

Washington Elementary School District #6

2011-2012 Parent/Student Handbook Agreement Forms

We acknowledge receiving and reading the entire 2011-2012 Student/Parent Handbook including:

- the Discipline Policy stated on pages IV - XVI;
- the Designation of Directory Information stated on page 5;
- the Student Photographs section stated on page 7;
- the Electronic Information Services Agreements stated on the reverse side of this form, page 7 and page XIX of the Appendix; and
- the Searches/Seizures/Warrants Policy stated on page XVII.

I, and my child(ren), agree to abide by all school and District policies and procedures outlined in the handbook. In return, I expect the administration, faculty and staff of my child's(ren's) school to provide my child with the type of education stated and implied in the Parent/Student Handbook. I understand that there are consequences that will result if my child violates the District's Discipline Policy or Electronic Services Agreement in a way that may impact and/or disrupt the educational services described in the Parent/Student Handbook. (Please include your e-mail address if you wish to receive educational information from Washington Elementary School District.)

Student's Printed Name: _____

Homeroom Teacher: _____ Grade: _____

Student's Signature: _____

Parent's Signature: _____ Date: _____

E-mail Address: _____

Please sign and return this form, **both FRONT and BACK**, to your child's(ren's) homeroom teacher.

Please see reverse to read and sign the Electronic Information Services (EIS) Agreements.

OFFICE	
DATE RECEIVED: _____	INITIALS: _____

Complete both sides and return to homeroom teacher

ELECTRONIC INFORMATION SERVICES (EIS) AGREEMENTS

Parent Agreement

As the parent or guardian, I have read the Acceptable Use Policy, student agreement and parent agreement (see page 7 and page XIX in the Appendix). I understand that Electronic Information Services, including the Internet and electronic mail, are intended for educational purposes only.

I understand that although the Washington Elementary School District has taken reasonable precautions to protect against my child's access to inappropriate materials, it is impossible for the District to restrict access to all controversial or offensive materials. I understand that teachers and staff will provide reasonable supervision to prevent access to inappropriate materials. I will not hold the District responsible for materials acquired by my child's use of the District's Electronic Information Services.

I agree that my child will abide by the Washington Elementary School District Acceptable Use Policy and rules on appropriate use of Electronic Information Services. I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting. I hereby give my permission to have my child use Electronic Information Services and certify that my child has agreed to abide by the terms and conditions of this agreement.

- I agree to let my child use the Electronic Information Services.
 I do not agree to let my child use the Electronic Information Services

X _____
Parent Signature

X _____
Date

Student Agreement

(Grades 4-8 require student signature.)

As a student, I understand that my use of the Washington Elementary School District's Electronic Information Services, including Internet and e-mail, is an educational tool. Inappropriate use will result in cancellation of these privileges and may result in disciplinary action. I understand that my work on the computer will not be private. My teachers or other staff may review all files and communications at any time without notice or permission. The District may terminate access, and review and delete files at any time.

X _____
Student Name (print)

X _____
Student Signature

Student and Parent agreements are required for EIS usage. Each student and parent shall be required to sign an EIS agreement regarding guidelines and rules of EIS usage. EIS usage will be allowed after signing.

WASHINGTON ELEMENTARY SCHOOL DISTRICT POLICIES AND GUIDELINES

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District Telephone Numbers

Main Number	602-347-2600
Academic Services	602-347-2820
Administrative Services	602-347-2657
Assessment	602-347-3541
Communication Services	602-347-2893
Curriculum	602-347-2838
Nutrition Services	602-896-5232
Gifted Services	602-347-2651
Head Start Services	602-347-2206
Human Resources	602-347-2668
KidSpace Child Care Services	602-896-5130
Special Services	602-347-2632
Superintendent	602-347-2602
Transportation Services	602-896-5270

District Policy Manual

The information on the following pages is a summary of District policies, procedures and practice. 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 your 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 Administrative Center and online at www.wedschools.org.

Welcome to the Washington Elementary School District

The Washington Elementary School District (WESD) is proud to serve a diverse population of nearly 24,000 students in north central Phoenix and east Glendale. The largest elementary school district in Arizona, WESD comprises 32 schools (19 K-6 schools, two K-5 schools, six K-8 schools, one 5-8 school and four middle/junior high schools).

The diversity of WESD students reflects the richness of the communities the District serves:

- Gifted Services are offered at all schools, with over 1,700 students challenged through academic instruction geared to meet their academic needs. Two self-contained programs serve highly gifted students.
- Title I services at 23 schools provide supplemental education for students who are performing below grade level.
- Special Education services are provided to approximately 15 percent of the student population. WESD serves more than 6,000 limited English proficient students, who represent more than 50 primary home language groups other than English. The WESD enrollment includes more than 350 refugee students whose families have sought political asylum in the United States.
- Head Start services and programs are provided to 520 4-year-old students and their families. WESD has the largest Head Start program in the City of Phoenix.

WESD students are challenged to achieve through outstanding educational programs that adhere to program standards and that have been created to provide equality and equity for all students. Additionally, instruction is designed and delivered at all levels to meet the individual needs of students.

Art, music and physical education are offered for all students in each of the 32 schools. The WESD curricula have been carefully aligned with state-mandated academic standards. WESD is a leader among districts in developing and implementing comprehensive student assessments that align with the curricula. Outstanding professional development programs for staff, including a three-year teacher induction program, support the implementation of curriculum and assessment. In addition, WESD offers an extensive list of elective opportunities, extracurricular activities and classes,

and summer enrichment and enhancement programs to students and families. To support these programs, WESD is honored to have received a variety of federal, state, entitlement, and competitive grants, including:

- 21st Century Community Learning Center grants of more than \$12.7 million over five years that provide after-school academic programming for students and parents in 25 schools.
- The Washington Education Foundation awards over \$25,000 in grants to WESD staff to support creative projects for students.

The WESD certified and classified staff comprises approximately 3,000 employees with 1,400 teachers, almost 1,500 support staff, and 70 administrators. The District has a strong tradition of hiring highly qualified, highly skilled employees who are committed to the success of students.

We are proud of our rich heritage and committed to challenging students to soar to new heights of academic and personal achievement in a variety of settings, including an excellent traditional school. The Washington Elementary School District has a proven record as parents' best educational choice to ensure the success of their children!

School Site Councils

The District encourages parent and community involvement in the schools and offers various opportunities for participation in the educational process including school site councils. Membership on site councils is strictly voluntary and must minimally include the following representation: parents or guardians of pupils enrolled at the school who are not employed at the school (equal to the number of teachers), teachers (equal to the number of parents or guardians), noncertified employees, community members and the principal of the school. The responsibilities of the site council are to facilitate school improvement planning regarding agreed-upon school qualities, short-term problem solving regarding school-level issues, and staff selection. The councils also promote communication among stakeholders and decision-making groups and are responsible for team growth. Members are elected through a democratic process to serve for one- or two-year terms. If you are interested in serving on your school's site council, contact your school office. School site councils are formed in accordance with A.R.S. (Arizona Revised Statutes) 15-351 – 15-352.

Communication

Communication among parents, students, community members, and school and District staff is key to student achievement. The Washington Elementary School District is committed to communicating with families and the community on a consistent and timely basis. By doing this, the District is able to share its vision, mission, values, progress, and needs in an accurate manner. The following communication tools are utilized:

- School, District and community newsletters
- Individual teacher newsletters
- School site councils, PTA/PTOs
- District councils and committees

- Special District publications
- Media
- School marquees
- School advisories
- PhoneMaster Homework Hotlines
- Informational message lines at each site
- Informational outdials in the event of a crisis or to communicate school or District information
- Governing Board regular and special meetings
- District Web site at www.wedschools.org

For further information regarding communication, contact the Communication Services Department at 602-347-2893.

Translations

The Washington District believes that open and honest communication between home and school is key to every student's success. For this reason, the District makes every attempt to communicate in the more than 50 languages, in addition to English, that are spoken by our students and families. District information is translated into Spanish for the largest non-English speaking population in WESD. The Multi-Cultural Communications Committee was formed to study the needs of our non-English speaking community and develop a plan to improve communication. As a result, the District:

- Provides access to Culturegrams, an online program to help understand the rich, multicultural history and customs of our immigrant populations;
- Offers interpretation services for school meetings, conferences and special needs, including the availability of real-time headset systems that interpreters can use in large group meetings; and
- Provides a service called Language Line, a telephone-based system that provides an interpreter in almost any language, when a District interpreter is not available.

For further information on translation services, contact Translation Services at 602-347-2609.

Volunteers

The WESD values the service and contributions of school and District volunteers. The varied talents and expertise of parent and community volunteers greatly enhance the educational process. Volunteers serve as tutors, classroom and playground assistants, clerical support, and in many other roles. The OASIS intergenerational tutoring program, for example, features weekly one-on-one tutoring support for kindergarten through third grade students. This award-winning program includes tutor training and regular support meetings designed to help tutors and students increase success in reading, math, language arts, and self-esteem. If you are interested in volunteering, contact the school office or the District Office at 602-347-2893.

Crisis Management

Each of the 32 schools in the Washington Elementary School District and the Administrative Center has crisis management guidelines and comprehensive plans designed to inform staff and students of what to do in the event of a crisis or an emergency. The plans are based on the District's Crisis

Manual and contain vital information necessary to assist in any emergency situation. In addition, each school and the District Office have Crisis Response Teams that are mobilized in the event of an emergency to assist in providing information to students, staff, families and community. Fire and lockdown drills are practiced regularly at each site to ensure that safety procedures are well established and familiar to all. Parents/guardians can expect effective and efficient information communicated in a timely manner regarding school-related situations that may occur. In the event of a school or District emergency, you may be notified by your school administrator or a member of the District Crisis Team to do the following:

- Pick up your child(ren) at an alternative site that will be communicated to you via the school newsletter throughout the school year.
- Receive phone notifications and updates using our PhoneMaster outdial system – it is important that we have a working daytime phone number to call and that changes to the number are communicated to the school.
- Check our WESD Web site for current updates at www.wedschools.org. In the event of an emergency, a link regarding the emergency will be added to the homepage.

