

Salome Elementary School Student/Parent Handbook 2020-2021

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Mission Statement

The mission of the district is to provide comprehensive, success-oriented learning activities for young people in our school. These opportunities must be designed to develop the person's potential in the areas of academic ability and vocational awareness, cultural appreciation, physical well-being, social development and community contribution.

Salome Consolidated Elementary School District #30

GOVERNING BOARD

Salome Consolidated Elementary School District No. 30 Governing Board is made up of 5 community residents that are elected by the voters. These are not paid positions. The function of the Governing Board is to develop policies for the district which are then implemented by the superintendent and staff.

Governing Board meetings are held on the second Tuesday of each month at 6:00pm in room 109 at Salome Elementary School. Official notification of all meetings is posted at least 24 hours prior at the school and the Salome Post Office so that citizens may take note of the actions of the board. Additional information concerning any agenda item is available by contacting the superintendent.

Parents, friends, and community members are encouraged to attend these meetings in order to keep informed of the activities of the district.

Our Governing Board Members:

- Joy Young, President
- Mark Peritek, Vice-President
- Blaine Harold, Member
- Pauline Dalton, Member
- Open seat

Salome Elementary School Policy Manuel is now available on line at www.azsba.org

This is an unprecedented and unique time for all of us as we begin school under the COVID-19 required protocols and guidelines set aside by the Governor, Department of Health Services and Governing Board. We don't know how long these guidelines and protocols will be in place but Salome Elementary School will follow all requirements. We look forward to another exciting and challenging school year. So much of our school environment has changed and will be different for our students. From bus transportation to classrooms to lunch everything has changed. Your teacher will cover those items in class. Everything that is offered to you is meant to assist and lead you in reaching the goals that have been set. We are here to help you reach these goals in anyway we can. As students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the best they can be. Expectations are that all students listen to your teachers in class, respect all staff at all times, respect each other at all times and respect yourself at all times. Take time to go over these pages with your parents. The opportunity to work with you as a team as you prepare for your future is an opportunity that is important to all of us. With hard work, attentive listening and studying you can be successful.

All sports, field trips and activities are cancelled due to COVID-19 Protocols until further notice.

Attendance

Part of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent to insure that every child under his care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. If a student is ill or must be absent from school, the parents are to call the school before 9:00 a.m. at 859-3339. Tardiness is not accepted. A student is considered tardy if he/she is not in his/her seat when the bell rings.

Transportation

Salome Elementary School provides bus transportation to and from school. Bus transportation is a privilege not a right. The State of Arizona does not require school districts to provide transportation. All students must follow rules and regulations to ride our buses. Discipline and order must be maintained at all times to provide a safe environment for all of our student passengers. If a driver must direct his/her attention away from the road because of a student problem then danger exists. Students will follow and obey the bus driver's directions and commands at all times. The safety of our student passengers is our priority. The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.

Salome Elementary School will not permit the switching of buses in order to follow all COVID-19 protocols and guidelines. Parents must make their own arrangements if their child(ren) are to go anywhere other than their regular bus stop. This is a Governing Board approved procedural change from previous years. All students who ride our buses will have assigned seating and will wear cloth face coverings in accordance to those protocols.

While riding the bus:

1. Except for ordinary conversation, students shall observe quiet conduct on the bus.
2. Be on time for the bus.
3. Students shall stay in their seat while the bus is in motion.
4. Students shall not throw waste paper on the floor of the bus.
5. Students shall not have food, candy, or drinks on the bus.
6. Keep the bus clean and the aisles clear.
7. No Part of the body shall be extended through the bus window.
8. Students must be quiet while the bus is stopped for railway crossings
9. Students shall not leave the bus from the emergency door unless an emergency exists.

STUDENT DRESS CODE

The Salome Elementary School District encourages students to take pride in their attire as it relates to the school setting. All clothing worn to school is to be appropriate in nature as to provide for a conducive learning environment. A student's dress and appearance shall not present a health or safety problem or be of a disruptive nature.

All students shall wear a cloth face covering while on any District property, attending any District event whether indoors or outdoors, in any District building or facility and any District buses or vehicles while being transported.

