

2019-2020 Pima Elementary School Student & Parent Handbook

Vision and Mission Statement

Our Mission is to provide a quality education for all students in a safe and nurturing environment in partnership with parents and our community.

School Hours

Monday -Thursday

Start: 7:50 AM

End: 2:50 PM



Pima Elementary School

Welcome to Pima Elementary School! Whether you are new to Pima Elementary School or a returning family, we are happy that you have joined us. You have made the right choice for your child's education. Pima Schools offer a dedicated and friendly staff that will care for your children and hold them accountable to high expectations. Relationships, hard work and respect are driving principles at Pima Schools. Our students, staff and families work together to create an environment where children are intellectually challenged in ways appropriate to their individual strengths, needs, and experiences. Our goal is to create a learning community that is committed to engaging and challenging every student in every classroom every day.

We believe that parents play a critical role in the success of our students. Parents, you are your child's first and most important teacher. You know your child better than anyone else and we invite you to work in partnership with your child's classroom teacher. You have rich insight into your child's unique needs, talents and interests. Please feel free to share any information that you believe will help us increase your child's success. Teachers, however, have a unique perspective on your child. They will see your child as a member of the class and watch as they interact with peers, face the challenge of new learning, ask questions, and solve problems. Parent and teacher perspectives, working in partnership, are critical to ensure that your child's time at Pima Schools is exciting and rewarding.

This handbook is intended to provide a brief overview of some of the most important opportunities and expectations that anchor our program. Please review this handbook with your child and feel free to call me at (928) 387-8050 if you have any questions about our programs, rules, or district policies.

Thank you,
Mr. Carlton
Principal
Pima Elementary School

**“The road to higher education begins at Pima
Elementary School.”**

Cut out this page and return it signed to your child's teacher:

I have read and discussed this Student Parent Handbook with my child including policies on:

- Absences
- Tardies
- Perfect Attendance
- The Elementary Discipline System (based on points for grades 3rd-6th).
- School Wide Behavior Support
- Dress Code
- Health Records
- School Hours
- School Visitation
- Withdrawal Procedures
- Referral for Special Education Services
- Annual Notification Regarding Confidentiality
- Hazing Policy
- Student Concerns, Complaints, & Grievances
- Sexual Harassment Policy
- Computer Use Agreement
- Missing Child Procedure

Student Signature

Date

Parent Signature

Date

Daily Schedule

Morning Bell/Classes Begin 7:50 am Tardy Bell 7:55 am School Dismissed 2:50 pm

***Lunch Times TBA**

Attendance

Regular and consistent school attendance is a KEY to student learning in all grades. Consistent attendance is encouraged and rewarded. Students should only miss school when it is ABSOLUTELY NECESSARY.

If a child is absent, a parent/guardian is to call our office (928-387-8051) between 7:30am - 9:00am for reporting absences; please leave a message if no one is available to answer. If the office has not received a call by 9:00am, a message will be sent out and efforts will be made to get in contact with the parent/guardian of the child as required by A.R.S. 15-807.

We encourage all parents to have their students at school before the morning TARDY bell rings at 7:55 am. Instruction begins in all classes before this bell. Students who are absent from school during 1 1/2– 3 hour block of time shall be counted absent for a half day. Students absent from school for longer than 3 hours shall be counted as absent for one full day. Students will only be considered tardy if they arrive at school between the hours of 8:00am to 9:00am.

Students in all grades (K-6) are required to be in attendance at least 90% of the school year to be considered for promotion to the next grade level at the end of the year. Students with absences exceeding 15 days are in jeopardy of retention. According to A.R.S 15-803. B. “A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent (10%) of the number of required days prescribed in A.R.S. 15-802.” The exception to this ruling is serious illness with medical documentation. Parents are requested to schedule medical and dental appointments after school hours except in cases of emergency. Likewise, parents are requested to schedule family vacations during school recess periods. Letters will be sent home once the student has reached 5 unexcused absences, 10 unexcused absences and 15 unexcused absences. Once a student has reached 5 unexcused absences the school administration will report this to the local law enforcement as well as the county probation department.

