

***Mobile Elementary School District No. 86***

42798 South 99<sup>th</sup> Ave \* Maricopa AZ 85139

Telephone: (520) 568-2280

Fax: (520)568-9361



# Student Parent Handbook

2018-2019



**“Striving to make a difference  
in the lives of our youth.”**

**Mobile Elementary School District No. 86**

42798 South 99<sup>th</sup> Ave \* Maricopa, Arizona 85139

Telephone: (520) 568-2280 \* (520) 568-3947

Fax: (520) 568-9361

**Governing Board**

Pat Blair

Delores Brown

Vacant Position

**Superintendent**

Kit C. Wood, Ph.D.

**July 2018**

**Dear Parents and Guardians,**

**On behalf of the Mobile ESD No. 86 governing board, administration, and staff, we welcome you and your student to the 2018-2019 school year. It is our goal for your student to be engaged in successful learning experiences at Mobile Elementary School throughout the school year.**

**This handbook contains information that will be helpful to you and your student. Please read it carefully and keep as a handy reference. There is a tear-off portion on the bottom of the last page. Please sign, have your child sign, as appropriate, and return to school.**

**We believe it is important that parents work closely with the school. When we are “partners in learning” your child’s academic achievement increases and communication between school and home improves. Also, students behave better and there are fewer conduct issues. Thank you for your support and involvement.**

**We are excited about the school year before us and are eager to work with you and your student. Thank you for helping to make this a GREAT school year.**

**Sincerely,**

**Kit C. Wood, Ph.D.  
Superintendent**

**Teri Dominguez, M. Ed.  
Head Teacher**



## **Mobile Elementary School District No 86**

“Home of the Scorpions”

42798 South 99<sup>th</sup> Ave \* Maricopa AZ 85139 \* Phone 520-568-2280 \* Fax 520-568-9361

# **Student—Parent Handbook 2018-2019**

## **Instructional Program**

The Arizona State Standards serve as the core curriculum for Mobile Elementary School. Students receive instruction in reading, writing, mathematics, science, social studies, spelling, handwriting and language according to the identified standards for their grade level. The standards for technology, workplace skills, health, the arts, and world language are integrated throughout the curriculum.

We believe all students can learn and that they will, given the focused instruction and learning time needed. We work to engage students in teaching and learning that is challenging and motivating, with the goal that all students experience growth, progress and academic achievement. A well-rounded, comprehensive educational program is our goal, and provides targets for continued learning and improvement.

Students learn better and they learn more when there is a close, cooperative relationship between the school and home. Parents are welcome and encouraged to be “partners in learning” in your students’ school experiences. Working together, our students will grow, develop, learn, and achieve high levels of success in their lives.

Arizona News: The state of Arizona requires all school districts in Arizona to teach the Arizona Standards as the curriculum in grades K-

12. Mobile ESD teachers develop lesson plans and instruct students in the required state curriculum on a daily basis.

### **Enrollment and Withdrawal:**

Students must be officially registered and enrolled, by a parent or guardian, in order to attend Mobile ESD. The following information is required for student registration:

1. Immunization records including month and year of immunizations
2. Birth certificate
3. Custody and/or guardianship documents (if applicable).
4. Copy of utility bill, lease agreement, etc. to show residency
5. Name, address, and zip code of school previously attended (if applicable).
6. Any other helpful or important information

Parents must also provide proof of residency upon registering their students. If it becomes necessary to withdraw your student, parents or guardians are required to come to the school office and complete an official student withdrawal form.

### **School Supplies**

Textbooks, materials, and supplies are provided by the school for student use. Students are responsible for the care of text books and materials assigned to them. Unreasonable damage or loss of text books and/or materials will result in charges for replacement.

Students may want to carry items to and from school in a backpack. The school will provide the first backpack of the school year for students' use.

## **Homework: General**

Homework is designed to provide practice and reinforcement of skills and concepts learned in class. The amount of time a student spends on homework varies with each student. Following are “Homework Guidelines”:

Students in grades kindergarten through second are given “homework” on a regular basis, mostly for practice, reinforcement, or if school work is not completed in class. In addition, parents are encouraged to read every day with your child, and go over the papers brought home from school.