Examples of unacceptable clothing and appearance include, but are not limited to the following:

1. Items of attire with obscene words, slogans, or graphics.
2. Items that promote alcohol, drugs, or tobacco are not to be worn or displayed.
3. Gang related personalization on any clothing or accessories. ie Bandanas, nets etc.
4. Bare midriffs (with arms raised above the head)
5. See through or sheer blouses
6. Clothing of any kind that leaves undergarments visible.
7. Undershirts with nothing worn over them.
8. Shorts, dresses, or skirts are to be below the student's fingertips.
9. Pants that are worn below the student's hips.
10. Tops and dresses with less than 2 inches of shoulder strap at its narrowest point.
11. Low cut shirts or blouses.
12. Clothing with holes in inappropriate places.
13. Jewelry shall not be worn if it presents a safety hazard to self and/or others.
14. No hats to be worn indoors.
15. Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
16. No Pajamas, house shoes or sleepwear will be allowed.
17. Hoodies will not be allowed to be pulled over your head while at school or school activities.

Although all sports, field trips and activities have been suspended at this time these same dress code rules apply at school, on school trips, or at any school activity. Keep in mind that coaches or sponsors may have more stringent dress codes for their teams.

Complaints and Concerns

If a student or parent has a concern about school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the Superintendent.
3. Finally, if unresolved, make a request to the Superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

Eligibility for Sports/Extracurricular

The Salome Consolidated Elementary District No. 30 Pupil Participation in Extracurricular Activities Policy reads that "Students must pass all subjects identified in the Minimum Proficiency Level Guidelines at minimum proficiency level each week to be eligible the following week." The minimum proficiency level is 70% cumulative weekly grade per subject. Subjects include Health, Math, Language Arts, Social Studies, Art, Music, Science, and Computers. If a student receives demerit points on a game day he/she will be ineligible to participate in that game. If a student is suspended at any time during the season that student will be ineligible to participate for the remainder of that particular season. Ineligibility includes requirements include all school activities, Student Council and sports.

At this time all sports, field trips and extra-curricular activities have been suspended at this time due to COVID-19 protocols and guidelines.

Eligibility for Elementary School Dances

All student activities have been cancelled due to COVID-19 until further notice.

Honor Roll

Every quarter, Salome Consolidated Elementary School publishes its quarterly honor roll. To qualify for the Principal's Honor Roll, students must have a minimum of 90% average for each subject. To qualify for the Teacher's Honor Roll, students must have a minimum of 80% average for each subject. Subjects included are: Health, Math, Language Arts, Social Studies, Art, Music and Science, and Computers.

Fire Drills/Bus Evacuation Drills

Fire Drills will be conducted monthly throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teacher where roll will be taken. If a student pulls the fire alarm, law enforcement will be notified. Bus Evacuation Drills will be held quarterly. Students will follow all instructions given by our bus drivers during the drills.

Food and Beverages at School

There is pride at Salome Elementary School. Everyone must work together to keep our school attractive. No food or drink is allowed in the classroom unless authorized by the Superintendent.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled 4 times a year. Please make every effort to attend. If you wish to meet with teachers at other times during the year, please call the office to set up a meeting. Because of the COVID-19 protocols your conference may be by video. We will make every effort to provide regular academic updates to all parents during this time.

Phone

Students in Elementary School are beginning to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school. Phones calls will be allowed in an emergency only at the discretion of the Superintendent and secretaries.

Valuables at School

Students, not the school, are responsible for their personal property. Valuables and personal property should not be brought to school. School related items should only be brought to school when used in the classroom. Be smart and take care of any valuable items by leaving them at home.

Electronic Items

In order to provide an environment conducive to learning and to help prevent the theft of personal property and to prevent disruption or disturbances at school students are prohibited from possessing any type of electronic item.

Also students will not bring toys, games, or any items that can be considered a nuisance that causes disruption or disturbances.

Any item that is determined to be disruptive in the classroom and disturbs the environment conducive to learning will be confiscated by faculty or staff and brought to the office. Students who willingly disregard this may be subject to disciplinary charges under the guidelines as stated in the Disciplinary Plan. Questions concerning any item as to the appropriateness of possessing that item should be referred to the office.