Perfect Attendance Certificate

For students to be eligible for a Perfect Attendance Certificate they must be enrolled in the current school year and have no absences or unexcused tardies for the quarter.

Principal’s Perfect Attendance & End of the Year Field Trip

To be eligible for the Perfect Attendance Award, students must be enrolled in Pima Elementary School from August through May of the current school year and have no absences or unexcused tardies throughout the entire school year.

Homework

Pima Elementary School recognizes the fact that home study is desirable and necessary. Students will be assigned homework as a means of encouraging independent study, establishing good work habits and reinforcing basic subject skills. Homework will be assigned on a regular basis throughout the year. The amount of time a student spends on homework should be about 10 minutes per grade level. For example, third graders should spend about 40 minutes on homework.

Promotion of Students

Promotion of students in kindergarten through sixth grade is based on teacher recommendation. Recommendations for students in kindergarten through third grade are based on student progress toward mastery standards, achievement on assignments, district assessments, projects and 90% attendance at school.

Promotion for students in fourth through sixth grade is based on mastery of standards, achievement of 60% or better in core academic areas and a 90% attendance rate.

ARS 15-521.10 states that every teacher shall make the decision for promotion or retention of students. If a parent disagrees with the decision to retain, the student shall be passed to the next grade with an Academic Improvement Plan in place.

However, if the student fails to make progress in that year, he/she shall be retained. At that point, if parents disagree with the decision of the teacher, they may request in writing that the school board review the teacher's decision. The decision of the board then becomes final.

School Hours

Students should not arrive on campus before 7:20 a.m. and are expected to leave the school grounds no later than 10 minutes after dismissal time. Those students who have been requested to remain after school by a teacher or are participating in an after-school supervised activity may remain after school hours, but are expected to leave as soon as the activity is over. Parents are responsible for children when they return after school hours. We encourage parents/guardians to make after school pick up arrangements before the school day begins. Regular school hours are: 7:30 a.m. to 3:30 p.m.

School Nurse

Pima Unified School District provides a full-time school nurse. The nurse provides services to students and school employees who require first-aid attention due to illness or injury occurring while at school or during a school related activity.

Students are not allowed to carry prescribed, over the counter medications, or other medicinal like substances on the school campus. Student violation of this policy may result in the seizure of the medication and disciplinary action.

Those students who are required to carry inhalers and Epi-pens per a Physician's Statement and Parent/Guardian Consent are an exception to this rule. If your child needs to take prescription or non-prescription medication at school the parent must bring it to the school nurse or office in the original labeled container and a nurse's form must be completed and signed.

Insurance

The school does not provide accident insurance for students of the district. Parents with children in school are provided with the opportunity to purchase accident insurance through a private insurance company that distributes information to the school. This insurance is relatively inexpensive and provides a number of options. For further information, please call the school at 387-8050.

Students of the Month

All K-6 grade teachers will nominate one student of the month during the school year. The criteria of this recognition will include the following: exceeding teacher expectations, achievement in their academics, attendance and significant effort/improvement in interactions with peers or in academics. Students receiving this award will be recognized in our monthly newsletter and will eat lunch with the principal from our local restaurant El Mesquite Taqueria.

Rider Pride Tickets

Rider Pride Tickets are external student incentives for the purpose of noticing and encouraging positive, responsible, respectful and safe behavior. All members of the staff can hand out Rider Pride Tickets when they notice positive behavior. Students may use the tickets to purchase items at the Rider Pride Store.

The critical element of this system is not the Rider Pride tickets or the prizes, but rather the positive interaction between the student and the school. Through pairing positive student behavior with positive social interactions with adults, the emphasis can be shifted from tangible to social rewards and external incentives to internal desires.

Cell Phones

Students are not to use cell phones in any manner on campus from 7:50 am-2:50pm. Cell phones that are seen by a member of our staff during this designated time will be confiscated and turned into the office, it will be available for pick up at the end of the school day. The second time a cell phone is confiscated a parent/guardian must come and pick up the phone.

Telephone Usage

School telephones must be kept open for school business. Students may use the phones for emergency situations; they will not be allowed to call home for lunch money, homework, backpacks, clothes, etc. However, parents are urged to make prior arrangements for after school activities and transportation prior to the school day beginning.