Students in grades three through eight are assigned homework based upon assignments completed/not completed in class, as well as projects, and practice/reinforcement activities. If you have questions or concerns about your child’s homework, please contact his/her teacher.

Parents are encouraged to support their student’s learning by creating a “space” for students to complete homework and assignments at home. It is helpful if the area is well lighted and if paper and writing supplies are kept in this area. Many students require a “quiet” place in which to complete homework. These practices help students establish effective study and work skills.

## **Mobile Elementary School Homework Policy**

For your child to be successful with homework, he/she needs:

*A place to do homework.* If possible, your child should do his/her homework in the same place each day (an uncluttered, quiet space to study).

*A schedule for completing homework.* Set a homework schedule that fits in with each week’s particular activities.

Encouragement, motivation, and prompting. It is not a good idea to sit with your child and do homework with him/her. Your child needs to practice independently and to apply what he/she has learned in class. If your child consistently cannot complete homework assignments alone, please contact the teacher.

Understanding of the knowledge. When your child is practicing a skill, ask which steps he/she finds difficult and easy and how he/she plans to improve speed and accuracy with the skill. If your child is working on a project, ask what knowledge he/she is using to complete the work. If your child consistently cannot answer the questions, please contact the teacher.

Grading. The teacher will grade each homework assignment for content and timeliness. If your child turns in an assignment late, the score for “timeliness” will reflect the lateness.

Reasonable time expectations. If your child seems to be spending too much time each night on homework, please contact the teacher.

Reasonable time guidelines for homework are:

Kindergarten: 5-10 minutes

1<sup>st</sup>: 10 minutes

2<sup>nd</sup>: 20 minutes

3<sup>rd</sup>: 30 minutes

4<sup>th</sup>: 40 minutes

5<sup>th</sup>: 50 minutes

6<sup>th</sup>: 60 minutes

7<sup>th</sup>: 1 hour 15 minutes

8<sup>th</sup>: 1 hour 30 minutes

A bedtime. When it is time to go to bed, please stop your child, even if he/she has not finished the homework.

## **Report Cards/Progress Reports**

Students receive report cards at the end of every ten (10) week grading period. Parent-teacher conferences are held in the fall and spring at the end of the ten week grading periods, and report cards are distributed at these conferences. Report cards for the winter and end of year grading periods are distributed during the last week of the grading period, or the last day of school.

Progress Reports are sent home on “Take Home Tuesday” of the week following the mid-point of the grading period. It is a requirement that mid-quarter progress reports be sent to the parents of all students. When progress reports are received, please contact the teacher with questions or concerns.

## **Parent Pick-Up of Students**

Parents or authorized individuals with written parent approval may need to pick up students during school hours for appointments or other events. Parents or authorized individuals must stop in the office to sign a student out. Identification will be requested. The student will walk to the office and be dismissed to the parent (or authorized individual) from the office. Parents are asked to wait in the school office for their students.

PLEASE: Teachers may not dismiss students directly from their classrooms to go home, meet someone, or leave campus. Students are dismissed only from the front school office.

## **Appointments/Meetings with Teachers or School Administration**

Please contact your child’s teacher if you have questions or concerns about his/her academic program, progress, or an issue at school. If you wish to meet with the teacher or administrator in person, please schedule an appointment to make sure we are available when you arrive at school. Phone number: (520) 568-2280.

## **Governing Board Meetings**

The Mobile Elementary School District No. 86 governing board holds regular board meetings the second Tuesday of each month at 10:00 a.m. in the multi-purpose room on campus. These meetings are open to the public, and parents and the public are always welcome and invited to attend. Your involvement is encouraged and appreciated.

## **School Meals in the Cafeteria**

Two meals for students are served in the cafeteria daily. Breakfast is at 7:35 a.m. and lunch is at 12:00 noon. Costs are as follows:

Student Breakfast	\$1.00
Student Lunch	\$2.75
Student Reduced Breakfast	\$.30
Student Reduced Lunch	\$.40
Adult Breakfast	\$1.50
Adult Lunch	\$3.00

All student, staff, and adult meals must be paid for in advance. Thank you.

Parents are always welcome to join their children for breakfast or lunch. Please call the school ahead so we can plan for your meal.

Students may also bring their lunches to school. Milk may be purchased for \$.25 a carton (8 oz.).

