FEET INSIDE THE BUS.
10. BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS.

Bus Changes

If a bus change is necessary during the school year, a valid written note from a parent/guardian will be needed by 1:00 PM the day of the change. If an emergency occurs, a phone call will be accepted no later than 1:00 PM.

Student Activities

Clubs

The staff at Kennedy Elementary feels it is important to provide our students with various extra-curricular activities. We host a variety of clubs, including Student Council, Spelling Bee, Nature Club and STEM club. Students who participate in these clubs will obtain permission from their parents before attending. Students will also adhere to all school and club rules in order to continue participation. These clubs are regulated by the by-laws and constitutions of each club. The Principal has the final say in all decisions.

Special Education and ELL

Special Education, ELL, and Gifted programs are provided for students with special needs. Placement in these programs is based upon recommendations resulting from evaluation and approval from the parents.

Teachers or parents may originate recommendation to these programs. Child study teams will first review all referrals for special education. Referrals for the gifted program are based upon criteria, which includes high academic achievement.

Textbooks/Materials

Students are assigned textbooks from their classroom teacher. These are free of charge for use at home and at school. Students are responsible for the textbook. They must be returned in the condition in which they were issued. Students will be assessed a fee if they are lost or damaged. Final records will not be issued until all fees are paid.

Library books are the sole responsibility of the borrower. If a book is lost or damaged, a fee will be assessed. Final student records will not be issued until all fees are paid.

Dress Code

The Dress Code for Kennedy Students will be as follows:

1. Tank, Halter, Spaghetti-Strapped Tops are not permitted.
2. Any clothing that advertises or signifies gang affiliation, alcohol, tobacco products, violence, and foul language or is sexually suggestive is not permitted.
3. Hats and caps are not permitted inside.
4. Any clothing that exposes a bare midriff, shoulders, or back is not permitted.
5. Hanging belts are not permitted; tuck the end in.
6. Shorts/Pants hanging below the waist are not permitted.
7. Shorts/Pants shorter than an extended arm while standing is not permitted.

Students who wish not to adhere to the dress code will be given a clean article of clothing to cover themselves. The second time they will be sent home to change and a parent conference will be held.

Personal Articles

Students are not permitted to bring personal articles from home except for special days designated by their teacher and/or the school. These items include electronics, cell phones, cameras, trading cards, and toys. These often interfere with classroom procedures and cause disruption during the learning process. Any items that are not picked up at the end of the school year will be destroyed.

Students should not have large amounts of money in school.

Positive Behavioral Interventions and Supports Education (PBIS)

PBIS is not a packaged curriculum, scripted intervention, or manualized strategy. PBIS is a prevention-oriented way for school personnel to (a) organize evidence based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. The preferred behaviors at JFK Elementary under PBIS are:

- Respect Yourself, Respect Others, and Respect Property
- Be Safe, Be Responsible, Be Respectful
- Respect Relationships and Respect Responsibilities

Procedures for Bullying

Student needs to report bullying to classroom teacher or principal, the teacher will then write up a report to the principal.

1st offense – Parents/Guardians called- referral written

2nd offense – Student will be sent home for the rest of the day-referral written

3rd offense – Students will be suspended for up to 3 days-referral written

Other Consequences may be assigned by the principal.

Behavior Expectations

Students at Kennedy Elementary are expected to promote the positive image of their school and their community. Students displaying positive behavior will be rewarded.

Fighting, foul language, bullying, threats, and disruptions of any kind cannot be tolerated. You will receive a classroom set of procedures. When a child is referred to the Principal, the teachers and staff have already taken the following preventive actions in any order:

1. classroom consequence
2. time-out
3. parent contact
4. lunch detention
5. after-school detention

Once referred to the principal, the students will be given an appropriate consequence and the parents/guardians will be notified.

Consequences can include:

1. in-school suspension
2. out-of-school suspension
3. expulsion

Students fighting will be suspended for a period of one or more days, and a parent/teacher/student conference will be held.

Students threatening another student or staff member will be suspended for one or more days, and a parent/teacher/student conference will be held.

Students vandalizing school property will clean up their mess, be suspended for one or more days, and a parent/teacher/student conference will be held.

Students engaging in public display of affection behavior 1st-offense parents will be called, 2nd suspended for rest of day, 3rd – suspended up to three days.

Students caught with electronic devices, 1st incident- confiscated and returned at end of the day, 2nd incident-confiscated and kept until the parent/guardian picks it up, – 3rd-incident-confiscated until the end of the school year. Electronic devices include cell phones, camera, game console, etc.

Students with alcohol, tobacco, sexual items, drugs or weapons will be suspended for three days or more and may be long-term suspended or expelled from the district. A parent/ teacher/ and student conference will be held.

Due Process for a Student

Any student whose conduct may warrant suspension or expulsion will be provided *due process*. 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 to present the student's side of the story in an informal hearing or meeting;
- The allowance, for safety considerations, 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 and an opportunity for a fair hearing;
- Notification of parents about suspension of student
- That parents will be informed in writing of all suspensions and that they have the right to a conference with the principal;
- That if parents are not satisfied with any school official's decision involving long-term suspension or expulsion they are entitled to request a review by the school official's immediate supervisor. Minor consequences and short-term suspensions may not be reviewed..
- Formal due process in long term suspension and expulsion proceedings.

NOTE: The student will not be penalized for homework and class assignments that cannot be made up in the event that disciplinary action is not justified or upheld.

NOTE: The student or family of the student has the right to request an interpreter or translator at any step of the process.

Parent Responsibilities

In order to provide the best educational opportunities to our students, we ask that parents play an active role in their children's education. Please make sure you are doing the following:

- Sign off on Agendas and other written contacts from classroom
- Volunteer in your child's classroom
- Attend various school functions including parent/teacher conferences
- Enforce the dress code
- Monitor your child's attendance and homework
- Check the school website weekly/monthly
- Check your child's back pack
- Ensure that your child is prepared for school

The Kennedy staff makes every effort to provide a solid curriculum and many positive activities for students to become students of good academic standing who exhibit positive behaviors. Our number one goal at school is to educate. At times this becomes difficult and parents will be asked to come to school and monitor their child's behavior so that learning can continue.

Dear Students and Parents,

This handbook is provided to you in order to ensure that you are familiar with our school and its procedures. Please keep it on hand to use as a reference throughout the year. We ask you to sign this agreement to verify that you have read and discussed it together as a family and that you are aware of our procedures.

_____ Yes, I have read and am aware of the policies and procedures at John F. Kennedy Elementary.

_____ Yes, I have read the policies and procedures and would like to schedule a conference to discuss the handbook.

_____ Parent/Guardian

_____ Student

_____ Classroom Teacher

_____ Date

John F. Kennedy Elementary School

Notification of Nondiscrimination

*It is the policy of the Superior Unified School District to provide all persons with equal employment and educational opportunities regardless of race, color, sex, national origin, religion, marital status, age or handicap.
Es la polisa del Distrito Escolar Unifacado de Superior de proveer a todas las personas igualdad de empleo y las oportunidades educacionales sin distincion sobre de raza, color, sexo, origen nacional, religion, estado civil, edad o discapacidad.*