Secret Witness Line

Each school in WESD has a Secret Witness Line, an anonymous tip line that is accessible 24 hours a day, seven days a week. Voices of the callers are scrambled and go directly to the school administrators to alert them that there may be a situation that needs to be addressed. We encourage parents and students to call with any information that may assist the school in maintaining a safe and secure environment. Check with your school for your Secret Witness Line number.

Arizona Attorney General's School Hotline

The Arizona Attorney General's School Hotline functions as a clearinghouse for distributing information to law enforcement and school authorities regarding potential violent acts, threats, bullying, harassment, presence of guns on campus, hate crimes and related issues.

The Arizona Attorney General's School Hotline number is **1-877-900-1086**. The Hotline operates from 8:00 a.m. to 5:00 p.m. Monday through Friday. There is one full-time operator and one back-up operator; both are bi-lingual. All after-hour calls are recorded and reviewed on the next regular business day. All emergency calls are transferred directly to 911. The hotline may be reached via e-mail at school.hotline@azag.gov.

Health Services

School Nurse/Health Technician

Nurses and health technicians provide health services in the Washington Elementary School District. Services include hearing and vision screening, medication administration, first aid, health assessments to determine illness or injury and health education. If you have questions or concerns, contact

your school health office, the health service coordinator at 602-347-4873 or the supervisory nurse at 602-347-4872

Immunizations

Arizona state law, (A.R.S. 15-873) governs immunization requirements. To attend school, student immunizations must be current; that is to say no further immunizations are required at the time of entry. Documented proof of immunizations must be provided to the school. The following immunizations are required:

- DTaP/DPT/DT/TD
- Polio
- MMR (measles, mumps and rubella)
- Varicella (or history of having the disease)
- Hepatitis B
- Tdap (11 years or older in grades 6, 7, and 8)
- Meningococcal (11 years or older in grades 6, 7, and 8)
- Hepatitis A (students under 5 years of age)
- HIB (students under 5 years of age)

A student is considered to be in compliance if he or she has met the criteria of the immunization schedule as recommended by the Arizona Department of Health Services or is actively in the process of meeting criteria as evidenced by having one (1) dose of each of the immunization and having established a schedule to complete the requirements. If the schedule is not adhered to, a student may be suspended. A Request for Exemption to Immunization may be signed by the physician, parent or guardian for medical or personal beliefs. Homeless/highly mobile students will be referred to the homeless liaison if assistance is needed to meet the immunization requirements.

Vision and Hearing Screening

Students are screened for vision and hearing in accordance with the Department of Health Services guidelines. The goal is to remove health-related barriers to learning. Parents are informed of the results if follow-up care is recommended. School-based screenings are not intended to replace routine wellness examinations by your primary health care provider. If you do not want your child to participate in screenings, please notify the school health office in writing.

Head Lice (Pediculosis) Procedure

Pediculosis is a common problem among school-aged students. Lice are tiny insects that live on the human scalp. They lay eggs called nits that attach firmly to the hair shaft. Lice are transmitted directly from one person to another, or by contact with articles that have come into contact with an infected person (combs, brushes, hats, bedding, and upholstery). Students with lice will be excluded from school until treatment with a pediculocide shampoo has been initiated and the vast majority of nits have been removed. Students must be checked by the nurse or health technician prior to returning to class.

Emergency First Aid/Illness

The nurse, health technician, teacher, or a member of the staff may give first aid. If the student is seriously injured and needs medical attention, every attempt will be made to contact the

parent or guardian. If the parent cannot be reached, the school will exercise its legal option to act in the place of the parent and secure emergency treatment.

When a student becomes ill at school, he or she should report to the health office. If it is determined that the student needs to go home, the parent will be contacted. Students may not leave campus without an adult.

Parents are urged to keep students at home if they suspect that they are ill. Early treatment may shorten the course of the illness, and the health of the other students and staff is protected.

Emergency Information

It is important to keep the student emergency information updated. The following information is required:

- Current home address and phone number
- Cell phone numbers
- Place of employment and phone number
- Name and phone number of person(s) responsible for the student in the event parents cannot be reached in an emergency situation

Conditions such as diabetes, epilepsy, cardiac disease, asthma and allergies should be noted on the health record and be brought to the attention of the nurse or health technician.

Accident Insurance

Accident insurance plans are available from an independent company to parents of all students. Parents will receive a flyer at the start of the school year. Additional brochures are available in the school office. You are encouraged to review the benefits and pricing.

Other District Services

Special Education Services

The Washington Elementary School District has specific responsibilities under the Individuals with Disabilities Education Act, Arizona Revised Statutes, Title 15, Sections 761-772 and under Section 504 of the Rehabilitation Act of 1973 to identify, evaluate and provide 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 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 Washington Elementary School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. Discrimination against

any person with a disability will not knowingly be permitted in any of the programs and practices in the school system.

Federal and state laws entitle certain rights to the 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 (this 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 non-academic 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 educational plan.
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.

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 or 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, 602-347-2632.

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Educational Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act.
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT).
- No Child Left Behind Act of 2001 (NCLB).

- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs and for legitimate educational research. The students' records maintained by the District may include, but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations and verified reports of serious or recurrent behavior patterns.

The records are maintained under the supervision of the school administrator and are available only to teachers and staff members working with the student. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in the District.

You have the right to inspect and review any and all records related to your child within 45 days of the day the District receives a request for access, including a listing of persons or organizations that have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practical for you to inspect and review the records at the school. Charges for the copies of records will be the cost of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Student Records

Designation of Directory Information

The District may disclose "directory information" without written consent unless you have advised the District to the contrary in accordance with District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Its primary purpose is to allow the District to include this type of information in certain school publications, such as a yearbook, newsletter, class pictures, programs (dramatic and athletic), Web pages or honor roll. Directory information includes the following: student's name, address, telephone listing and date and place of birth; names of parents/guardians; student's electronic mail address, photograph, grade level, major field of study, dates of attendance, enrollment dates, extracurricular participation, weight and height if a member of an athletic team, and awards received.

Unless you opt out, the District will disclose directory information under limited circumstances. The District will not disclose directory information unless the District or school will use the information in a publication or a third party has requested the information for a reason that, in the judgment of the District, serves the student's best interest. For example, the District will comply with directory information requests from another school in which a student seeks to enroll, persons or organizations who inform students of educational or occupational opportunities, including official military recruiting representatives, law enforcement and Child Protective Services. The District will not provide directory information for commercial purposes, other than to companies designated to sell yearbooks, student and class photographs, and such items.

Opt Out Form

You may choose to opt out of directory information releases by completing an Opt Out form and submitting it to the school office within two (2) weeks of receiving this handbook. The form is available in the "Forms" section of this handbook or online at www.wesdschools.org/_____ or in the school office.

A new Opt Out form must be submitted each year. Please also share your wishes with your child's teacher.

Copies of District student education records and record confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7(a)(5) and 99.7(b)]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office that administers FERPA is:

Family Policy Compliance Office - U.S. Department of Education
400 Maryland Avenue, SW - Washington, DC 20202-4605

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act is the federal law that entitles children who are homeless or highly mobile to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school.

The Washington Elementary School District is committed to providing quality education for all of its students. This includes providing additional assistance to those children who are experiencing homelessness. School office managers, nurses, and social workers have been trained to help families in obtaining services offered by WESD. For additional information, call 602-347-2636.

Definition of Homeless/Highly Mobile

- A school-age child who lacks a fixed, regular, and adequate nighttime residence; or
- A school-age child who has a primary nighttime residence that is any of the following: a shelter / temporary institutional residence / makeshift arrangements in someone else's home / or a place not designed for human accommodations.

Homeless Students' Rights

- Free and appropriate public education.
- Services comparable to those offered to nonhomeless children and youth, including transportation.
- Choice to remain in their school of origin or transfer to a school in their current attendance area.
- Enrollment in school despite the lack of permanent address or the lack of school records.

Parents' Rights to the Education of Their Children

- You do not need a permanent address to enroll your child in school.
- You have a choice of school placement. Your child may remain at the same school he or she attended before becoming homeless, or enroll at the school serving the attendance area where you are receiving temporary shelter.
- Your homeless child cannot be denied school enrollment just because school records or other enrollment documentation is not immediately available.
- Your child has the right to participate in all extracurricular activities and all federal, state or local programs for which your child is eligible, including food programs; before- and after-school care programs; vocational education; Title I; and other programs for gifted, talented and disadvantaged learners.
- Your child may have a right to transportation services to and from school.
- Your child cannot be isolated or separated from the mainstream school environment solely due to homelessness.

- If you do not agree with the educational placement of your child, you and your child have the right to receive prompt resolution of any dispute.
- Your state has the responsibility to ensure that barriers to enrollment, attendance, and success in school of your homeless child are removed.

Gifted Services

In accordance with Arizona law, gifted services are provided to students of lawful school age identified as gifted in one or more of the verbal, quantitative, or nonverbal reasoning areas. Service is provided in the identified area. A gifted child is one who is at or above the 97th percentile in one or more of the aforementioned areas. If you think your child may need these services, contact your child's teacher or the school principal for more information or call 602-347-2651.

Technology

Appropriate Use of Electronic Information Services

The Washington Elementary School District provides various Electronic Information Services (EIS) to educators, students, staff and the community. These services include, but are not limited to:

- Educational curriculum related software
- Databases
- The Internet
- Electronic mail
- Word processing, spreadsheet and multi-media presentation software and peripheral devices

Technology use to support educational goals

Washington Elementary School District may provide EIS to qualified students who attend District schools and WESD staff. District educators, parents and voters support and fund student use of technology in school because it is important for education. Students without technology skills and network access are at an educational disadvantage. It is important that students learn to use technology and the Internet. The District requires safe, appropriate and lawful use of existing school facilities, including science labs, libraries and athletic fields. New technology also requires safe, appropriate and lawful use. All usage of EIS is to be in support of education and WESD goals. Anyone who uses EIS must follow WESD guidelines and rules for acceptable use. **Each student/parent will be required to sign an EIS Use Agreement. Please see the 2010-2011 Parent/Student Handbook Agreement forms at the front of this book and page XIX of the Appendix.** Anyone who misuses, abuses or chooses not to follow the guidelines and/or rules shall be denied access to Washington Elementary School District EIS and may be subject to disciplinary action.