Please notify the school of any food allergies your student has.

## **Early Release Days/Dismissal**

On many Thursdays, during the school year, students are on an “Early Release Day” schedule. The primary purpose of “Early Release” days is for professional development, focused on improvement of instruction which leads to increased student achievement. On the early release day schedule students are still served lunch, and students are dismissed at 12:30 p.m. Teachers and the superintendent are engaged in professional development activities from 12:30 p.m. until 4:00 p.m.

## **Student Attendance/Absences**

It is very important that students be in attendance at school every day. Research shows that students with good attendance at school learn more, behave better, and are more successful in their school experiences. Also, it is the law.

Children are required to be at school unless there is an excused absence. Excused absences include personal illness, doctor or dentist appointment, medical reasons, a death in the family, or family emergency.

All student absences need to be reported to the school at (520) 568-2280 prior to, or on the morning of the absence, by 8:00 a.m. The school will contact parents by 10:00 a.m. on the day of absence, when a student is absent without prior notification. Student absences that are not excused by a parent prior to the absence, or on the day of absence, become unexcused absences. Your support and cooperation are appreciated.

## **Tardies**

When a student is tardy, the parent or authorized responsible adult who brings that student to school must accompany the student to the office. This is a safety measure, as well as a procedure that helps us keep

accurate records. Students are then given a tardy slip as their pass to enter class that day.

### **Home – School Communications**

Home – school communication is important to the success of your student in school. Each Tuesday is designated as “Take Home Tuesday” and notices and information will be sent home with students on this day. Please look for them!

In addition, the telephone, school marquee, breakfast and lunch menus, calendars, and individual notes sent home provide needed and important means of information and communication.

### **Website**

Mobile is pleased to announce that we have a website. The address is: [www.mobilesd.org](http://www.mobilesd.org). Please visit often. Information and uses will continue to grow and expand throughout the school year.

### **Field Trips**

Field trips are provided as an extension of the curriculum. Eligibility to participate in field trips is dependent upon written permission signed by a parents/guardian and appropriate student behavior.

### **Volunteers and Visitors**

Mobile ESD welcomes parents and community members as volunteers on our campus and in our classrooms. Parents of community members who want to visit or volunteer are encouraged to call the office in advance. All visitors are required to sign in at the front office upon arrival and sign out upon departure. This is a safety practice that is required by law.

Volunteers are required to be fingerprinted. The school will cover this cost. Thank you for sharing your talents and expertise with Mobile Elementary School!

### **Personal Items and Property**

Students should not bring items of personal or monetary value to school. The school cannot be responsible for the damage or loss of such items. Any valuables that are found (keys, jewelry, money, etc.) should be turned in to the office.

The following items may not be used on campus: personal electronic devices; hand-held video games/activities; cell phones; toys; gum/sunflower seeds, or snacks/food items that are not part of a regular meal or supervised snack time; chains; chain wallets; real or not real guns, knives, or weapons of any kind; or excess money (over \$5). The staff at Mobile ESD will confiscate any item that is not considered necessary in the school environment. Students in possession of any item that is considered dangerous will be subject to disciplinary action. Please, students should not bring toys to school. Thank you.

### **Lost and Found**

Items that are found on campus are turned in to the office. Please check in at the office if you are missing an item.

### **Dress Code for Students**

Students are expected to dress in a manner that is agreeable with and appropriate to a positive school environment. To provide protection from the desert sun, students may wear (appropriate) hats or caps on the playground or when outside.

**Following is the adopted student dress code for Mobile ESD:**

**DRESS CODE  
2018-2019**

The school district has the responsibility to promote the basic rules of sanitation, safety, neatness, and modesty while on campus. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of self and others. Students will not dress in a manner that disrupts the learning process. Each student must keep in mind that he/she is a representative of the Mobile Elementary School District and the Mobile community.

Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming. Students must follow the dress code guidelines as listed below.

Our students should dress their best, look their best, and do their best. Clothing must be clean, neat, and in proper fitting condition. If a child is deemed to be wearing inappropriate attire, the parent will be notified and a change of clothing may be required for attendance that day. If a student is unable to get appropriate attire from home, the office will provide substitute items as available. All inappropriate articles of clothing will be confiscated and need to be picked up by the parents.