Entrance Age For 2019/2020 School Year

According to the AEC (Arizona Education Code 15821) “a child is eligible for admission to kindergarten if the child is five years of age. A child is deemed five years of age if the child reached the age of five before September 1st of the current school year. According to the AEC (Arizona Education Code 15821) “a child is eligible for first grade if the child is six years of age. A child is deemed six years of age if the child reaches the age of six before September 1st of the current school year.

Dress Code

The students, teachers, parents and administration recognize that everyone feels more at ease when properly dressed and groomed. With that in mind, students are expected to dress in a manner that reflects the academic functions of the school.

Apparel or clothing, accessories such as jewelry, hats, or hair ornaments that suggest identification or affiliation with gangs or drug culture is prohibited at school.

Clothing having lewd, vulgar or suggestive statements or without proper undergarments or designed to be worn as undergarments but being worn inappropriately are prohibited.

Facial piercing is also prohibited. The end of one’s belt is not to hang below the waist. Chains worn around the waist or hanging from pants are not to be worn to school. Pants may not be worn in a sagging manner.

Minimum length of shorts, for boys and girls is mid-thigh. That length applies to skirts and dresses as well. Spaghetti straps, tank tops, see-through blouses, short tops, bare midriffs and muscle shirts are prohibited.

Shoes are to be worn at all times. Shoes should be safe and protect the feet. Shoes that fall off, have high heels, are flimsy, or laces that drag are discouraged.

Students who violate the dress code may be subject to confiscation of the item. Students will be warned on

the first offense and call home for a change of clothes, or will receive a change of clothes from the office/nurse. Repeated violations may result in a pink slip from school. Any violation after the first one is considered a repeated violation.

School Visitation Policy

Pima Elementary School welcomes visits by parents and other interested persons. To protect the safety of the staff and students and to avoid disruption, all persons need to report at the office upon their arrival at the school to sign in and receive a pass, except on scheduled parent-teacher conferences or scheduled program. Friends and relatives of students are not permitted to be at school during regular school hours except for school or classroom programs or for the purpose of volunteering in the classroom.

Suspension

When a student is 'Out of School' suspended from school for any reason he/she is not allowed on school grounds or to attend school related activities for any reason during the duration of the suspension.

Withdrawal Procedures

Please notify the school office as soon as you know you will be moving out of the school district. A withdrawal form will need to be completed by the school for your student's enrollment into another school.

Procedure for Missing Child on Campus

The safety and security of the children at Pima Elementary School are paramount. Every care is taken to ensure that the children are accounted for at all times when in our care. Each time a class reconvenes from various activities (recess, lunch, specials, etc.) the teacher shall check and take attendance of all students assigned to the class. Upon discovering that a child is missing, the teacher will notify the school secretary who will then contact the principal and 3 other designated adults.

Designated personnel will meet in the school office where each person will be given a hand held radio and a description of the area that they are in charge of sweeping. All buildings and school grounds within the elementary campus and high school campus will be searched. Overhead announcements at each school will be made in an attempt to locate the missing child.

In the event the child is located, notification is to be done immediately to all search personnel and also the secretary who will then inform the teacher. Once the sweeps are done and if the child is not located, 911 will be called along with notifying the parent. Searching for the student will continue until the police arrive. When the police locate the child, school personal will immediately notify the parents if they are not on campus.

PARENTS RIGHT-TO-KNOW

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Pima Elementary School is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teacher including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. If at any time your child has been taught for (4) or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Student Discipline PIMA ELEMENTARY DISCIPLINE SYSTEM

The purpose of the discipline system is to:

- Improve the educational environment for students, teachers, parents and staff.
- Inform students and parents of rules and policies.
- Record discipline violations in a systematic way.
- Predetermine disposition for violations, when possible.

Parents/guardians and students must be aware of the elementary handbook and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

The vehicle used to implement in grades 3, 4, 5 & 6-discipline system is a point system. A building administrator or designee will assess all points. The following will be communicated to a parent/guardian:

- Notice of the specific rule violation by the student and an explanation supporting the infraction.
- Notice of the date of hearing where removal of more than thirty days from school is involved.