Blocking access to inappropriate information

In accordance with the Washington Elementary School District's desire to use technology for educational purposes only, the District has software to filter and deny access to inappropriate Internet Web sites. WESD staff (who are responsible for students on the Internet) will provide reasonable guidance and instruction to students on its use. Parents, students and staff must be aware that due to the lack

of restriction of the Internet, there is still a possibility of accessing information that has not been screened by educators and may not be consistent with other WESD policies. It is ultimately the individual EIS users who are responsible for their communications and use of EIS. The District may deny access and close the accounts of those individuals who do not use EIS appropriately. The Washington Elementary School District does not assume liability for an individual's inappropriate use of EIS.

Student Photographs

The following procedures govern student photographs:

1. At the start of each school year or upon initial enrollment in the District, each school will provide parents with a Parent/Student Handbook that will include a form giving parents the opportunity to object to the use of a student's photograph in any videotape, television, or still photograph that will be used by the District for educational purposes (see Opt Out form on page XXIII). If a parent objects to the use of a student's photograph, that student's photograph will not be used in publications or videos for educational purposes or in promotions, such as advertisements.
2. The District will provide all schools with a list of qualified vendors to provide student photography services. Each school's parent organization, however, will choose the specific vendor it will use and will negotiate the cost of the vendor's services. Vendors that the District selects must agree to comply with the District's student photography policy and regulation and must demonstrate, to the District's satisfaction, the vendor's internal safety measures that are used to protect student photographic images from inappropriate or unauthorized use. Additionally, selected vendors must agree to indemnify the District against liability resulting from the vendor's noncompliance with the District's photography policy and regulation or the vendor's own internal procedures.

English Language Learners (ELL)

The Washington Elementary School District adheres to applicable federal rules, regulations and Arizona statutes. Three programs are offered for English language learners (ELL) are under the authority of the Supreme Court ruling *Lau v. Nichols*, the federal court ruling, *Flores v. Arizona*, and Proposition 203, English Language Education for Children in Public School: Structured English Immersion Program, the Mainstream English Classroom and Bilingual Education.

Program Goals

1. Provide English language learners with intensive, research-based instruction in English so that they will become academically proficient in English as rapidly as possible.
2. Ensure placement in special programs such as Gifted Education and Special Education, as needed.
3. Encourage participation in all school activities, such as athletics, student government and the performing arts.
4. Work cooperatively with families and community members to meet the social, physical and emotional needs of students.

5. Promote cross-cultural understanding and acceptance of diversity.

6. Meet national and state requirements for identification, assessment and reassessment.

Homebound Services

Requests for homebound instruction must be made to the Superintendent and, if approved, teachers of homebound students will be sent to the homes of eligible students. Classroom teachers are expected to work with the teachers of homebound students concerning materials to be covered in order that each homebound student may rejoin the class upon return to school.

Distance Learning

The WESD provides distance learning services focusing on independent study and individualized instruction for students. Distance learning students are not in a physical classroom, rather they take part in a computer-based learning program, submitting coursework and communicating with teachers online. Average to above-average students who are motivated to learn are good candidates for distance learning. Distance learning is an ideal choice for students who are being schooled in the home. Whether regularly home-schooled or temporarily home-schooled due to special circumstance, children will benefit from a program that aligns with Arizona Academic Standards. For additional information call 602-347-2663.

Head Start

Washington Elementary School District preschools serve 3 to 5-year-old children. The programs are based on sound developmental theories of how children learn and grow. They offer a child-centered environment in which young children can thrive. WESD has Head Start and special needs preschool classrooms located at various campuses.

Mission Statement

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

- Positive self-esteem;
- Intellectual, physical and social growth;
- Respect for others and the natural environment;
- Ability to relate to other individuals peacefully; and
- Joyful appreciation of the rich diversity of people each child encounters.

This is accomplished in a comfortable, challenging, well-supervised indoor/outdoor environment.

Licensure/Standards

The school sites offering WESD Head Start operate under specific health and safety regulations as designated by the Department of Health Services Office of Child Day Care Licensing. Inspection reports are available upon request at each school.

For more information, call:

Head Start	602-347-2206
Search to Serve/Special Needs	602-347-4850

KidSpace

Washington Elementary School District Extended Day Child Care programs (KidSpace) are developmentally appropriate programs for students in preschool through sixth grade. They are supported by the community through tuition paid by parent fees, grants from government agencies and DES subsidies. The quality programs are licensed through the state and are located on 21 different elementary campuses. For more information, call 602-896-5130.

Nutrition Services

The Washington Elementary School District provides both breakfast and lunch at all 32 schools and operates on a self-supporting basis. Nutritionally balanced meals are provided for students and staff each school day.

The District takes part in the National School Lunch, Breakfast and After-school Snack programs and provides no-cost meals according to federal guidelines. Meal applications are sent home with students during the first weeks of the school year or applications may be picked up in the school's office. Menus are sent home with each student during the first week of the school year.

Lunch money may be deposited in advance into an account for student(s). These accounts may be paid in person at the school's cafeteria or on the computer by credit card on the following Web site: www.myLunchMoney.com. Your child's account balance may be checked on that Web site.

If the occasion arises in which the District provides a meal to a student whose account has insufficient funds to pay for the meal, we will contact the student's parents for reimbursement. Parents are responsible for reimbursing the unpaid amounts upon request by the District.

Library Media Services

Every school in the Washington Elementary School District has a well-equipped library media center that serves to provide resources for the curriculum at every grade level. The purpose of a school library is to support our students' education as life long learners and readers by putting resources in the hands of students, encouraging students to read, teaching students the skills necessary to evaluate information, and encouraging student responsibility. All students are eligible, within school guidelines, to check out resources for home use.

Title I

The purpose of Title I is to enable schools to provide additional opportunities for children to acquire the knowledge and skills outlined in Arizona Academic Content standards and WESD curricula.

1. Title I funds are supplemental in nature and are allocated to schools having high concentrations of low-income students. Title I schools provide additional instructional services for targeted students to ensure progress toward meeting performance standards.
2. Title I schools are responsible for involving staff and parents in the planning, design, training and evaluation of the program.

NCLB Notification for Title I Schools

As a parent of a student in the Washington Elementary School District #6, under the No Child Left Behind Act of 2001, you have a right to know the professional qualifications of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and/or subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which the state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact our Human Resources Department at 602-347-2668.

Title I Parent Involvement Procedures

Meaningful parental involvement is a goal of the Washington Elementary School District. Meaningful parental involvement is defined as: (1) parent participation that supports the instructional program, (2) parent participation in school-related decision making, and (3) parent participation that supports school/District-related activities. This goal allows the District to meet federal and state parental involvement requirements.

Parents need to be involved in establishing expectations for parental involvement and the means for carrying out those expectations. To this end, the WESD offers the following opportunities:

- Annual meetings held on all campuses.
- School Site Council meetings held monthly to seek input.
- Communication avenues such as parent surveys, newsletters, parenting class pamphlets, and written description of programs.
- PTO/PTA/PTSA meetings held periodically.

As part of the Title I parental involvement policy (Section 1118 of the Elementary and Secondary Education Act of 1965), each school receiving Title I funds will develop a school-parent compact that outlines how parents, the entire school staff, and students will share responsibility for improving student achievement. Also, each Title I school must jointly develop and distribute its own written parental involvement policy. This policy will specify that the school will:

- Convene an annual meeting to explain the Title I program.
- Offer a flexible number of meetings.
- Involve parents in the planning, review, and improvement of Title I programs.
- Provide timely information about the school curricula, assessment data, and student achievement.
- Provide parents with an opportunity to submit dissenting views to the WESD.

- Review compacts and parental involvement policies annually.

To ensure effective involvement of parents and to support a partnership among the schools, parents and community in improving student achievement, the District and schools provide the capacity for involvement. The Washington Elementary School District provides capacity for involvement through:

- Opportunities for participation on District-level Planning and Steering and Facilities Councils as well as a variety of other ad-hoc committees.
- Parental involvement activities that include volunteering to and serving on school councils and/or committees.
- Parenting classes offered through a variety of programs, including Title I, and Title VII.
- Communication vehicles such as Home-School Connection, School Site Council monthly meetings, and annual Title I meetings.
- Collaboration among programs established through parent-staff meetings held that involve parents of Title I, Title VII (Indian education students) and ELL.

Reviewed and revised at Planning and Steering Council Meeting: December 12, 2006. For additional information, call 602-347-2663.

Safe and Drug-free Schools and Communities

Prevention programs enable schools to support violence prevention in and around schools and to strengthen prevention of alcohol, tobacco, and illegal substance use. They also encourage parental education and involvement through coordination of related federal, state and community efforts and resources.

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.

For a complete explanation of programs, please contact the Washington Elementary School District at 602- 347-2838.

Academics

Report Cards

The school year consists of two approximately 18-week semesters divided into four nine-week reporting periods. Students receive a report card at the end of each reporting period. Report cards should be given to parents or guardians for examination. Parents are to sign the report card before it is returned to school. Parents are urged to contact the teacher at any time with questions regarding their student's progress.

Homework Guidelines

Homework is an integral part of the total WESD instructional program. Parents and staff should view it as an important adjunct to the school day. The following guidelines will clarify for students, parents and staff the purposes of homework assignments:

1. Homework should be used to reinforce skills already taught, to work on research (independent study), to complete projects and to complete assignments, such as reading chapters in social studies and literature books. In essence, homework should be at the practice and application level where the student is able to perform the work at a high rate of success.
2. It is recognized that each student has individual needs and that these needs can be met through additional study. Meaningful homework assignments are desirable in the development of responsibility and academic growth.
3. The time that is required to complete a homework assignment should be carefully considered. Usually, this is determined by grade level, but the student's abilities generally will dictate the best procedure to follow. Teachers in departmental settings should coordinate homework assignments.
4. Parents are requested to help students by establishing homework guidelines in the home. These include a quiet place to study and cooperating with the teacher in seeing that the assignments are completed. If parents have a question regarding homework, they should discuss it with the child's teacher and, if necessary, the school principal.

Promotion and Retention

If a parent chooses not to accept a decision of a teacher to promote or retain their student to or in a specific grade level, the parent may request in writing that the Governing Board review the teacher's decision. This written request should be sent to the Superintendent's office for processing.