If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Good judgement exercised at home will be a learning activity for the child that will help to avoid embarrassment or wasted time at school. Decisions about the appropriateness of apparel may be referred to the superintendent, whose judgement will be final.

The above guidelines are in effect on school property, as well as while students are attending any event in which a Mobile Elementary School

District team, group, or individual is participating, regardless of location. Students must stay in uniform/adhere to the dress code policy whenever they are on campus during the school day. This includes before school and after school. Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires a change in dress.

If assistance is required in obtaining appropriate clothing that meets the dress code policy guidelines parents should contact the school office.

### CLOTHING:

1. Students may wear slacks, capris, shorts, or, skirts, skorts or jumpers (as appropriate), in the solid colors of dark blue or khaki (tan), to be worn at the waist. Shorts, skirts, jumpers, etc. may be no shorter than four (4) inches from bottom (top) of knee. Slacks may not drag on the ground. Items may not be excessively baggy or loose fitting or excessively tight. Items may not be faddish (hip huggers, bellbottoms, cargo style, loops on pants, buckles, etc.), and may have no decorative stitching or designs. All items must be hemmed.
2. Students' shirts/tops must be collared, have sleeves, be solid colored, and cover the midriff. Knit polo shirts with 2 to 3 buttons, with or without a breast pocket, are preferred. Shirts/tops may be worn outside slacks if they are shorter than the length to the inseam. Shirts/tops must cover to the sternum bone. Shirts/tops may be any solid color. No logos.
3. Clothing must be solid in color, and contain no writing, designs, or graphics.
4. Clothing may not distract from the educational process.

### JEWELRY, etc.:

1. Students may wear ear earrings that are "studs."
2. Earrings, rings, or adornments for piercings may not be worn except on the earlobe. Please only small post earrings.
3. Dangerous, bulky, or distracting jewelry items may not be worn.

## SHOES:

1. Sneakers or tennis shoes are required for physical education classes and are the preferred shoe for daily wear.
2. All shoes must have enclosed toes and enclosed backs. No open toed or open heeled shoes or sandals are permitted.

## OTHER:

1. Hair should be neatly combed or styled.
2. Make-up may not be worn in grades K through 8.

## **School Uniforms/Clothing**

Parents are responsible to provide school clothing that adheres to the adopted student dress code. Each student is given a school T-shirt upon enrolling at Mobile ESD. It is the student's responsibility to take care of this shirt. School T-shirts are required for all school-sponsored field trips; they may be worn on Fridays to show school spirit and pride.

## **Transportation**

Bus transportation is provided for students to and from school, with pick-up and drop-off points at the designated bus stops. It is the student's/parent's responsibility to be at the bus stop ten minutes prior to the designated pick-up and drop-off times. Thank you for your cooperation.

Transportation by school bus is a privilege. Students are responsible to know and follow school bus rules. Students who violate school bus rules run the risk of losing the privilege to ride the school bus.

## **Search of Students and/or Belongings**

During the school day, a search of a student's person or belongings may be undertaken without notice or consent whenever reasonable suspicion exists that the student possesses a dangerous, prohibited, or illegal

substance, object, or item that may interfere with school purposes and/or present a threat to people or property.

The school has control of desks or other storage places used by students. School officials may inspect these areas at any time without notice and without consent; this includes whenever reasonable suspicion exists that a law or school rule has been violated, or that the health, safety or welfare of students may be in danger.

### **School Property**

Students are responsible to use school property and materials in an appropriate, safe, and respectful manner.

### **Emergency Information**

It is of vital importance that the student's emergency information be kept current at the school. The following information is required to be on file in the school office and kept current. When changes occur, please notify the school immediately.

1. Student's address, parent(s) phone number(s)
2. Emergency contact numbers and persons
3. Health Insurance/Doctor's Phone No. and Office location
4. Health problems; medications your child is taking
5. Person(s) allowed to pick up your child at school

*(Each year this information is updated at the beginning of the school year; additional updates are required if/when student's information changes.)*

### **Student Conduct—Discipline Program**

Success at school occurs when there is close cooperation among students, staff, administration and parents. The purpose of this portion of

the handbook is to communicate the expectations of the Mobile Elementary School District #86 for student behavior which promotes a safe, orderly, and positive learning environment.