The policy applies to the entire academic year, grades K-6, and is to be the behavior code for our students at school and at all school sponsored events.

Primary Elementary Students

***Grades K, 1, 2 Plan**

All students are expected to exhibit proper conduct at school, to obey the law, and district/school/classroom rules. Parents are encouraged to review appropriate conduct with their children; parents will be contacted by phone or in writing of disciplinary incidences.

Primary elementary students (kindergarten to second grade) sometimes exhibit behaviors, which may result in formal disciplinary action. Since early elementary learners (K-2) are younger, discipline for K-2 students will be implemented, keeping in mind the age, experience, and ability of the student.

Discipline will be designed to support social and academic maturity. Past incidents of misconduct will be carefully noted. Parents will be contacted by phone or in writing.

Intermediate Elementary Students

***Grades 3, 4, 5 & 6 Plans**

Please read over the Discipline Tables located on the next three pages.

Safe schools are our priority. Although very rare in elementary schools, more severe offenses are listed to inform parents and students of dispositions. Students are expected to exhibit proper conduct in all schools, to obey the law, and to obey all school district rules. Violence of any type will not be tolerated.

Violations of an unlawful nature will require involvement of civil authorities. In the event of such violation, a written report to the parent and an appearance before the Principal or Superintendent will be required. In addition, an automatic suspension from school, and possible long term/expulsion hearing is required.

Discipline

Students will accumulate points each semester, and points will reset to zero at the beginning of each semester. Principal and/or team can create goal(s) for students to earn back points.

<u>Consequences</u>	<u># of Points</u>
Warning and lunch detention	2
2 Days - Lunch detention	4
1 Day – In-School Suspension	6
2 Days – In-School Suspension	14
2 Days – Out-of-School Suspension and re-entry meeting to establish/evaluate behavioral plan.	20
4 Days – In-School Suspension and re-entry meeting to establish/evaluate behavioral plan.	30
4 Days – Out-of-School Suspension and re-entry meeting to establish/evaluate behavioral plan.	40
8 Days – In-School Suspension and re-entry meeting to establish/evaluate behavioral plan.	50
8 Days – Out-of-School Suspension and re-entry meeting to establish/evaluate behavioral plan.	60
10 Days – Out-of-School Suspension and school board hearing for long term suspension	80

* Students with a disability will be evaluated to ensure the action is not a manifestation.

Offenses (Grades 3, 4, 5, 6)	1st	2nd	3rd +
Banned Items – (This includes inappropriate use of electronic devices during the school day.)	2pts.	3pts.	4pts.
Disrespectful Behavior (toward school personnel and volunteers).	2pts.	3pts.	4pts.
Dress Code Violation	2pts.	3pts.	4pts.
Falsification – (i.e. cheating or lying)	2pts.	3pts.	4pts.
Insubordination – (Refusal to obey rules/orders)	2pts.	3pts.	4pts.
Unsafe Condition/Behavior	2pts.	3pts.	4pts.
Misconduct/Classroom – (This is any disruption that interferes with the learning process.)	2pts.	3pts.	4pts.
Profanity	2pts.	3pts.	4pts.
Tardies: (Students will receive points for each group of 5 tardies)	5 tardies 2 pts.	10 tardies 3 pts.	15 tardies 4 pts.
Ditching	8 pts.	12 pts.	16 pts.
Teasing – (Mean or rude behavior to another student which is not consistent or intentional enough to be considered bullying.)	2pts.	3pts.	4pts.
Bullying – (Consistent and intentional harmful behavior toward another student.)	8 pts.	12 pts.	16 pts.
Physical Aggression – (Different from fighting – pushing, shoving, etc. Teacher/school must complete a ‘Duty to Report’ to law enforcement.)	4pts.	5pts.	6pts.
Fighting- Non aggressor- (This includes students who were “fighting” but it is clear that the student was not the aggressor and even attempted to avoid fight. A ‘Duty to Report’ to law enforcement must be completed.)	4pts	6 pts.	8 pts.
Fighting - (This includes students who were “fighting back.” Teacher/school must complete a ‘Duty to Report’ to law enforcement.)	6pts.	8pts.	10pts.