School Recognition Programs

Academic recognition programs such as Principal's List and Honor Roll have criteria established by each school. Contact the school office for specific information.

Student Conduct

Behavior Standards

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Governing Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District-owned or controlled property or at District-sponsored or supervised functions.

- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District-controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and/or failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. For further details, see the Appendix.

Student Dress

Student dress, personal appearance or conduct shall not disrupt nor distract from instructional procedures, school-sanctioned social functions or the disciplinary control of the teachers. Accordingly, school administration will not interfere with the prerogative of students and their parents to make decisions regarding appearance and dress except when their choices affect the educational program of the schools or the health and safety of others. Parents and students are encouraged to adopt a style of dress and grooming that is appropriate to the age and size of the child, without extremes that become disturbing influences in the classrooms. Policy: Therefore, District dress standards shall not interfere with individual choice regarding dress and grooming, except as follows:

- Dress and grooming shall not present a risk to the health, safety or general welfare of students or others in the school.
- Dress and grooming shall not interfere with or disrupt the educational environment or process; e.g., hair color of natural tones and hair spikes maximum length of two inches.
- Dress and grooming shall not be contrary to curriculum

goals and/or education objectives; e.g., advertising, promoting or picturing alcoholic beverages, tobacco, drugs or illegal, sexual, or violent language or symbols.

- Clothing and jewelry shall not display lewd, vulgar, obscene, plainly offensive language or symbols.
- Hats, caps and bandannas shall not be worn.
- Clothing shall not expose the chest, abdomen, genital area, buttocks and shall be sufficient to conceal undergarments at all times; e.g., colored bras and sports bras. Clothing such as see-through or fish-net fabrics, spaghetti straps, halter tops, low-cut tops, bare midriff tops that show the belly button when arms are raised above the head, hip-hugger pants that are too low and excessively short shorts or skirts are prohibited.
- Clothing should fit properly, not being overly loose, baggy, saggy, or overly tight. Pants must fit on the waist so as to be able to remain on the waist without the aid of a belt. Pants should not drag or be frayed at the bottom. Leg size should not exceed the students shoe size.
- Pajamas and slippers are not allowed, except on designated days during Spirit Week.
- Piercing and tattooing of the body cannot interfere with the educational process of Washington Elementary School District. If so determined by administration the student will remove or cover the distraction.

Mandatory Uniforms

The Governing Board recognizes that a mandatory student uniform code may serve to enhance a positive, productive and safe school environment that contributes to increased student achievement. Therefore, the Board will permit school councils to establish mandatory uniform codes when such codes are collaboratively planned and implemented by parents, staff, and students, and when provisions are made to provide uniforms to those students whose family demonstrates that the acquisition of the mandated clothing would create an economic hardship.

Students may be disciplined for noncompliance with an established uniform code; however, no student will be suspended out of school or expelled for noncompliance alone. The Superintendent will establish procedures to ensure that all mandatory uniform codes are planned and implemented in accordance with Governing Board policy. This policy and these regulations will not be applied to infringe on any established constitutional rights.

Please refer to the school portion of the handbook for further information regarding dress code or student uniforms.

Student Conduct on School Buses

In accordance with Arizona state statutes, bus transportation may be provided for students who live more than one mile from the school within their attendance boundaries. Transportation is a privilege extended to students in the District boundaries and is not a statutory requirement, except for transportation of students with disabilities as indicated in their respective individual education plans (IEP). The Transportation Department's first priority is to assure the safety of all students who ride its buses. Students shall

conform to all policies and regulations relating to conduct on school buses. Should you have any concerns regarding transportation, please call dispatch at 602-896-5270.

Kindergarten bus riders:

During the first two weeks of school, kindergarten students will be dropped off at their bus stop, only if an adult is present to receive the child. Those students, who are not met by an adult, will be returned to school. After the first two weeks of school, Kindergarten students will be dropped off unattended, unless they are uncomfortable with their surroundings and they will be returned to school.

Early release Wednesdays:

Students will be dropped off 90 minutes earlier than their usual drop off times.

Responsibility of the School Bus Driver

In accordance to Article V1-8, Arizona Revised Statutes: "The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported." A bus driver has the same authority as a teacher in the classroom. All adult passengers, such as activity sponsors, teachers, etc., will assume supervision of the students on the bus, but will also follow the authority of the school bus driver. Safety is not just a driver concern, but is shared responsibility throughout the District.

Bus Routes

In compiling the bus stops, routes and schedules, consideration is made for fairness, efficiency and safety of the students. Students are required to be at their designated bus stop five minutes prior to their scheduled pick up time. Bus schedules are available at each campus. Students are only allowed to exit the bus at their assigned stops. If a student is going home with another student or needs to get off at a different bus stop other than his or her assigned stop, a note signed by the parent/guardian needs to be written to the school administration and approved by an administrator. The note will then be attached to a bus pass authorizing the student to get off at a different bus stop.

Bus Rules

The bus is an extension of the school setting with all rules of behavior for the school in effect on the bus. Disorderly conduct or refusing to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation. The school bus driver may assign seats. All students who will ride the bus should become familiar with the bus rules for their safety, as well as others. The following bus rules are posted in all school buses and must be followed at all times. Bus drivers will make every attempt to ensure that students are familiar with the bus rules.

Washington Elementary School District Bus Rules

Violation of the bus rules will result in a misconduct referral to the principal and could lead to suspension of bus privileges.

Riding the bus is a privilege not a right.

1. Respect the driver, other passengers and their property. Seats may be assigned.
2. Follow directions immediately when asked.
3. Talk quietly and keep hands to yourself. No fighting.

4. Be courteous – no profanity, vulgar language or obscene gestures.
5. No eating, chewing gum or drinking (except bottled water).
6. No littering or destruction of the bus.
7. Keep the aisle clear, remain in your seat and face the front of the bus until the bus comes to a complete stop.
8. Keep all parts of your body inside the bus.
9. Unless you have a bus pass, you are only authorized to get off at your assigned bus stop.
10. No balloons, skateboards, roller blades or scooters allowed on the bus.
11. Instruments or equipment shall be under the passenger's control at all times or secured in the school bus.

State law forbids the following items on a school bus:

glass, insects, animals, tobacco, drugs, weapons and dangerous items.

Tobacco Use by Students

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

The nonmedical use, possession, or sale of drugs on school property or at school events is prohibited by federal law 20 U.S.C 7101et seq. Nonmedical 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 are not 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 Governing Board policy.
- Hallucinogenic substances.
- Inhalants.

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

Weapons in School

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 to disrupt any activity of the District. The terms "weapon" and "simulated weapon" are defined in District policy.

A student who violates this policy by carrying or possessing a firearm may be placed in an alternative education program for a period of not less than one year, suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, at 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 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.
- A knife, other than a folding pocket knife with a blade length of not more than 2-1/2 inches that cannot be locked in an open position.
- 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 ounces, missile having an explosive charge of more than one-fourth ounce, 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 any instrument 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.

Detention of Students

Reasonable detention during break-time, lunchtime, 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 one (1) hour per day.

Corporal Punishment

The use of corporal punishment is prohibited in all WESD schools.

Student 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 12 calendar months. For further details, see the Appendix.

Attendance/General Information

Student Absences and Excuses

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies and observance of major religious holidays of the family's faith.

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.

When Absent from School

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it is necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for 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 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 with 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 school shall make a reasonable effort to promptly telephone and notify parents or guardians of a student in grades kindergarten through eight within two hours after the first class in which the student is absent if an excuse 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 through eight, 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 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

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 local police authority.
- 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 be entered immediately 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.

Unclaimed Student After School

The principal/principal's designee and one other employee will supervise any unclaimed student remaining after school dismissal. Supervision is to be maintained by no fewer than two employees until the student is claimed by his or her parents or otherwise removed from the school. The school will need to develop specific procedures for how this supervision will be provided. In extreme situations where a school is unable to maintain the two adult ratio, a member of the District Crisis Team should be notified.

Notification of the parent(s) and those persons designated as emergency contacts will be attempted. The principal/designee will complete the Unclaimed Student After School form to document all attempts at contact. This form is to be maintained for school records.

If the student is claimed within one hour of the student's dismissal time the principal or principal's designee will:

- Review dismissal time for the student with the person claiming the student.
- Review the procedure for students left unclaimed after school.
- Request the signature of the person claiming the student on the Unclaimed Student After School form.
- Request an update of parent contact information, if necessary.

If the person claiming the student is not the parent or legal guardian, the parent or legal guardian will be mailed a letter reviewing the above and including a copy of the completed Unclaimed Student After School form.

If the student has not been claimed within one hour of the student's dismissal time, the principal or principal's designee will contact Crime Stop at 602-262-6151 and make a report of child neglect followed by a call to Child Protective Services at 1-888-767-2445 to make a similar report. Both calls will request the child be placed in protective custody. Both calls will be documented on the Unclaimed Student After School form and include:

- The time of both calls;
- The names of the police and CPS personnel the reports were taken by.

The principal or designee and one other employee will wait with the student until the police or CPS representative arrives.

All the student's pertinent personal information —address, parent's name(s), contact information, etc., will be given to the officer/CPS worker who arrives to provide protective custody.

The officer/CPS worker who provides protective custody will supply the school personnel with such information as name, badge/identification number, and location where the student will be relocated. This information will be recorded on the Unclaimed Student After School form.

In a situation where protective custody is relinquished to an outside agency the parent or legal guardian will be sent a certified letter explaining the District procedure, including a copy of the Unclaimed Student After School form and a request for updated contact information.

Closed Campus

All schools in the Washington Elementary School District are considered to be closed campuses. Students may not leave the school grounds during school hours, including lunchtime. The principal or designee must approve exceptions.

Withdrawals

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 within the District.
- Parents requesting the withdrawal of students who have passed their sixteenth birthday.
- Expulsion or long-term suspension by the Governing Board.

Upon withdrawal, the student shall return all books and other school property.

Field Trips

Field trips, student activities and extracurricular programs are an integral part of the instructional program of the Washington Elementary School District. They relate to approved courses of study and enrich learning opportunities for students. They must be appropriate for the age level, grade and curriculum, but are not considered to be a part of the curriculum, and students will not be graded or tested on the activity.

