

John F. Kennedy Elementary

2018-2019 STUDENT/PARENT HANDBOOK

Guiding Principles:

- Tenacity – we are resourceful, work hard, and always strive to do our best. We show persistence and “grit” in overcoming obstacles and in working towards achieving our mission of preparing our students for academic success.
- High Expectations – we are mission-driven, highly motivated, and maintain the highest expectations for ourselves, our students, and our colleagues. We believe all children will learn and succeed, that all of our students deserve the education necessary to be successful in college, and that closing the achievement gap is an issue of social justice.
- Integrity – We are honest and ethical in our words and our actions. We do the right thing, even when no one is watching, because we know it is the right thing to do.
- No excuses – We accept no excuses from our students, their families, or ourselves. We will each do what it takes to achieve our shared goals. As part of this attitude, we each take the initiative when we see opportunities to help others or help our school improve. We step up in large and small ways on a daily basis and get the job done.
- Kindness – we genuinely care and respect all people. We are willing to help those in need, and we show compassion and generosity. We treat others as we would want to be treated. We care about our students deeply, and though we may be strict and “sweat the small stuff,” we also try to bring a sense of joy to the classroom. (Borrowed from the book – Leveraged Leadership)

Attendance

Bell Schedule

7:30 AM-7:55 AM	Breakfast
7:55 AM	AM Bell
8:00 AM	Classes Begin
11:00-11:40	Lunch K-2
11:30-12:10	Lunch 3-6
2:30 PM	K-6 th dismissal

Attendance

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

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

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

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

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

Tardiness

Students and parents should make every effort to avoid tardies. If it is necessary for a student to be late for school, parents must accompany them to the school office and obtain a pass. They will not be allowed in their classroom without this pass. Excessive tardiness (3 or more) will warrant a meeting with the parents and is considered an absence (1 absence for every three tardies – which will lead to truancy processes).

Disciplinary Actions:

Home visit will be made.

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

Detention

Referral

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

Closed Campus

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

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

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

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

Enrollment

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

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

5. New students that enter after the official start of school will have to wait one business day after registration to begin classes. This allows us to prepare necessary materials and notify the receiving teacher of the new student's arrival.

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

Withdrawal

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

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

Change of Address

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

Health and Welfare

Medication

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

Illness

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

Immunization

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

Crisis Plan

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

Visitors

Parents/Guardians

Parents are encouraged to visit the school and their child's classroom. For the safety of all of our students, we do mandate that when visiting, picking up, or delivering items to your child, you must sign in at the school office and obtain a visitor pass. At the end of your visit, please make sure to sign out at the front desk. When visiting the classroom, parents/guardians must realize that the teacher's first priority is the children. The teacher will not be able to converse or answer questions with any visitor. If you wish to meet with your child's teacher, please call and set up an appointment with them; they will be happy to answer any questions at that time.

Community Members

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

Parking

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

Parent Volunteers

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

Field Trips

Throughout the year, grade levels (or combinations of grade levels) will be encouraged to make arrangements for trips for your students. These trips should be of educational value and related to the curriculum.

- 1) A permission slip must be obtained from all students attending the trip (it is not recommended to receive a verbal permission over the phone).
The teacher-child ratio is 10-1 for Pre K-3 and 15-1 for 4-6th.
Teachers must obtain their own chaperones.
- 2) The administration and/or teachers may collaboratively set participation criteria for trips (generally based on behavior). The behavior criteria will be communicated to the parents at the same time the trip is being planned and initial information is sent out to the best of our ability.
- 3) If a parent is chaperoning a field trip or is in attendance at a school event, **DO NOT REPRIMAND OR REDIRECT STUDENTS. PLEASE LET STAFF HANDLE ANY DISCIPLINARY CONCERN(S).**

School Records

Student Permanent Records

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

Student Grading

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

End of Grading Period

Report Cards Issued

First	October 3rd, 2018	(45 days)	Parent Conferences October 4 th
Second	December 19th, 2018	(42 days)	December 14 th
Third	March 6, 2019	(40 days)	March 7 th
Fourth	May 20, 2019	(46 days)	May 22 nd

Progress Reports

Progress Reports are to be sent home after four weeks of each grading period. It is important to let all parents know how their child is doing. Parents should be made aware at this time of any concerns you may have about their child.