Cell Phones are not allowed at school

We ask that all parents support our efforts to prevent disruptions and distractions within the classroom by not allowing your child(ren) to bring cell phones to school. If a student is caught with one it will be confiscated and the parent will be contacted. Students face discipline demerit points by not following this policy.

Use of Tobacco Products

No one is permitted to use any tobacco products at any time in the school buildings, on the buses, on school grounds, or at any school sponsored activities.

Drugs and Alcohol

Alcohol and drugs are not allowed at school. Anyone possessing these items will immediately be sent to the office where parents and local law enforcement will be notified by the Superintendent.

Administering Medicines to Students

Medications are rarely necessary for pupils during the school day. They are justified only in chronic health conditions or short-term acute health conditions. The following regulations must be followed for school personnel to administer medications at school:

1. Written orders from the student's physician must be on file at the school stating:
 - a. Student's name
 - b. Physician's Name
 - c. Name of medication and reason for administration
 - d. Dosage, schedule (dates/times to be given) and route
 - e. Date and expiration of prescription
2. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. An individual record will be kept of such prescription medicines administered by school personnel.

Forms are available in the school office. Unless these requirements can be met, medications will not be administered at school.

Due to COVID-19 and the required Protocols Salome Elementary will not be utilizing Parent Volunteers at this time.

Until further notice parents and guests will not be allowed to eat with their child(ren) during lunch.

Child Abuse

Child abuse is serious and will be handled according to the law.

Please be aware that all school employees are required by law to report actual or suspected cases of abuse including non-accidental injury, sexual molestation, and neglect. We are required to report such incidents to Child Protective Services who will then conduct an investigation within 24 hours. If school officials fail to report suspected child abuse, under state law, criminal charges can be filed against them.

Discipline

School is a place that allows students to learn and teachers to teach in a safe, supportive, secure environment. Our school will not allow any student's behavior to interfere with the learning process. Penalties ranging from informal conferences to expulsion from school will be used as needed to provide a positive learning atmosphere.

Salome Elementary School has a set of disciplinary guidelines. These guidelines are printed included in this handbook. Please review these disciplinary guidelines carefully and discuss them with your child.

Home and school cooperation in discipline produces positive behaviors in young people.

Hazing

Students may not participate in any activities that are considered “hazing”. Hazing consists of reckless or intentional act that:

- 1) is considered part of an initiation or orientation
- 2) contributes to a substantial risk of potential or actual physical injury, mental harm, or degradation

All incidents that may be considered hazing should be reported immediately to the superintendent, a teacher, or the school office.

Bullying

Students may not participate in any activities that are considered “bullying”. Bullying consists of:

1. Physical Aggression-pushing shoving, spitting, kicking, or any threatening behavior
2. Verbal Aggression – mocking, name-calling, giving dirty looks, teasing, verbal threats of violence or bodily harm, racist, sexist or homophobic taunting, coercion.
3. Social Alienation-gossiping, embarrassing, setting up a student to look foolish, spreading malicious rumors, excluding from a group, public humiliation, inciting hatred

All incidents that may be considered bullying should be reported immediately to the superintendent, a teacher, or the school office. Students and parents wanting to report bullying can do so anonymously and it will be documented appropriately.

Salome Elementary School will work with local Sheriff's Officers and the LaPaz County Attorney to file charges if any type of bullying occurs.

Emergency Information

Please be certain that changes in address or telephone are noted in the office. We also encourage parents to have a list in the office of family or friends who can attend to your child when we cannot reach you.

When to Stay Home

Good attendance is vital, but not when it may jeopardize your child or the health of others. If your child becomes ill at school, we'll notify you as soon as possible. Parents are expected to arrange for their child to be picked up from school and taken home. We have many students and limited office space. We cannot appropriately isolate children who are ill for long periods of time.

Our staff cannot diagnose illnesses or injuries. If you think your child may be ill or injured please check with your doctor before sending your child to school. If your child has any of these listed symptoms please keep them at home. By sending them to school you may unknowingly cause the spread of any illness to others.