Students going on a field trip must have a permission slip signed by their parent or guardian prior to the field trip. Individuals other than a parent or guardian who are chaperoning the field trip are not allowed to attend the field trip on District buses.

Change of Address

If your telephone number or address changes, it is imperative 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.

Animals in School

After receiving the principal's prior permission, a parent may bring a pet into the classroom for educational purposes. Parents are required to take the pet home. Prior to bringing the pet into the classroom, the school will determine whether any students in the class are allergic to that particular animal. Pets that are poisonous, may inflict injury, or pose a risk of injury will not be allowed at school.

Visitors to School

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, it is preferable 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, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person 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 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

Objectionable Materials

The Washington Elementary School District respects the rights of parents to make decisions regarding the literature their children read. Therefore, if, at any time, parents have a

concern and wish to request that their child(ren) not read a specific selection, parents should place that request in writing and submit it to their child(ren)'s classroom teacher and/or library staff, and the request will be honored.

Public Concerns and Complaints

Whenever a complaint is made directly to the Governing Board as a whole or to a Governing Board member as an individual, it shall be referred to the Superintendent for investigation according to Board Policy.

The administration will develop a procedure for courteously receiving complaints and will take steps to make proper replies to complaints. If resolution of a problem cannot be accomplished at the building level, either party may refer the matter to the Superintendent for review.

The Governing Board will consider hearing citizen complaints when they have not been resolved by the administration. Matters referred to the Governing Board as a whole must be in writing, should clearly identify the problem and specifically state the desired action. The Governing Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

Custodial/Noncustodial 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 records. 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.

Police Interrogations and Arrests

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. For further details see the Appendix.

Parents' Bill of Rights

(Enacted by the 49th Arizona Legislature,
2nd Regular Session (2010)
Session Law Chapter 307
Arizona Revised Statutes 1-601 and 1-602

Parents' Rights Protected

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right.

This state, any political subdivision of this state or any other governmental entity shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

Parents' Bill of Rights; definition

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

- The right to direct the education of the minor child.
- The rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.
- The right to direct the upbringing of the minor child.
- The right to direct the moral or religious training of the minor child.
- The right to make health care decisions for the minor child, including rights pursuant to sections 15-873, 36-2272 and 36-2272, unless otherwise prohibited by law.
- The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
- The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.
- The right to consent in writing before any record of the minor child's blood deoxyribonucleic acid is created, stored or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.
- The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as part of a court proceeding, during or as part of a forensic interview in a criminal or child protective services investigation or to be used solely for any of the following:
 - Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
 - A purpose related to a legitimate academic or extracurricular activity.
 - A purpose related to regular classroom instruction.
 - Security or surveillance of buildings or grounds.
 - A photo identification card.
- The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school district, and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely address as student disciplinary matters by the school.
- The right to obtain information about a child protective services investigation involving the parent pursuant to section 8-807.

This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law. (A.R.S. §1-602)

Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for the law enforcement personnel.

Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied. (A.R.S. §1-602)

For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child. (A.R.S. §1-602)

Where the term "section" appears it is to be understood as the identified section of the Arizona Revised Statutes (A.R.S.).

APPENDIX

STUDENT HARASSMENT

Students have the right to attend school in a safe environment free from harassment or discrimination. Students have a right and responsibility to report harassment or discriminatory experiences. Students or staff found to be involved in harassment or discriminatory activities are subject to disciplinary action/consequences.

The following procedures apply to allegations of discrimination and/or harassment (collectively referred to as “harassment”) on the basis of a student’s race, color, national origin, religion, gender, sexual orientation, disability or any other applicable legally protected status. **In addition to these regulations, consult the District’s procedures outlined in Section J of the Policy Manual under the “Child Abuse” policy and regulations when dealing with alleged staff-to-student gender (sexual) harassment.**

The District’s procedures for processing student complaints, other than for harassment, under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and/or the Individuals with Disabilities Education Act are found in Section I of the Policy Manual.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Students have the right to attend school in a safe environment that is free from discrimination or harassment, and in which constitutional rights, the right to equal access to programs, and personal safety are respected.

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

- Violation of the students’ 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 (see Policy JB – Equal Educational Opportunities);
- Harassment of the student by another person; or
- Concern for the student’s personal safety;

Provided that:

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

Guidelines to be followed:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator, professional staff member or the Superintendent.
- 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. (See also JII-EA – Student Concerns, Complaints, and Grievances Complaint Form in the “Forms” section of this handbook.)
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle 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 school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) 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 its 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.

DISCRIMINATION

It is the policy of the District that the rights of students to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin and disability, or any other reason not related to the students individual capabilities.

Any person who feels unlawfully discriminated against or who has been a victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the school administrator, professional staff member or the Superintendent (see JII-EA-Student Concerns, Complaints, and Grievances Complaint Form in the "Forms" section of this handbook). The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of this policy.

TRUANCY

EXCUSED AND UNEXCUSED ABSENCES

Truancy as defined in ARS (Arizona Revised Statute) is an unexcused absence for at least one class period during the day. Truancy documentation must be placed in a student's cumulative file. If a student has a chronic health problem, as defined in policy JGD, the procedures in that policy shall be adhered to.

Intervention Procedures

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

Behavior	Level 1	Level 2	Level 3	Level 4
0-4 Unexcused Absences	X			
5 or More Unexcused Absences		M and/or A	P	
5-10 Total Absences	X			
10-14 Total Absences		M		
15 Total Absences			M	
18 Total Absences			A	P
0-9 Unexcused Tardies	X			
10-19 Unexcused Tardies		M		
20 or More Unexcused Tardies			M and/or A	P

<p>X = Initial Action M = Minimum Action A = Additional (progressive) Action P = Possible Action</p>

Level 1 - Discipline Handled by School

Possible: Letter to Parents/Guardians
Initiation of Parent Contact by School Personnel

Level 2 - Referral to Truancy Enforcement Unit

Possible: Student/Parent Conference with Truant Officer
Home Visit w/Parents/Guardians
Student Conference w/ Truant Officer

Level 3 - Student Cited Into District Hearing

Possible: Student and Parent to Attend a Hearing
Student Can Receive Good Student Hours

Level 4 - Student or Parent Cited Into Justice Court

Possible: Sanctions Determined by Justice Court

*** 10 consecutive unexcused absences may result in student being withdrawn.**

DISCIPLINE POLICY

The Washington Elementary School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning, and would interfere with the orderly conduct of our public schools. Furthermore, the Governing Board charges the staff with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement, and maintaining an appropriate learning and behavioral environment.

The following section is most appropriate to high school students; however, the same expectations are held for K-8 students. According to Arizona law (ARS 15-341), the Governing Board also has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration authority to discipline students for disorderly conduct and other offenses at school-sponsored activities.

It is the student's obligation to report dangerous objects such as knives, explosives, weapons and/or illegal substances to the principal.

DEFINITION OF OFFENSES

ABSENCE/TRUANCY

Being absent from school or individual classes without the knowledge of the parents or without permission of the school.

ALCOHOL – POSSESSION/USE

The violation of laws or ordinances associated with the possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events and on school-sponsored transportation.

ALCOHOL – SELLING/PROVIDING

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transporting of intoxicating alcoholic beverages or substances represented as alcohol. This would include selling or providing at school, school-sponsored events and on school-sponsored transportation.

ARSON – SETTING A FIRE

Unlawful and intentional damage, or attempt to damage, any real or personal property by fire or incendiary device and/or intentional burning of property belonging to the school, school personnel or another person on campus. Firecrackers, fireworks and trashcan fires would be included in this category if the use of such are/were contributing factors to a damaging fire. Without a fire, firecrackers and fireworks are included in the Weapons categories.

BATTERY/PHYSICAL ASSAULT

An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. When one individual physically attacks or “beats up on” another individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim. Battery also includes the actual placement of a bomb or one sent through the mail, regardless of whether the bomb explodes. This category is used only when the attack is serious enough where the intent is to do bodily harm to someone and warrants calling security or the police. Administrators will consider age and developmentally appropriate behavior before using this category. Examples include striking that causes bleeding, a broken nose and kicking while a student is on the ground.

BULLYING

Habitual harmful behavior that is deliberate and repetitive over time that involves an imbalance of power that can be verbal (threats, name calling, spreading rumors), physical (pushing, hitting, kicking), emotional (excluding, tormenting), racist (racial taunts) or involve rude gestures.

BUS MISCONDUCT

Failing to follow District bus rules and regulations.

CHEATING OR PLAGIARISM

Taking someone else’s work for one’s own, practicing fraud or deception with relation to schoolwork or responsibilities.

CLOSED CAMPUS

Violating the school's written closed campus policy.

DEFIANCE OF AUTHORITY

Refusing to comply with the reasonable request of school officials.

DESTRUCTION OF PROPERTY

Destroying, defacing or mutilating objects or materials belonging to the school, school personnel or other persons.

DISORDERLY CONDUCT

Any act which substantially disrupts the orderly conduct of a school function or behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff or others. Administrators will consider age and developmentally appropriate behavior before using this category.

DRUGS – POSSESSION/USE

The unlawful use, cultivation, possession, or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. Category does not include tobacco or alcohol.

DRUGS – SELLING/PROVIDING

The unlawful use, cultivation, manufacture, distribution, possession, transportation or sale of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes selling or providing at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications. Category does not include tobacco or alcohol.

EXTORTION

The solicitation of money, or something of value, from another person in return for protection or in connection with a threat to inflict harm.

EXPLOSIVE DEVICE – USE

An explosive device is any bomb, grenade, mine, rocket, missile, pipe bomb, firecracker, smoke bomb or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage.

EXPLOSIVE DEVICE – POSSESSION

In possession of an explosive device; bomb, grenade, mine, rocket, missile, pipe bomb, firecracker, smoke bomb or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage.

FIGHTING – WITH A WEAPON

Mutual participation in a fight involving physical violence with a weapon where there is no one main offender and one major injury on school grounds, at a school bus stop, on a school bus or during school-sponsored activities. Does not include verbal confrontation, tussles or other minor confrontations. Administrators will consider age and developmentally appropriate behavior before using this category.