The Mobile ESD #86 Governing Board philosophy promotes student success and encourages an individualized approach in assisting students and meeting their academic and social needs. To provide all students a quality education, Mobile ESD #86 has established guidelines designed to ensure a safe environment for all students and staff in our school. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity.

The goal of Mobile ESD no. 86 is to offer educational opportunities for all students. Should a student's behavior stray from the established expectations of the district, the guidelines provide options that protect the student's due process rights and assist in maintaining a safe environment.

During the 2018-2019 school year Mobile Elementary School staff will be implementing the "Make Your Day" student behavior program. This will be the tenth year of implementing the "Make Your Day" program.

As we start the school year, the teachers will be sharing the process for implementation of the Make Your Day program to parents, which will describe how the program will work within their classrooms. We also will be implementing the "Make Your Day" program on a school-wide basis.

The school-wide approach of the "Make Your Day" program is research-based and includes the following components:

1. Behavioral expectations are defined
2. Behavioral expectations are taught

3. Appropriate behaviors are acknowledged
4. Behavioral errors are corrected

The “Make Your Day” program operates on the philosophy that students are responsible for their behavior and that their actions result in fair, logical, and predictable consequences that are enforced in a manner that preserves the student’s dignity.

The basic rule of the Make Your Day program is “*No one has the right to interfere with the learning, well-being, or safety of others.*” When students follow this rule and the expectations for their behavior, then they can be rewarded with points and be recognized. When students do not follow the basic rule or the expectations for their behavior, then they earn fewer points and may be assigned to Step 1, Step 2, Step 3, Step 4, or Step 5, which—in turn—may result in a phone call or parent contact.

MAKE YOUR DAY is founded on the belief and understanding that “every student has the right to learn in a safe environment.”

**The following rules/expectations for behavior are for the learning, well-being, and safety of all students:**

Bus Rules and Procedures

1. Sit in assigned seat, facing forward.
2. Stay in your assigned seat.
3. Stay seated until the bus stops and the door is opened at your designated bus stop.
4. Keep your body and all items inside the bus.
5. Keep your hands and feet to yourself, and not in the aisle.
6. When talking, use a conversational voice.
7. Eating is not allowed on the bus.

Cafeteria Rules and Procedures

1. Wash hands in classroom.
2. Line up by serving door; staff will monitor the serving line.

3. Sit in your assigned seat/area.
4. When talking use a conversational voice.
5. Use good table manners.
6. Try to taste at least one bite of everything on your plate.
7. Raise hand for permission to use the restroom, etc.
8. Duty teacher dismisses students to throw trash away, and lines up and takes students to playground/class.

### Playground Rules and Procedures

1. Stay on designated playground.
2. Get permission from duty teacher to use restrooms.
3. No rough contact sports; tag is not allowed.
4. No hitting, pushing, or hurting others.
5. Stay inside the fence.
6. Stay on the field.
7. Stay outdoors until the whistle sounds.
8. Share equipment- put away what you took out.
9. Show younger ones how to play.

### Campus Rules and Procedures

1. Walk and stay on sidewalks.
2. Students use restrooms in classrooms during class times and school restrooms when outside or in cafeteria.

### Playground Equipment Use Rules

1. Always use the concrete walkway to enter and exit the play area.
  - a) When in the play area stay in the wood chip area. Do not step into the dirt and then back into the play area. This will keep the play area clean.
2. Never throw wood chips to avoid injury to other students (eyes).
3. Do not play tag on the equipment.
4. One person on each piece of play equipment at a time.  
This includes:

- a) Step ups
- b) Climbers
- c) Swings
- d) Slides
- e) Hanging bars

5. Swings:

One person to each swing; swing facing west

No jumping off swings

No twisting or swinging from side to side

No running underneath the swings

No climbing on the swing set frame

6. No jumping off the top of the equipment.

7. Clean off wood chips in the play area before entering the classroom.

**ENJOY THE PLAY AREA!!!**

**Incentives for Appropriate Behavior**

Students may be recognized for appropriate behavior in the following ways:

- 1. Verbal reinforcement or recognition
- 2. Daily points
- 3. Additional time for favorite activity
- 4. Special activity or event
- 5. Or other choice

**Consequences for Inappropriate Behavior**

- 1. Warning
- 2. Step 1, Step 2, Step 3, Step 4
- 3. Time out in classroom
- 4. Loss of recess
- 5. Removal of privilege(s)
- 6. Time out in another classroom
- 7. Parent contact (phone call, letter, conference)
- 8. Referral to administration (Step 5)
- 9. Other logical, natural and/or reasonable consequences

If a student’s misbehavior is of a severe nature, the student will be immediately referred to administration. Student referrals to administration will result in a phone call to the parent, and, as necessary, developing a plan for improvement of behavior with parent involvement.