First Report	Week of September 3 rd
Second Report	Week of November 12 th
Third Report	Week of February 4 th
Fourth Report	Week of April 15 th

Achievement Tests

The State of Arizona uses AZ Merit as its formal student achievement measure. Students are also assessed in grades 4 and 8 in Science using the AIMS test. The NWEA assessment (also known as MAP) is used to measure academic growth over the school year. This test is administered in grades K-12.

Promotion and Retention

Arizona Revised Statutes provide that every teacher shall make the decision of promotion and retention of students. If a parent/guardian chooses not to accept the decision of a teacher, they may request, in writing, that the Governing Board review the decision. Students who miss 18 or more days of school, run the risk of retention. Students that are at risk of failing will be placed on an Academic Improvement Plan (AIP) and the parent will have ample notification of the concerns about progress and performance. The AIP will be based on in-class performance as well as performance on formative and summative assessments (i.e. NWEA) and should be written by the middle of the second nine weeks.

Homework

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

Food Service

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

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

Transportation

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

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

FOLLOW THESE RULES

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

Bus Changes

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

Student Activities

Clubs

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

Special Education and ELL

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

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

Textbooks/Materials

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

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

Dress Code

The Dress Code for Kennedy Students will be as follows:

1. Tank, Halter, Spaghetti-Strapped Tops are not permitted.
2. Any clothing that advertises or signifies gang affiliation, alcohol, tobacco products, violence, and foul language or is sexually suggestive is not permitted.
3. Hats and caps are not permitted inside.
4. Any clothing that exposes a bare midriff, shoulders, or back is not permitted.
5. Hanging belts are not permitted; tuck the end in.
6. Shorts/Pants hanging below the waist are not permitted.
7. Shorts/Pants shorter than an extended arm while standing is not permitted.
8. No open toed shoes should be worn to school including sandals or flip flops.

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

Personal Articles (i.e. toys, sports equipment)

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

Students should not have large amounts of money in school.

Positive Behavioral Interventions and Supports Education (PBIS)

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

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

Procedures for Bullying

Students need to report bullying to a classroom teacher or the principal right away, so that we may appropriately address any concern raised. Parents may fill out a form in the front office if they are concerned about bullying at the school.

- 1st offense – Parents/Guardians called- referral written and consequence administered
- 2nd offense –Out-of-school suspension from 1 to 3 days – referral written
- 3rd offense – Students will be suspended for up to 10 days-referral written

Other Consequences may be assigned by the principal as appropriate dependent on the severity of the offense.

Discipline

The first and most important approach is to have routines, procedures and expectations in place along with quality instruction to minimize discipline occurrences. Secondly, try in-class interventions to address student misbehavior – seating charts, proximity, redirection, and time outs (in class or in another teacher’s class). Then proceed to next steps as necessary.

A student may be removed from class if the behavior is one that prevents the teacher from teaching or students from concentrating on the lesson presented or practiced. If a teacher sends a student to another classroom, this action will be limited to 30 minutes maximum in the assigned alternative environment. Students sent into the hallway for a time out should be back in class within 10 to 15 minutes.

Before sending any student out of the classroom due to disruption the following must be met:

Did you review the class Social Contract? Did you ask the four questions?

1. What are you doing?
2. What are you supposed to be doing?
3. Are you doing it?
4. What are you going to do about it?

Note: It may be unreasonable for the teacher to ask these questions if the given behavior or attitude of the student does not allow them to.

JFK discipline structure

It is always the staff member’s discretion, dependent on the severity and frequency of the infraction(s), to apply a different level of consequence based on the JFK discipline infractions at levels I or II.

Consequences may include, but are not limited to: movement on chart or class management system, letter of apology or verbal apology, loss of privilege, time out (in class or out of class), parent call, or parent conference.

Once a student is referred to the office (for repetitive level I or II infractions or for level III or IV infractions), the administrator will provide a consequence based on the best information available regarding the incident at the time of the inquiry.