FIGHTING – WITHOUT A WEAPON

Mutual participation in a fight involving physical violence where there is no one main offender and one major injury on school grounds, at a school bus stop, on a school bus, or during school sponsored activities. Does not include verbal confrontation, tussles or other minor confrontations. Administrators will consider age and developmentally appropriate behavior before using this category.

FIREARMS – USE**Firearms – Use**

The use of a firearm capable of causing bodily harm or property damage. Firearm means any loaded or unloaded gun (operable or inoperable) that will, that is designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm 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, mine or similar device; and any combination of parts that could be readily assembled to form a firearm. Includes firearms of any kind including, but not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun or taser gun.

Firearms – Possession

In possession of a firearm capable of causing bodily harm or property damage. (See Firearms – Use - for definition of firearm.)

FORGERY/DISHONESTY

Writing and/or using the signature or initials of another person. Impersonating another person on the telephone with regard to attendance also falls within this category of offense.

GAMBLING

Participating in games of chance for the purpose of exchanging money or something of value.

GANG ASSOCIATION/ACTIVITY

Gang-type writing/graffiti will not be tolerated and will quickly be removed whether on clothing, skin, notebooks or anywhere else. Any written, verbal, or physical gestures (hand signs) that relate to a gang, including harassment, threatening, or disruption of school activities, is prohibited.

GANG CLOTHING, SYMBOLS AND PARAPHERNALIA

The wearing of hats, bandannas and/or other clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.

HATE CRIME/RACIAL HARASSMENT

The use of verbal or physical threats or any language that is racially demeaning or offensive.

HARASSMENT

The persistent or repeated annoying or tormenting of another.

INTIMIDATION

Habitual aggressive behavior that is hurtful or deliberate. Examples include name-calling, sarcasm, spreading rumors, gossip, persistent teasing, graffiti, rude gestures and abusive comments.

LITTERING

Leaving or depositing trash in places other than appropriate receptacles.

LOITERING

Lingering or wasting time inappropriately.

PHYSICAL ASSAULT/STUDENT CONFRONTATION

A verbal or physical interaction between two or more students, which is more severe than "horseplay," but if undeterred, may lead to a fight. Includes inappropriate arguing, shouting, posturing, shoving or scuffling. Includes the act of instigating or encouraging the confrontation or fighting between others through rumors, gossip or relaying inflammatory information.

POSSESSION OF A DANGEROUS OBJECT/PROHIBITED ITEMS

Possession of an item such as matches, poppers, laser pointers or other objects, which may harm the student or another student.

PROFANITY

Offensive, coarse or vulgar language.

ROBBERY – WITH A WEAPON

The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force with a weapon. A key difference between robbery and larceny/theft is that a threat or battery is involved in a robbery. An example of robbery is extortion of lunch money.

ROBBERY – WITHOUT A WEAPON

The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and larceny/theft is that a threat or battery is involved in a robbery. An example of robbery is extortion of lunch money.

SEXUAL OFFENSES

Sexual contact or other unlawful behavior intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes indecent exposure (exposure of private body parts to the sight of another person in a lewd or indecent manner in a public place), and obscenity (conduct that by community standards is deemed to corrupt public morals by its indecency and/or lewdness, such as phone calls or other communication, unlawful manufacture, publishing, selling, buying or possessing materials, such as literature or photographs). Examples include entering or downloading pornographic content (words or

pictures) onto school computers. Administrators will consider age and developmentally appropriate behavior before using this category. This category does not include swearing or profanity.

SEXUAL BATTERY

Forcible sexual assault against the person's will or not forcibly or against a person's will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental incapacity. Includes rape, fondling/touching private body parts of another person, indecent liberties and child molestation. These incidents are severe enough to warrant calling in law enforcement. Administrators will consider age and developmentally appropriate behavior before using this category.

SEXUAL HARASSMENT

To discriminate against any student in any course or program in any educational institution in the evaluation of academic achievement or providing benefits, privileges and placement services on the basis of the student's submission to or rejection of sexual advances or requests for sexual favors by administration, staff, teachers, students or other school board employees.

To create or allow to exist an atmosphere of sexual harassment, defined as deliberate, repeated and unsolicited physical action, gestures, or verbal or written comments of a sexual nature, when such conduct has the proposed effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment. Administrators will consider age and developmentally appropriate behavior before using this category. See Policy ACA, Sexual Harassment, for a full explanation.

TARDINESS

Arriving late to class or leaving early without a verified excuse.

THEFT (under \$10.00)

The unlawful taking of property of another person without personal confrontation.

THEFT/LARCENY (over \$10.00)

The unlawful taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm. Included are pocket-picking, purse or backpack snatching, if left unattended or no force was used to take it from the owner, theft from a building, theft from a motor vehicle or other vehicle parts or accessories, theft of a bicycle, theft from a machine or device that is operated or activated by the use of a coin or token, and all other types of larcenies. Administration will consider age and developmentally appropriate behavior before using this category. NOTE: In the event of theft or damage to personal items brought to school, such as musical instruments, computers, electronic devices, cell phones, etc., are not covered by District insurance.

THREAT OF PHYSICAL ATTACK – WITH A WEAPON

To unlawfully place another person in fear of bodily harm displaying the weapon.

THREAT OF PHYSICAL ATTACK – WITHOUT A WEAPON

To unlawfully place another person in fear of bodily harm without displaying the weapon. Could include verbal threats including threats made in writing, verbally, verbally over the phone or electronically.

THREAT TO AN EDUCATIONAL INSTITUTION

Interference with or disruption to an educational institution by any of the following:

Causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.

Causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.

Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.

Refusing to obey a lawful order to leave the property of an educational institution.

TOBACCO – POSSESSION OR USE

The possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on school-sponsored transportation.

TRESPASSING

To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by building administrator, or designee of the facility or campus function.

VANDALISM/DESTRUCTION OF PROPERTY

Any destruction or damage of District/school or personal property on school grounds or during school-sponsored activities.

VERBAL ABUSE

Statements that intimidate, threaten, berate or otherwise harm another person.

Weapons – Possession

Possession of any *weapon* or *simulated weapon* to inflict harm on another person or to intimidate any person. A *weapon* means any of the following –

- A *firearm* (see Firearm – Possession/Use for definition).
- A *knife*, other than a folding pocket knife with a blade length of not more than 2 ½ inches that cannot be locked in an open position.
- A *destructive device*, includes any device other than a *firearm* that will, or is designed 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, or any collection of parts that could be readily assemble to form a *destructive device*.
- A *dangerous instrument*, including 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 use to cause death or inflict serious physical injury. Examples include chains (any not being used for the purpose for which it was normally intended and capable of harming an individual), pipes (any length of metal not being used for the purpose it was normally intended), razor blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils and pens), nunchakus, brass knuckles, Chinese stars, or billy clubs.
- A *simulated weapon* means an instrument displayed or represented as a weapon.

Weapons – Use

Use or intention of use of any *weapon* or *simulated weapon* to inflict harm on another person or to intimidate any person. (See Weapons – Possession for definition of a *weapon*.)

This list is not all-inclusive. A student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the school administrator or Superintendent.

LEGEND OF ACTION CATEGORIES

- A. Conference with school official (i.e., teacher, counselor, administrator) who will attempt to reach an agreement with the student as to acceptable behavior.
- B. Formal conference between the student and one or more school officials. A record is kept of the student's commitment to corrective behavior.
- C. Parental involvement by telephone, letter or personal conference.
- D. Temporary or permanent removal from class means the student is not to attend one or more classes for a specified period of time. During this period of removal, the student may be assigned appropriate on-campus duties or alternative classes.
- E. Out-of-school detention means the student is detained before school, during lunch period or after school for a specific purpose.
- F. Appropriate individualized assignment and/or loss of privilege means the school official devises an assignment to fit the offense and/or the school official removes from the student one or more privileges usually associated with the offense.
- G. In-school suspension (1-5 days) means the student is removed (suspended) from class(es) but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period. Saturday or another day detention may be employed as an alternative.
- H. Out-of-school suspension (1-5 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Saturday or another day detention may be employed as an alternative. Students must remain off campus for the duration of the suspension.

- I. Out-of-school suspension (6-10 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Such action may precede recommendation for expulsion. Students must remain off campus for the duration of the suspension.
- J. Immediate suspension means the student shall be removed from campus due to clear and present danger to any or all concerned. Students must remain off campus for the duration of the suspension.
- K. Long-term suspension means that the school principal may recommend to the Superintendent an extension of a suspension beyond the maximum ten days. The Superintendent, after careful consideration of the facts of the case, may extend the suspension until a succeeding Governing Board meeting where the Board will act on his or her recommendation. As with any suspension, due process must be followed. The parent may appeal the recommendation by filing a written appeal with the Superintendent before the Governing Board takes action. Students must remain off campus for the duration of the suspension.
- L. Expulsion is the permanent removal from all Washington District schools (see due process procedures.)

DISCIPLINARY ACTION CHART

The Washington Elementary School District follows a progressive discipline policy, which means that each successive offense merits a stronger consequence. Action taken by the school authority will fall between the minimum and maximum category identified on the enclosed disciplinary action chart. Employment of discipline alternatives is at the discretion of the school authority.

Infraction	Range	First Offense	Repeated or Flagrant Offense
Absence/Tuancy	Minimum Maximum	C F	C K
Alcohol Possession/Use	Minimum Maximum	H I	K L
Alcohol Selling/Providing	Minimum Maximum	H L	May be subject to expulsion for the first offense
Arson* Setting a Fire	Minimum Maximum	I L	May be subject to expulsion for the first offense
Battery*/Physical Assault	Minimum Maximum	C L	May be subject to expulsion for the first offense
Bullying	Minimum Maximum	H K	K L
Bus Misconduct	Minimum Maximum	A K	F L
Cheating or Plagiarism	Minimum Maximum	A F	C K
Closed Campus	Minimum Maximum	F H	F K
Defiance of Authority	Minimum Maximum	B H	C L
Destruction of Property*/**	Minimum Maximum	H K	K L
Disorderly Conduct*	Minimum Maximum	A H	C L
Drugs* Possession/Use	Minimum Maximum	H K	May be subject to expulsion for the first offense
Drugs* Selling/Providing	Minimum Maximum	H L	May be subject to expulsion for the first offense
Extortion*	Minimum Maximum	H L	May be subject to expulsion for the first offense
Explosive Device – Use	Minimum Maximum	E L	May be subject to expulsion for the first offense
Explosive Device – Possession	Minimum Maximum	D L	H L
Fighting* – With a weapon	Minimum Maximum	H L	May be subject to expulsion for the first offense
Fighting – Without a weapon	Minimum Maximum	D L	H L
Firearms – Use	Minimum Maximum	C L	May be subject to expulsion for the first offense
Firearms – Possession	Minimum Maximum	C L	May be subject to expulsion for the first offense
Forgery*/Dishonesty	Minimum Maximum	C G	C K

DISCIPLINARY ACTION CHART

The Washington Elementary School District follows a progressive discipline policy, which means that each successive offense merits a stronger consequence. Action taken by the school authority will fall between the minimum and maximum category identified on the enclosed disciplinary action chart. Employment of discipline alternatives is at the discretion of the school authority.