Some signs or symptoms of illness are-

- Restlessness at night
- Fever, Runny nose
- Nausea or vomiting
- Red, watery eyes with discharge
- Flushed face, Facial swelling
- Sneezing and coughing
- Sore throat, Rash
- Headache

PROBLEMS - QUESTIONS - CONCERNS - RUMORS

Questions, misunderstandings, and rumors will never be completely avoided. However, when a question or a problem or a rumor concerns you, please call the school office. We want to solve problems as quickly as possible. If the concern only involves your child, contact the teacher to discuss the problem. Most concerns can be easily and quickly resolved by this process.

A concern which involves several children should first be referred to the superintendent. Any concerns presented directly to governing board members will be referred back to the superintendent. We want you to know that our offices are always open to you. We will always make time to answer your questions and to help you solve problems. By keeping the lines of communication open we can work together to make school a positive, rewarding experience for your child.

TELEPHONE CALLS TO TEACHERS

If you would like to talk with your child's teacher please call either before classes begin or after the children are dismissed. If you call during class hours and leave a message with the school secretary, the teacher will return your call as soon as possible. We want to keep the lines of communication open to our parents and encourage you to be involved in your child's education.

STUDENT RIGHTS AND RESPONSIBILITIES

General Conduct:

-Good behavior makes school a pleasant place for everyone and a place to learn in class, on the playground, in the cafeteria, or on the way to and from school.

ALL STUDENTS ARE EXPECTED TO:

Be courteous and respectful to others
Conduct themselves in a reasonable and cooperative manner
Recognize the authority of the teacher, the principal, and other school staff members
Use proper language
Exhibit self - control in settling differences of opinion
Be punctual
Attend school regularly
Complete schoolwork on time and to the best of their ability
Follow all school rules

Personal Behavior:

Any behavior that endangers the health or safety of others is prohibited. Examples include:
 running on sidewalks or in buildings,
 pushing, fighting, and throwing objects.
Good sense and consideration go a long way in preventing problems before they happen.

Care of School Property:

Students are given responsibility for taking good care of school's books, equipment, and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for the repair or replacement. If a student's misbehavior results in damage to school property, disciplinary action may also be taken.

PARENT RESPONSIBILITIES:

You can help tremendously by providing your child a quiet, comfortable, well-lighted place to do homework. Setting a regular homework time, assisting your children with assignments when needed, giving your child primary responsibility for completing homework, encouraging reading for both pleasure and information, communicating with the teacher if you observe problem areas, and most of all, praising your child for his/her efforts.

Parent, Family and Community Involvement Policy

We, the administrator and staff of Salome Consolidated Elementary School believe that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools, and parents must work as knowledgeable partners. Our parent involvement program follows the researched based Six National Standards for Parent/Family Involvement Programs by the National Parent Teacher Association. These are based on a comprehensive survey of the research by Anne Henderson and Nancy Berla: *The Evidence Grows* (1981); *The Evidence Continues to Grow* (1987); and *A New Generation of Evidence: The Family Is Critical to Student Achievement* (1995). Citing more than 85 studies, these publications document the profound and comprehensive benefits for students, families and schools, when parents and family members become participants in their children's education and their lives. This means involving parents in a variety of roles including, but not be limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practice, and student learning.

Parents and the community are encouraged to participate in all activities at Salome Elementary School and further will be encouraged to share their culture and to share ideas with other parents.

Parents will receive frequent communication with information and encouragement to participate in school activities/meetings. Regular updates and information will be shared at Parent Meetings and Academies. Increased emphasis on parents volunteering at the school will be encouraged through newsletters and at Parent Academies. Other specific activities include:

- Holding an "Open House" to encourage parent participation and inform them of rules and expectations.
- Scheduling parent teacher conferences with follow up as needed.
- Meeting with parents as problems arise with a minimum of two meetings a year with parents of low performing students.
- Providing parents with examples of students work on a regular basis.
- Encouraging parents to participate in the day-to-day functions of the school.
- Providing opportunities for parents to become involved through parenting classes, English as a Second Language class, parent volunteers and after school activities.
- Providing clear information regarding course expectations and offerings, student placement, school activities, student services, and optional programs in the language of the home.
- Including parents in the school improvement decision-making process.
- Providing accessible parent/family information and resources to support parents and families with training, resources, and other services.