Offenses (Grades 3, 4, 5, 6)	1st	2nd	3rd +
Assault on Student- (Intentional harm to student where the victim does not “fight back.” A Duty to Report will be completed by teacher or admin.)	8pts.	10pts.	12pts.
Assault on Staff – (Intentional harm to school employee or volunteer.)	24 pts.	30 pts.	40 pts.
Theft – (Possession of property, not belonging to the student, less than \$20 value.)	8 pts.	12 pts.	16 pts.
Theft – (Possession of property, not belonging to the student, more than \$20 value.)	12 pts.	18 pts.	24 pts.
Vandalism – (Destruction of property, not belonging to the student, less than \$50 value.)	8 pts.	12 pts.	16 pts.
Vandalism – (Destruction of property, not belonging to the student, more than \$50 value.)	12 pts.	18 pts.	24 pts.
Computer Misconduct/Trespassing – (This includes hacking, reckless use, etc.)	12 pts.	18 pts.	24 pts.
Extortion & Sexual Harassment	12 pts.	18 pts.	24 pts.
Soft Pornography – (Viewing or distributing pictures of people in swimsuits or underwear.)	12 pts.	18 pts.	24 pts.
Hard Pornography – (Viewing or distributing pictures of people without clothes on.)	24 pts.	30 pts.	40 pts.
Drug Possession-- Possession of drugs, or look alike drugs including but not limited to Tobacco (of any form including vape), alcohol, narcotics, or non prescribed medications.	24 pts	30 pts	40 pts.
Weapons Possession – (Intentionally bringing a weapon on campus with or without the intent to use the weapon)	30 pts.	60 pts	80 pts
Arson/Bomb Threats – (This includes false alarms and 911 calls.)	30 pts.	60 pts	80 pts

Bus Rider Handbook

The goal of this Bus Rider's Handbook is to help provide a safe and enjoyable experience for the children and adults who ride the school buses. Parents should take time to read and discuss the materials in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such. Special Needs Student information cards are to be completed and turned into the driver within three days.

General Safety Rules

- *Obey the instructions of the bus driver. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with the driver.*
- *Board and leave the bus at designated stops only.*
- *Only the students who are eligible to ride may be transported and must ride their assigned bus.*
- *Do not ask to ride home on another bus with a friend.*
- *It is the responsibility of the parent to provide transportation to school if a child misses the bus.*
- *Students will abide by the individual school's rules and regulations concerning bus students, including conduct and dress code.*

Bus Schedules

Buses will run as close as possible to the published schedule. However, the first several weeks of school are a period of adjustment. Routes will not run early, but may occasionally run late until revisions are made. Please keep this in mind when arranging personal schedules.

Parents should discuss with their children a plan of action if the morning bus is missed. Students should know if their parents expect them to return home, go to a neighbor, walk to school, etc. (When mechanical or other problems cause a bus to run late, the schools will be notified, and the bus will make every stop, regardless of how late it is.)

Procedures for Waiting for the Bus

- *Be at your bus stop five minutes before the scheduled pick up time.*
- *Driver will not pick up a student unless they are at their designated stop.*
- *Stand on the sidewalk or back from the roadway while waiting for the bus.*
- *When the bus approaches, form a line and be prepared to load immediately.*
- *Stand clear of the bus until it comes to a complete stop.*
- *If a student misses the bus, the bus will not return. The student is to go home immediately and call their parents if they are not home. .*

Loading the Bus

- *Do not push or shove.*
- *Use the handrail and steps.*
- *Go to your seat. The bus will not move until all students are seated.*
- *Students from the first stop may be assigned in the back of the bus, until the last students picked up are seated in the front.*
- *One the bus door is shut and preparing to depart, a student may not be admitted to ride.*

Conduct on the Bus

- *Remain seated while the bus is moving.*
- *Do not change seats.*
- *A student shall not refuse to sit in an assigned seat or deny another place to sit.*
- *Each student will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens.*
- *Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.*
- *Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.*
- *Do not throw objects inside or out of the bus.*
- *Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.*
- *The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.*
- *Student shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.*
- *Students shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle.*
- *Video recordings are made of student activity on the bus for disciplinary and training purposes.*

Getting off the Bus

- *Stay seated until the bus is completely stopped.*
- *Use the handrail to take one step at a time when leaving the bus.*
- *Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.*
- *Student will be released from the bus only at their designated bus stop or attending campus.*
- *If an emergency situation arises, you must have written permission to get off the bus at a stop other than your own. Present a written request to your campus administrator. The campus will then notify the Transportation office and the Transportation office will issue a rider pass directly to the bus driver.*
- *Stay clear of the bus when the engine is started. Do not chase or hang on the bus at*

any time.