Infraction	Range	First Offense	Repeated or Flagrant Offense
Gambling*	Minimum Maximum	A H	C K
Gang Association/Activity	Minimum Maximum	A L	K L
Gang Clothing, Symbols and Paraphernalia	Minimum Maximum	A G	G K
Hate Crime/Racial Harassment*	Minimum Maximum	H K	K L
Harassment	Minimum Maximum	A G	E I
Intimidation	Minimum Maximum	H K	K L
Littering*	Minimum Maximum	A E	C G
Loitering	Minimum Maximum	A F	G H
Physical Aggression/Student Confrontation	Minimum Maximum	A G	C I
Possession of a Dangerous Object/Prohibited Items	Minimum Maximum	G L	May be subject to expulsion for the first offense
Profanity	Minimum Maximum	A F	G I
Robbery* – With a weapon	Minimum Maximum	G L	May be subject to expulsion for the first offense
Robbery* – Without a weapon	Minimum Maximum	G L	May be subject to expulsion for the first offense
Sexual Offenses*	Minimum Maximum	H L	May be subject to expulsion for the first offense
Sexual Battery*	Minimum Maximum	H L	May be subject to expulsion for the first offense
Sexual Harassment*	Minimum Maximum	G K	K L
Tardiness	Minimum Maximum	A B	C K
Theft (under \$10.00)	Minimum Maximum	C F	F H
Theft/Larceny* – Over \$10.00	Minimum Maximum	C K	K L
Threat of Physical Attack* – With a weapon	Minimum Maximum	G L	May be subject to expulsion for the first offense
Threat of Physical Attack – Without a weapon	Minimum Maximum	C H	E J
Threat to an Educational Institution*	Minimum Maximum	H L	May be subject to expulsion for the first offense
Tobacco Possession or Use*	Minimum Maximum	E H	H K
Trespassing	Minimum Maximum	A J	I L
Vandalism – Destruction of property	Minimum Maximum	F K	G L
Verbal Abuse	Minimum Maximum	A H	C K
Weapons* – Possession	Minimum Maximum	C L	May be subject to expulsion for the first offense
Weapons* – Use	Minimum Maximum	C L	May be subject to expulsion for the first offense

* Offenses are a violation of local, state or federal law. School authorities may notify appropriate police authorities. Such consequences are apart and in addition to those taken by the school.

** In cases of theft and destruction of property, restitution is mandatory.

Multiple offenses in a combination of categories may result in long-term suspension or expulsion.

STUDENT SUSPENSION

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. 15-843]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

The Superintendent may designate a hearing officer for suspension hearings. **Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.**

Regular Education Students

Suspension for ten days or less

Step 1: The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be asked for an explanation of the situation.
- The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

Step 2: (Following Step 1) Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

When suspension is involved:

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
- No appeal is available from a short-term suspension.

Suspension for over ten days

Step 3: If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

Step 4: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

- The charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel at student's expense.
- If a hearing officer has been designated, the name of the hearing officer.

Step 5: A formal hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without bias to the student.
- The student may present witnesses.

- The student or counsel may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to cross-examine witnesses and may be represented by an attorney.

Step 6: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Governing Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, the Board may modify the punishment. The decision of the Board is final.

Special Education Students

Suspension for ten days or less

Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

Step 1: The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be asked for an explanation of the situation.
- The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.

Step 2: (Following Step 1) Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

When suspension is involved:

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
- No appeal is available from a short-term suspension.

Suspension for over ten days

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

Step 3: A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

Step 4: If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.

Step 5: If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA-qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accordance with federal law and regulation, if the removal is for IDEA-defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general

curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications that are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.)

Alternative to Suspension

Students meeting the following requirements may participate in an Alternative to Suspension Program described below at the determination of the Superintendent: (Suspension from school has been determined as the punishment for an offense and any appeal has been denied.)

- The immediate suspension was not due to:
 - Fighting or engaging in violent behavior
 - Threatening an educational institution
 - Selling, using or possessing weapons, firearms, explosives or dangerous instruments
 - Making a bomb threat
 - Engaging in arson
- The student has not served more than one (1) short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.
- The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.
- The student and parent or guardian have received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program. (Note: Follow appropriate dismissal procedures.)

Parent(s) or guardian(s) shall agree to participate by:

- Providing transportation as necessary to and from the program location.
- Furnishing meals prepackaged or purchasing same for the student.
- Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The Alternative to Suspension Program is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, groundskeeping and litter control.

- Parents will participate by providing support and supervision.
- Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school-sponsored activity will be permitted during the program.
- Communication by students with others will be limited to adult District staff or as directed by the adult supervisor on duty.
- Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.
- Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.
- Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.
- Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

Procedures and Conditions for Readmission of Students Suspended for More Than Ten Days

Early readmission procedures

The Superintendent may authorize early readmission of a student suspended for more than ten (10) days. The student shall be considered for readmission only upon completion of the major portion of the suspension (usually one [1] day more than half [1/2] with consideration for the grading period or academic division as necessary). The following conditions must be met:

- A written request must be submitted to the Superintendent on behalf of the student by the student's parent or guardian asking for readmission and requesting a meeting to determine any requirements.
- Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)
- The request shall include a signed statement from local law enforcement officials that there have been no infractions of local or state codes for which the student could have been charged during the period of the suspension.
- At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.

The determination to allow readmission may be based on, but not limited to, the following elements:

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- The age of the student.
- The frequency, type and relative magnitude of previous misbehavior by the student.
- The relative severity of the event(s).
- Whether the student's behavior violated civil or criminal laws.
- The degree to which the incident(s) interfered with the educational process.
- The extent to which the event created endangerment to the student, others or property.
- Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
- The student's attitude concerning the event(s).
- The expressed intent concerning the student's future behavior.

Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:

- Regular attendance—no unexcused absences.
- No violation of school rules or policies.
- Attendance at after-school events for the remaining term of suspension only with prior approval of the administration.
- Completion of all class tasks in timely fashion, as directed.
- The student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.
- The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.

REMOVAL OF STUDENTS FROM SCHOOL-SPONSORED ACTIVITIES

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The principal also may remove a student from a specific position, such as officer, editor or captain of an activity, without removing the student from the entire activity.

The principal may remove a student pursuant to the preceding two (2) paragraphs, whether or not the student has been elected, appointed, or assigned to, or has volunteered for, the activity.

Before removing a student from an activity or position as a result of the student's violation of the student discipline policies, rules and/or regulations, the principal must comply with the notice-and-hearing provisions of those policies, rules and/or regulations.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the principal's determination, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practicable after the principal receives the written request. At the conference, the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If, after the conference, the principal determines that the decision to remove the student from the activity or position is correct, the removal shall become effective on the date indicated in the principal's notice. If, after the conference, the principal determines that action of a less severe nature than removal is warranted, the principal may impose the less severe action. If, after the conference, the principal determines that neither removal nor less severe action is warranted, the prior decision to remove the student shall be rescinded.

For purposes of this policy, *activity* is defined as:

- Any school-sponsored athletic activity; or
- Any school-sponsored club; or
- Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor society or any other organization or class of a similar nature.

An *activity* includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

EXPULSION OF STUDENTS

A recommendation to expel shall be through the principal and forwarded to the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time of recommendation.

Regular Education Students

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

Step 1: Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.

Step 2: If the Superintendent concurs with the recommendation, it shall be forwarded to the Governing Board.

Step 3: In each case in which a recommendation for expulsion receives approval by the Superintendent, the Governing Board will meet in executive session:

- To determine whether the nature of the accusations against the student justify an expulsion hearing,
- To determine whether the hearing will be held before the Governing Board or before a hearing officer,
- To designate a hearing officer if one will be used, and
- If the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session.

Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during this initial executive session.

Step 4: The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.

Step 5: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file. The letter should contain:

- A statement of the charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel at the student's expense.
- If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
- Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.

Step 6: The parent, guardian or emancipated student shall be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without bias to the student.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to cross-examine witnesses and may be represented by an attorney.
- If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
- If the hearing is held before the Governing Board, the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.

Step 7: A formal hearing will be held:

- When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
 - If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer), after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
 - If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

Step 8: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- The time and place of the Board meeting at which the recommendation will be made.
- That the recommendation may be appealed at the time the recommendation is made to the Board.
- That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
- That the written appeal shall indicate a spokesperson on behalf of the student.
- That the spokesperson will be given time to speak to the Board on appeal.

The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student, the expulsion shall become effective the day after the Board's decision. Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

Special Education Students

A student qualified under the Individuals with Disabilities Education Act (IDEA) as reauthorized in 2004 may not be expelled from school, but in compliance with federal law and regulation may be given a change in placement. The Individualized Education Program Team generally determines a change in placement of an IDEA-qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's Individualized Education Program.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as reauthorized in 2004 may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

Readmittance procedure

A student expelled from the District may request readmittance by making a written application to the Board. Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for readmittance. The application for readmittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two [2] additional semesters).

The application must:

- ◆ Be written and be directed to the attention of the Governing Board.
- ◆ Contain all information that the student and parent(s) consider relevant to the Governing Board's determination as to whether or not to readmit the student. This should include information indicating:
 - An appreciation by the student of the severity and inappropriateness of the student's prior misconduct.
 - That such misconduct or similar misconduct will not be repeated.
 - A description of the student's activities since the expulsion.
 - Support of the student's application for readmission.
- ◆ Be filed in the Superintendent's office.