I have read and understand the school rules and procedures for the “Make Your Day” program and the Bus, Cafeteria, Playground, and Campus.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*(The above information was sent in a separate letter for signature and return to school.)*

## **Student Incentive Programs**

The governing board and staff of Mobile ESD have developed a variety of “Student Incentive Programs” to recognize the efforts and commendable academic achievements and conduct of Mobile Elementary students. Parents, staff, and the community are proud of our students, and we believe it’s important to show students they are appreciated, valued, and noticed for the great things they are doing and accomplishing. “Good Job Students!”

Below is a brief description of programs that will be in place for the 2018-2019 school year.

### **Honor Roll**

**CRITERIA:** This academic recognition begins in third grade. Honor Roll is a quarterly award earned by students who receive an average grade of “B” on their report card. To be eligible a student may have no grade lower the “B” and have no ‘needs improvement’ or ‘unsatisfactory’ grades in conduct.

**RECOGNITION:** Students named to the Honor Roll will be recognized in a school-wide assembly. Students will receive an Honor Roll certificate, Honor Roll pencil, and be treated to an ice cream party

### **Principal’s List:**

**CRITERIA:** This academic recognition begins in third grade. Principal’s List is a quarterly award earned by students who receive all “A” grades on their report card. To be eligible a student may have no ‘needs improvement’ or ‘unsatisfactory’ grades in conduct.

**RECOGNITION:** Students named to the Principal’s List will be recognized in a school-wide assembly. Students will receive a

Principal's List certificate, Principal's List pencil, and be treated to an ice cream party.

### **Scorpion Scooter Award**

CRITERIA: This academic recognition award is for students in kindergarten through second grade. Scorpion Scooter Awards are earned quarterly by students for their good efforts, good attitudes, and good work in class. To be eligible a student may have no 'unsatisfactory' grades in conduct.

RECOGNITION: Students named for Scorpion Scooter Awards will be recognized in a school-wide assembly. Students will receive a Scorpion Scooter certificate, a special pencil, and be treated to an ice cream party..

### **Monthly Reading, Writing, and Mathematics Achievement Awards**

CRITERIA: Students in grades Kindergarten through 8<sup>th</sup> grade may earn monthly academic progress and achievement awards in reading, writing, and mathematics. Each teacher may select one student each month to receive this award for each subject area—reading, writing, and mathematics. Students who have shown the most achievement or improvement in reading writing, or mathematics in the class will be eligible for this new award.

RECOGNITION: Students who are recognized with this achievement award will receive a special certificate, pencil, and tag.

### **Great Attendance Award:**

CRITERIA: The Great Attendance award will be given at the end of the school year. Students who have five or fewer absences during the 2018-2019 school year are eligible for this award.

**RECOGNITION:** Students who earn Great Attendance awards will receive a “Great Attendance” certificate, a special pencil, and a special attendance medallion.

## **Parental Involvement Policy**

### **PURPOSE**

To comply with the No Child Left Behind Act (“NCLB”) Title I requirements while ensuring an effective partnership among parents, the school and the community, and to promote effective and comprehensive involvement practices.

### **ISSUE**

Mobile Elementary School recognizes that engaging parents in the education process is essential to improved academic success for students. It further recognizes that a child’s education is a responsibility shared by the school and the family during the entire time a child attends school.