- *If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.*

Crossing the Street or a Highway

- *All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.*
- *Check in both directions and walk directly across the road.*
- *Never cross the road behind the bus.*
- *CAUTION! Be alert for the vehicles that do not stop when the bus is loading or unloading students.*
- *Cross all streets at intersections. Obey all traffic signals and signs on your way home.*

Prohibited Items

- *Tobacco*
- *Live animals or insects.*
- *Glass containers.*
- *Alcoholic beverages.*
- *Weapons, explosives (such as fireworks), knives, water guns, or unsheathed pointed articles or any other object that could be considered dangerous or conflict with the safety of the students and the driver.*
- *Students will keep aisles clear. Any article (projects, band instruments, etc.) too large to be held in the student's lap or which they impose on other riders will not be allowed on the bus.*
- *Matches or cigarette lighters.*
- *Students will not eat on any school bus. Plastic water bottles filled with water only will be allowed on any school bus.*
- *Radios or tape/CD players, ipods.*

Accidents or Emergencies

- *Follow the driver's instructions.*
- *If you must leave the bus, stay in a group.*
- *The following procedures will be used for evacuation in an emergency situation:*
 - A. The student nearest the door will open the door and hold it open.*
 - B. Leave the bus in a single file as quickly and quietly as possible.*
 - C. Evacuation will start with the seat closest to the door.*
 - D. Once outside the bus, follow the driver's instructions completely.*

Extracurricular Trips

- *Bus rider rules apply to all school-sponsored events.*
- *Discipline will be the responsibility of the building principal and the trip sponsor.*
- *The bus must return clean when returning from the trip.*

Discipline

The school bus is an extension of the classroom. All the rules and expectations that apply in the classroom carry over to the bus. The Principal or Director of Transportation will administer discipline procedures with assistance from the bus driver.

STEPS OF CONSEQUENCES FOR SAFETY INFRACTIONS

1st Consequence- Probation with possible suspension of riding privileges, and/or seat relocation depending on the severity of the offense. Student will conference with bus driver about offense(s) and consequence(s).

2nd Consequence- May constitute a parent conference with severity of punishment to be determined by the principal. Student may not ride until conference is held.

3rd Consequence- Conference with parent and suspended riding privileges to be determined by principal, driver, and parents.

The final portion of the Handbook contains Federal, State and District Policies.

Child Find Procedures for Parents

All children with disabilities who are in need of special education services have a right to a free, appropriate public education. To accomplish this, Pima Unified School District has established the following procedures for locating and referring children with disabilities:

Availability of Special Education Services

Pima Unified School District will maintain documentation of the public awareness efforts to inform the public and parents within the district's boundaries, including private and religious schools and the county school superintendent's office regarding homeless and home-schooled children.

Screening and Follow-up Activities

Screening activities will be implemented for all newly enrolled students and those transferring in without sufficient records. The screening will be completed within 45 calendar days of school entry. This screening will include consideration of academic or cognitive skills, vision, hearing, motor skills, communication, emotional, and adaptive development.

Review, referral, and follow-up will be done on screenings and documented in the child's cumulative file, with backup data on the district's child find screening log. Pima Unified School District will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located, and evaluated.

Referral for Special Education Services

For children and youth enrolled in private or religious schools, Pima Unified School District will consult annually with those schools to determine the number of students identified as eligible for special education and related services regardless to whether they are receiving services.