Example: For a fist fight that caused injury, we would likely not use a lunch detention, but rather and ISS or OSS as appropriate to the circumstances.

Expectations of behavior are based on JFK PAWS chart and Levels of incidents.

Any level of infraction may result in a written referral if the infraction disrupts the learning environment and/or creates a safety issue or concern in accordance with §A.R.S. 15-843.

Any comment that is defiant, defamatory or disrespectful in response to a staff member, or towards a staff member or peer can be considered a disruption, defiance of authority or possibly even a safety concern.

Reasons to remove a student or call office:

1. Disrupting the classroom to the extent that you are unable to teach the lesson.
2. Presents a danger to staff or other students in class.
3. Use of foul language or disrespect towards staff or other students.
4. Chronic defiance and insubordination.
5. Fighting or the threat of fighting.
6. Possession or the suspicion of drugs/ weapons.

Level I infractions (generally handled by teachers with the exception of repeated behavior)

Loud voices/yelling (disrupting class)
 Running in the buildings
 Off task behaviors (not working)
 Noise Making
 Out of seat (without permission)
 Being Disruptive
 Inappropriate bathroom behavior
 Chewing gum or eating candy (without permission)
 Name Calling
 Inappropriate dress (mild)

Level II infractions (administration may be involved especially concerning harassment/bullying)

Lying/cheating
 Indirect, inappropriate language/gestures toward other students or staff
 Inappropriate dress (severe)
 Spitting
 Forgery
 Theft
 Harassment/Bullying
 Internet misuse/cyber bullying

Level III infractions (administration must be notified/involved)

Direct, inappropriate language/gestures toward students or staff
 Fighting/physical aggression causing harm to others
 Overt defiance (refusing to follow directions when given)
 Property destruction/misuse
 Skipping/leaving class or school
 Written, spoken or drawn references to weapons or acts of violence.
 Severe Harassment/bullying
 Severe internet misuse/cyber bullying

Level IV Infractions (administration must be notified/involved)

Drug use/possession
 Weapon use/possession
 Truancy
 Arson
 Bomb Threat
 Extreme property damage/vandalism
 Combustible use or possession
 Assaults/Threats (severe)

Items that can cause immediate suspension or expulsion:

1. Threatened, attempted, or caused physical injury to another person. (Fighting)
2. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
3. Possessed, used, sold, or furnished, or been under the influence of, any controlled substance or intoxicant of any kind.
4. Offered, furnished, or sold any substitute substance represented as a controlled substance or intoxicant of any kind.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school or private property.
7. Stole or attempted to steal school or private property.
8. Possessed or used tobacco/nicotine products or vape products.
9. Committed an obscene act or engage in habitual profanity or vulgarity.
10. Offered, furnished, or sold any drug paraphernalia.
11. Chronic disruption of school activities or defiance of the authority of school personnel.
12. Knowingly received stolen school or private property.
13. Committed acts of sexual harassment, hazing or bullying.
14. Participated in, caused, or threatened to cause an act of hate violence, hazing, or bullying.
15. Intentionally engaged in harassment, threats or intimidation that is severe or pervasive.

Due Process for a Student

Any student whose conduct may warrant suspension or expulsion will be provided *due process*. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due Process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity to present the student's side of the story in an informal hearing or meeting;
- The allowance, for safety considerations, for a student to be removed from the school prior to an informal hearing with that hearing to follow as soon as practical;
- Adequate notification and an opportunity for a fair hearing;
- Notification of parents about suspension of student
- That parents will be informed in writing of all suspensions and that they have the right to a conference with the principal;
- That if parents are not satisfied with any school official's decision involving long-term suspension or expulsion they are entitled to request a review by the school official's immediate supervisor. Minor consequences and short-term suspensions may not be reviewed..
- Formal due process in long term suspension and expulsion proceedings.

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

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

Parent Responsibilities

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

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

Check your child's back pack
Ensure that your child is prepared for school

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

Dear Students and Parents,

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

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

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

_____ Classroom Teacher

_____ Date

_____ Parent/Guardian name (printed)

_____ Parent/Guardian name (signed)

_____ Student name (printed)

John F. Kennedy Elementary School

Notification of Nondiscrimination

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