### **POSITION**

1. Mobile Elementary School understands that although parents/families are diverse in culture, language, and needs, they share the school’s commitment to the educational success of their children. Mobile Elementary School recognizes its responsibility to eliminate barriers that impede family involvement and to create an environment supportive of comprehensive family involvement programs that have been developed in collaboration with parents.
2. Mobile Elementary School supports the development, implementation, and regular evaluation of parent involvement programs in the school and at the district level, which involve parents/families in the decisions and practices at all grade levels in a variety of roles.
3. Mobile Elementary School supports the development of parent/family involvement programs that are comprehensive and coordinated in nature. These programs include, but may not be limited to, the research-based six National Standards for Parent/Family Involvement Programs:
  - 3.1. Communication- Communication between home and school is regular, two-way, and meaningful.

- 3.2. Parenting Skills- Responsible parenting is promoted and supported.
- 3.3. Student Learning- Parents play an integral role in assisting student learning.
- 3.4. Volunteering- Parents/families are welcome in the school, and their support and assistance are sought.
- 3.5. Decision Making and Advocacy- Parents/families are full partners in the decisions that affect children and families.
- 3.6. Collaborating with the Community- Community resources are made available to strengthen school programs, family practices, and student learning.

## PLAN

1. Mobile Elementary School engages in the following actions to involve parents in the joint development of its district wide parent involvement plan under section 1112 of the ESEA:
  - 1.1. Collaboratively plan for parent participation in the school to improve parent and teacher cooperation in such areas as homework, attendance, and discipline.
  - 1.2. Invite parent feedback and participation in the district and school parent involvement plan (within the S.I.P.).
2. Mobile Elementary School implements the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - 2.1. Notify parents in writing of their rights under NCLB and AZ Learns.
  - 2.2. Hold an Open House/Title I Orientation meeting and Parent-Teacher Conferences to provide parents with the opportunity to learn about the course of study for their children, review learning materials, and understand established procedures and routines for the educational setting.
  - 2.3. Invite parents to participate in the School Improvement Plan process.
  - 2.4. Include a parent survey in the school's self-assessment survey process.

3. Mobile Elementary School provides the following necessary coordination, technical assistance, and other support to assist the school in planning and implementing effective parent involvement activities to improve student academic achievement and school performance:
  - 3.1. Provide additional support and funding for outside programs and materials used in assisting the school in promoting and maintaining parent involvement in such areas as homework, attendance, social skills and discipline.
  - 3.2. Coordinate and integrate parent involvement strategies and requirements under the following programs: Child Find
4. Mobile Elementary School engages in the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent involvement policy in improving the quality of the school. The evaluation will include identifying barriers to greater participation by parents in parent involvement activities. The school district will use the findings of the evaluation about its parent involvement policy and activities to design strategies for more effective parent involvement, and to revise, if necessary (and with the involvement of parents) its parent involvement policies.
  - 4.1. Parent involvement committee creates and conducts annual evaluations.
  - 4.2. Assessment and evaluation tools consist of feedback from the community and parents, site program surveys, data analysis on program attendance, and correlating data on student achievement.
  - 4.3. Analyzing, and then disseminating the results to parents and the community and gathering suggestions for revisions is a collaborative effort between the parent involvement committee and the School Improvement Team.
5. Mobile Elementary School builds the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student

academic achievement, through the following activities specifically described below:

5.1. By offering parenting meetings, parent-teacher conferences, and/or written communications, the school will provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as, but not limited to, the following:

5.1.1.1. The State's academic content standards,

5.1.1.2. The State's student academic achievement standards,

5.1.1.3. The State and local academic assessments including alternate assessments,

5.1.1.4. The requirements of Title 1 and NCLB,

5.1.1.5. How to monitor their child's progress, and

5.1.1.6. How to work with educators:

5.2. Mobile Elementary School provides materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, offering parenting meetings, and parent-teacher conferences.

5.3. Mobile Elementary School educates its teachers, principal and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing administrative support for community involvement and volunteers, as well as fully recognizing the diverse backgrounds of the families we serve through analysis of student demographic data.

5.4. Mobile Elementary School engages in the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable format:

5.4.1. Provide School Calendar and Parent Handbook upon registration

5.4.2. Continue updating of student's current address/contact information

5.4.3. Post flyers, when appropriate, at the school site for easy reference by parents and community members

## **Parent and Student Notifications:**

### **FERPA Notification**

July 2018

Dear Parents and Guardians,

The purpose of this letter is to inform parents and guardians of your rights under the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and students over the age of 18 certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

To review student records, parents must submit to the superintendent a written request that identifies the record(s) they wish to inspect. Arrangements for access will be made and parents will be notified of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record must submit to the superintendent a written request that clearly identifies the part of the record they want changed, and specify why it should be changed.