Children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition, including: Transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months. By a child's third birthday, an IEP or IFSP will be developed and implemented to ensure a free, appropriate public education. For children who turn 3 years of age during the summer, the IEP team will determine the date for initiation of services including eligibility for extended school year services

Pima Unified School District will refer children aged birth through two years suspected of having a developmental delay to the Arizona Early Intervention Program (AzEIP) to determine eligibility for early services, using the Child Find Tracking Form to ensure follow up within 30 calendar days of the initial referral.

For children birth to 3 please contact: Arizona Early Intervention Program Graham County AzEIP
Contract: Charlotte Phillips Phone Number: 928-348-3027

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.

Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest. A school official is a person employed or contracted by a school to serve as an administrator, supervisor, teacher, or staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
- Other schools to which a student is seeking to enroll;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

Assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260- 3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542- 4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 40 400 Maryland Avenue, SW W
Washington, D.C. 20202-5901

Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ
85007

IDEA

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers.

This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260- 3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542- 4013.

PIMA SCHOOL DISTRICT SCHOOL BOARD HAZING POLICY (JICFZ-ED)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from school.

Definitions

"Hazing" means intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

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

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

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details

as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accordance with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing, which includes possible child abuse, or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

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

The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The Superintendent shall determine any questions concerning whether the complaint/grievance falls within this policy.
- Only the students on their own behalf may make complaints by middle or high school students.
- A parent/guardian may initiate the complaint process on behalf of the elementary school student under this policy.
- A parent/guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.
- A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than 30 calendar days from the date of the occurrence of the alleged incident.
- False or unproven complaint documentation shall not be maintained.

Student Concerns, Complaints and Grievances

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

- Violation of the student's constitutional rights
- Denial of equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability

- Harassment of the student by another student
- Bullying by another student
- Concern for the student's personal safety. Provided that: The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this district, and the procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

STUDENT/ HARASSMENT / INTIMIDATION / BULLYING

The Governing Board of the Pima Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property.
- Sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm.
- Occurs when there is a real or perceived imbalance of power or strength.
- Constitute a violation of law.
- Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying.
- Exposure to social exclusion or ostracism.
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and or damage to or theft of personal property.
- Cyberbullying: is, but not limited to, any act of bullying committed by the use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.
- Harassment: is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. May be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Behaviors can be direct or indirect and by the use of social media.
- Intimidation: is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Can be manifested emotionally or physically, either directly or indirectly, and by the use of social media. Students are prohibited

from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. Suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School District personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

SEXUAL HARASSMENT District Policy ACA

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and /or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

The Home-School Compact is renewed and updated yearly with the school's Site Council each year. A Compact is sent home with principal and teacher signatures attached so that parents and students may sign and return it to the school, affirming the school's responsibilities to the student and parents, and the parents' and student's responsibility to the educational process.

SCHOOL-PARENT COMPACT

Pima Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the current school year.

School Responsibilities

Pima Elementary will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Hold individualized Title 1 parent-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held in the fall.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents before school and extended office hours after school.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.

- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child, by mail, or electronically and responding as appropriate.
- Serving, to the extent possible by attending yearly Title 1 meeting.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. I, the student, will:

- Do my homework every day and ask for help when I need to.
- Read at least 15 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Additional School Responsibilities

Pima Elementary will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format and including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment (grades 2-6th) in at least math, language arts, writing, science and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION District Policy IJNDB-E

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources. Terms and Conditions

Acceptable Use: Each user must:

- Use the EIS to support personal educational objectives consistent with education goals and objectives of the School District.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Abide by all copyright and trademark laws and regulations.

- Not reveal home addresses, personal phone numbers or personally private identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail and direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when others use District accounts.
- Take responsibility for assigned person and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts by unauthorized persons. Personal Responsibility. I will report any misuse of the EIS to the administration or system administrator as is appropriate. I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network Etiquette

I, the student, am expected to abide by the generally accepted rules of network etiquette. Therefore I, the student, will:

- Be polite and use appropriate language. I will not send, or encourage others to send abusive messages.
- Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- Avoid disruptions. I will not use the network in any way that would disrupt the use of the systems by others.
- Observe the following considerations:
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.

- Post only to known groups or persons.

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) are used and bears the risk of reliance on the information obtained.