The Governing Board shall meet in executive session to consider an initial application for readmission. The student and parents have the right to be present in the executive session, but do not have the right to make a presentation or address the Governing Board unless they are asked to do so by the Governing Board. For this reason, it is important that the application for readmission contain all information that the Governing Board may deem important in determining whether to readmit the student. The Governing Board, in its sole discretion, shall determine whether the student should be readmitted, and, if so, under what restrictions and conditions. The burden is on the student and parent(s) to convince the Governing Board that readmission is appropriate considering the interests of the expelled student, the District and the interests of the other students and staff members. The Governing Board's decision is final.

A student may file more than one (1) application for readmission. Applications subsequent to an initial application, however, may not be filed more frequently than every ninety (90) days, and the Governing Board shall meet to discuss and consider the application only if at least two (2) members of the Governing Board ask that the matter be placed on an agenda for discussion in executive session.

Readmittance conditions

As a condition for readmission from an expulsion, the student, with parent(s) or guardian affirmation, shall agree to the following conditions:

- Regular attendance – no unexcused absence.
- No violation of school rules or policies.

- Completion of all classroom tasks in a timely fashion, as directed.

Depending upon the nature of the original violation for which the expulsion was provided, the student may be limited as to attendance or participation in after-school activities, school sports, and extracurricular events or activities.

A student allowed readmission following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

SEARCHES/SEIZURES/WARRANTS

Introduction

School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- “Contraband,” which term includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- any material or item that presents imminent danger of physical harm or illness; and/or,
- materials otherwise not properly in the possession of the student involved.

Search

School lockers, desks and student storage areas are school property, which the District has made available for use by students for educational purposes. School officials have the right to inspect lockers, desks and student storage areas in discharge of their other duties.

When there is reasonable suspicion that contraband, materials or items which present an immediate danger of physical harm or illness and are in a student automobile, District/school officials have the right to search the automobile when it is parked on or being operated on, school property. When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items that present an immediate danger of physical harm or illness. The search shall occur only in the presence of a third person of the same sex as the person being searched. The searches will be conducted out of the presence of other students and in a private room. Searches of the students shall be limited to:

- Searches of the pockets, shoes and socks of the student.
- Any object in the student’s possession such as a purse, backpack or briefcase.

The District/school official conducting the search shall notify the student’s parent(s)/legal guardian(s) of the search as soon after as practicable. When extreme emergency conditions require a more intrusive search of the student’s person, the District/school official shall contact the police.

Seizures

Contraband materials as identified in the Introduction above may be seized when found in the course of a search. Any such items seized may be:

- Returned to the parent or guardian of the student from whom the items were seized,
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized,
- Turned over to law enforcement officers, or
- Destroyed.

Warrants for Arrest

If a student is arrested and removed from campus, reasonable effort shall be made to contact the parent(s)/legal custodian(s)/guardian(s) by school authorities and an Interrogations and Searches form (Policies and Procedures 7-360), JFG-E(2) should be completed by the arresting officer and signed by the school administrator.

Search Warrants

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

GANG ACTIVITY OR ASSOCIATION

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to the educational activities that result from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving initiation, hazing, intimidation, assault or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang memberships, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

BULLYING

Washington Elementary School District is committed to providing all students with a safe school environment where everyone is treated with respect. Students have a right to be free from any form of bullying. Students, parents, and District employees have a right and a responsibility to report incidents of bullying.

Definition: Habitual harmful behavior that is deliberate and repetitive over time that involves an imbalance of power that can be verbal (threats, name calling, spreading rumors), physical (pushing, hitting, kicking), emotional (excluding, tormenting), racist (racial taunts) or involve rude gestures.

Any student who

- has committed the act of bullying
- intentionally files a false report
- retaliated against another who has participated in any manner in an investigation, proceedings or hearing conducted in response to an investigation of bullying

will be subject to consequences in accordance with Policy JIC, including possible police involvement.

Procedures for Making Formal Reports or Complaints

A student who believes he or she has been the subject of, or is a witness to, bullying shall immediately notify any teacher, counselor, school nurse, school administrator or any other District employee (i.e., bus driver, security officers, food service employees, etc.). Students who cannot immediately file a report must do so within 30 calendar days of the last incident.

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 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 school.

Definitions

"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 educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

Directions

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

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

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

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

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with 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 that includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

1. An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
2. The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
3. The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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.

ELECTRONIC INFORMATION SERVICES (EIS) USE AGREEMENT **Student and Parent Contract**

This agreement includes guidelines related to:

- **Security and confidentiality**
- **Ethical and lawful behavior**
- **Courtesy and respect**
- **Disciplinary action**

- ◆ Internet access requires permission from parents or guardians.
- ◆ **Only MIS employees may install software.**
- ◆ **Report concerns or misuse to the teacher.**
- ◆ **Keep personal information private.** DO NOT give out any home addresses, personal telephone numbers or other personal information.
- ◆ **Keep your password secret.** DO NOT give your password to anyone.
- ◆ **Use only your own password.** DO NOT use another person's password.
- ◆ **Respect privacy.** DO NOT access anyone else's private information or files.
- ◆ **Any information that you put on the computer network is public information.** Washington Elementary School District has access to your information.

- ◆ **Use the network for educational purposes ONLY.** Access only materials and Web sites that are appropriate for the school environment.
- ◆ **Follow ALL school rules of behavior while using the computer network.**
- ◆ **Discussion or chat groups are acceptable only under a teacher's supervision.**
- ◆ **Give proper credit for the work of others.** DO NOT copy, as a whole or in part, another's work, statements or writing and submit it to a teacher or the school, as your own.
- ◆ **Respect all hardware and software.** DO NOT attempt to harm, change or destroy any software or hardware.
- ◆ **DO NOT copy or distribute copyrighted software.**
- ◆ **Show courtesy and respect in electronic communications.** Misunderstandings can develop quickly without tone of voice and facial expressions.
- ◆ **Use appropriate language.** Cussing, swear words and gang-related remarks are not permitted on the network or elsewhere at school.

Disciplinary Action

Misuse of computer network by breaking any of the rules listed in this contract will cause the Washington Elementary School District to take disciplinary actions in accordance with District policy.

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.

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

- The medication must be prescribed by a physician.
- 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, except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases, the student's name on the prescription label is sufficient for the physician's recommendation.
- 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

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- 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

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.
- 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.
- Necessity for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician 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 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.

FORMS

Student's Name: _____ Grade: _____

**Washington Elementary School District
OPT OUT FORM**

DISTRICT AND NEWS MEDIA

At times the District may desire to use student photographs in videotape or still photographs for educational purposes. The media may also cover events at our schools. Your child may be interviewed, recorded, photographed or videotaped by the media or District staff for a story in the newspaper, radio or television. In some cases, news photos and videos may be posted on the Internet for public access. Your child's name, photo or interview may be used in school or District-level publications or by the media unless you direct otherwise. Please check the appropriate box(es) if you would like your child to be excluded from the following activities:

- I do not want District staff to interview, record, photograph or videotape my child for use by the school or District in publications or videos for educational purposes, or in promotions, such as advertisements.

- I do not want the news media to interview, record, photograph or videotape my child for a story in the newspaper, radio, television or Internet.

DIRECTORY INFORMATION

The District may disclose "directory information" without written consent unless you have advised the District to the contrary in accordance with District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Its primary purpose is to allow the District to include this type of information in certain school publications, such as a yearbook, newsletter, class pictures, programs (dramatic and athletic), Web pages or honor roll. Directory information includes the following: student's name, address, telephone listing and date and place of birth; names of parents/guardians; student's electronic mail address, photograph, grade level, major field of study, dates of attendance, enrollment dates, extracurricular participation, weight and height if a member of an athletic team and awards received.

Unless you opt out, the District will disclose directory information under limited circumstances. The District will not disclose directory information unless the District or school will use the information in a publication or a third party has requested the information for a reason that, in the judgment of the District, serves the student's best interest. For example, the District will comply with directory information requests from another school in which a student seeks to enroll, persons or organizations who inform students of educational or occupational opportunities, including official military recruiting representatives, law enforcement and Child Protective Services. The District will not provide directory information for commercial purposes, other than to companies designated to sell yearbooks, student and class photographs, and such items. Please check the box below if you do not want this information released under any circumstance.

- I do not want my child's directory information released. By selecting this option, I understand that my child's name and/or photo will not be included in newsletters, programs, class pictures and other District and school publications.

PLEASE NOTE:

- You may choose to opt out of District and news media coverage or directory information release by submitting this form to the school office within two (2) weeks of receipt of this handbook
- This form must be resubmitted at the beginning of each school year.

Parent/Guardian Name (Please Print)

Your Student's Teacher

Parent Signature

Date

REQUEST FOR GIVING MEDICATION AT SCHOOL

Prescription medication requires a written order from the physician/health care provider or pharmacist stating the name of the medicine, the dosage and the time it is to be given. **Over the counter medication** does not require a physician's order. **Written permission** from the parent or guardian is required for all medications to be administered at school.

Student Name _____ Grade _____

Teacher _____ School _____

Diagnosis/reason for giving _____

Medication _____

Dosage _____

Time to be given _____

Dates: From _____ To _____

Prescription medication must be in the original container as prepared by the pharmacist. The label must include the student's name, name of the medication, dosage, and time to be given. Please ask the pharmacist for a separate prescription bottle for school. **Over the counter medication must be in the original packaging**, with all directions, dosages, compound contents, and proportions clearly marked.

Physician/Health Care Provider Signature Date _____

Parent/Guardian Signature Date _____

A signed physician's statement indicating the necessity must accompany any request for self-administration of medication, whether it is prescription or over-the-counter except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. The self-carried inhaler or epi-pen must be labeled by the pharmacist with the student's name, the physician's name, name of medication, dose and frequency of use. Student misuse of self-administered medication may result in disciplinary action and seizure of medication.

Revised 05/2011

**STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES
COMPLAINT FORM**

(To be filed with the school administrator or the administrator's supervisor, a professional staff member or the Superintendent)
Additional pages may be attached if more space is needed.

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

I wish to complain against:

Name of person, school (department), program or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times and places.

Date of the action against which you are complaining _____