3. 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.

Disclosure without consent is permitted to school officials with a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

School officials include a person employed as an administrator, teacher, supervisor, or support staff member; a person serving on the school board; or a person or company with whom the district has contracted to provide a service instead of using its own officials or employees.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

(This information is being sent to all parents of students in the Mobile ESD as the annual notification to parents of their rights under FERPA. 34 CFR § 99.7.)

### **Child Find Notification**

July 2018

To all Parents and Community Members,

It is the Mobile Elementary School District's responsibility to inform our community and all parents within the district's boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years, and to provide information

about how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

Mobile ESD is responsible for identifying, locating, and evaluating children with disabilities within our boundaries, including children aged 3 through 21, and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

The district is also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services to children with disabilities, at public expense, under public supervision and direction, and without charge to parents.

For all new students to Mobile ESD, the classroom teacher completes screening activities within 45 days of enrollment. The teacher observes the child's abilities in the areas of academics, vision, hearing, communication, social/emotional behavior, and motor skills. If any concerns are noted the child may be referred for additional help.

Children birth through 2 years of age who receive early intervention services and participate in preschool programs for children with disabilities, will receive support and assistance as they transition to other special education services. Mobile ESD ensures that:

1. Transition conferences for children aged 2 years 6 months to 2 years 9 months will be held;
2. By the child's third birthday an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented; and
3. For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

*If you have concerns about a child you know, please:*

*Contact Mrs. Teri Dominguez at  
(520)568-2280 for more information. Thank you.*

### Parent Involvement Policy

It is important that each school district to develop and distribute to the parents a written parent involvement policy that establishes the district's expectations for parent involvement.

- A copy of the district Parent Involvement Policy is in the Parent/Student Handbook.

### School-Parent Compact

It is important that schools develop a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the state's high standards. To the extent practicable, materials must be in a format and language understandable to the parents.

Every student and parent at Mobile ESD has received, and is required to sign and return this compact for the 2018-2019 school year.

### The McKinney-Vento Homeless Assistance Act

School districts are responsible to identify students who may be classified as "homeless". The term "homeless" includes:

- Any child or youth without a fixed, regular and adequate nighttime residence is considered "homeless" under the law. This includes students who are:

- Living with a friend, or relative or someone else because they lost their home or can't afford a home;
- Staying in a motel, hotel, trailer park, or campground because they have nowhere else to go;
- Living in a shelter, including emergency or transitional shelters, and runaway and homeless youth shelters;
- Staying in substandard housing;
- Living in places not ordinarily used for sleeping, including cars, parks, public places, abandoned buildings, or bus or train stations;
- Awaiting foster care placement; or
- Abandoned in a hospital.

In the event that your child may qualify as described above, please contact the school office at (520) 568-2280 so we may inform you of the services for which you may qualify.

If you have further questions about the information outlined above please contact the school at (520) 568-2280.

Sincerely,  
Teri Dominguez  
School Administrator

### **Notification of Protection of Student Rights**

July 2018

Dear Parents and Guardians,

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C § 123h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with any Educational Department-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent
2. Mental and psychological problems potentially embarrassing to the student and his/her family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incriminating and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or,
7. Religious practices, affiliations, or beliefs of the student or parents; or,
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a written request to the superintendent. The superintendent will notify you of a time and place where you may review these materials. You have a right to review a survey and/or instructional materials before the survey is administered to the student.

Parents or students who believe their rights under PPRA have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or, you may contact us at the following address:

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

If you have questions about any of this information, please contact the school at (520) 568-2280.

Sincerely,  
Mrs. Teri Dominguez  
School Administrator

**We know that you agree that Mobile Elementary School has SUPER STUDENTS. These are some ways to acknowledge their efforts and successes. Thank you for your support.**

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**Please return this paper to your child's teacher.**

**I have received and read the Mobile ESD No. 86 Student/ Parent Handbook for 2018-2019**

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**Student Signature**

**Date**

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**Parent Signature**

**Date**