

# SANTA CRUZ ELEMENTARY SCHOOL DISTRICT #28



## Little Red School

### Staff Handbook

**2022-2023**

*"Every Child Deserves a Sparky  
Throw ORANGE Happiness Like Confetti"*

# SCED28 EMPLOYEE HANDBOOK DISCLAIMER

## **Policies, Rules, and Regulations**

**All Employees are expected to review the Employee Handbook and familiarize themselves with the contents.**

The contents of this handbook are for general information and guidance only and may be modified at any time by the district depending on the particular circumstances of any given situation. It is expressly understood that the contents of this handbook **do not constitute the terms of a contract of employment.**

Nothing contained in this handbook shall be construed as a guarantee of continued employment beyond the period of employment set forth in any contract of employment entered into by any classified contract employee with the district.

The employment of any noncontract employee is on an "at will" basis. This means that the employment relationship may be terminated at any time by either the employee, upon giving proper notice, or the district for any reason not prohibited by law.

**This handbook supersedes any previous handbooks.**

Where applicable, Board Policies are noted in each section of the Employee Handbook. Employees may access Board Policies by accessing Board Policy Bridge on ASBA on line or asking for further information to immediate supervisor.

**Violations of any policy shall be considered insubordination and may result in severe disciplinary action.**

## Our Staff

Superintendent/Principal  
Principal Admin. Assistant

Kathy Romero  
Callie Bullock

School Admin. Assistant

Betty Fernandez

Business Manager  
Business office Admin. Assistant

Denisse Melendez  
Jennifer Willey

Special Education  
PE Teacher/Coach  
Title One teacher  
Gifted Teacher

Monique Labra  
Manny Romero  
Christine Bastidas  
Diana Lopez/Amanda Dupuy

Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade  
Math 6<sup>th</sup> – 8<sup>th</sup> Grade  
Language Arts 6<sup>th</sup> – 8<sup>th</sup> Grade  
Social Studies 6<sup>th</sup> – 8<sup>th</sup> Grade  
Science 6<sup>th</sup> – 8<sup>th</sup> Grade

Diana Lopez  
Barbara Hernandez  
Taylor Spence  
Kim Franklin  
Anna Corrales (Mrs. G)  
Anabelle Cerezo  
Douglas Muri  
Amanda Dupuy  
Ralph Lopez  
Mable Shaju

Title 1 Aide  
Instructional Aides

Danitza Garcia  
Yumara Martinez  
April Granillo/Dulce Alvarez

Maintenance

Alfredo Alvarez  
Mari Clark  
Alvaro Monteverde

Bus Driver/Coach  
Bus Driver  
Bus Driver

Alvaro Monteverde  
Aracely Caballero  
Adriana Cortez

## Governing Board

President  
Clerk  
Member  
Member  
Member

Ron Fish  
Robert Noon  
Danny Fish  
Dr. Carrie Pottinger  
Dr. John Wemlinger

**Governing Board Meetings are held on the second Tuesday of each month at 6:00p.m. in the Superintendent's office (with some exceptions). The agenda is posted at the school/district's front office door and school web site twenty-four hours before the meeting. Staff, parents, and community members are encouraged to attend.**

# Staff Handbook

## Santa Cruz Elementary School District #28

We are proud of Little Red School and all of our accomplishments. **Our mission is to make our school a place where students, parents, and community members feel valued and safe; and where students are able to excel, in a caring environment that focuses on their individual needs.** We hope each and every family and community member will assist us in making our school a place to learn and grow.

### Our Mission

**Santa Cruz Elementary District #28 provides a safe learning environment with high expectations and academic success for everyone; the district empowers students to be confident, knowledgeable, responsible, and productive citizens in a diverse, ever-changing world.**

**To accomplish this, we all need to share responsibility and do our part:**

#### Students

- To attend school punctually, prepared with proper books, supplies, and assignments.
- To enjoy and allow others to enjoy the school environment.
- To maintain the attitude of a life-long learner who has high academic and social standards.

#### Parents

- To ensure their children are punctual and responsible.
- To notify the school when and why their children are absent.
- To maintain open productive communication with the teachers and school.
- To provide a private place to read, study, and complete assignments.
- To turn off music and TV daily and read and/or interact academically to their children.

#### Teachers

- To manage an effective instructional and assessment program based on AZ State Standards
- To establish and maintain an environment conducive to learning for all students.
- To model and maintain an attitude of a life-long learner.
- To keep open and productive communication with parents and the community.

#### School

- To provide a safe and pleasant learning environment.
- To support lifelong learning habits in reading, writing, math, research, respect, responsibility, rights reasoning, reflecting, and the arts.
- To provide services, resources, and assistance to students needs during school hours.
- To keep parents informed of the programs, social and financial situations, and about support needed for a sound educational program.
- To provide a pleasant, punctual, and safe bus service.

## Rules Around the School

Behavior is KEY to academic success in the classroom. A huge part of our success at Little Red is fostering and maintaining a culture of respect, and cooperation in the classroom. Classrooms with students on task and attentive to the teacher are places where learning happens. If this vital component is not attended to with rigor; academics will surely suffer. This culture must extend to the total campus. Playgrounds, cafeteria, and hallways must have the same culture as the classroom. ALL staff must be on the same page or we fail our duty. We must honor students when they model the desired behavior and quickly extinguish unwanted behaviors. There is no exception to the expectation and performance of good behavior.

### School

- **No Little Red Student will cross Highway 82 without an adult (18 years or older) EVER.**
- **Walk quietly in the halls.**
- NO gum in the school.
- Keep the bathrooms clean.
- **No cell phones at school.**
- Obey and respect all adults.
- No outside food/goody bags/cakes/cupcakes or Birthday items are allowed for student Birthday celebrations. Teachers will do their own classroom birthday celebration for their students.

### Playground

- Stay in assigned area.
- **No toys or equipment from home.**
- Follow the monitor's directions.
- No food or drink on the playground.
- Let the monitor help you settle conflicts.
- Treat others and equipment with respect.
- **Line up immediately when the whistle is blown.**

### Cafeteria

- Walk to the cafeteria.
- **Wait patiently in line.**
- Try all food you are served and eat everything you serve yourself.
- **Leave your place clean.**
- **Speak softly and respect others.**
- **Line up quickly and quietly at the end of lunch.**
- No food or drink is taken to the playground.
- No sharing of food.

### Office

- You need a pass from an adult to go to the office or to other areas of the school.
- No phone use unless an adult writes a note with a specific reason for calling.

### Bus

- Obey all of the bus driver's instructions and directions.
- Bus aisles and emergency exits shall remain clear of all objects.
- Students must stay in their assigned seats.
- Stay properly seated (back against seat, legs facing forward, and all body parts inside the bus).
- Talk quietly with respectful language – no profanity.
- No eating or drinking on the bus. Keep the bus clean.
- All rules in the Code of Conduct pertain to the bus.

### Field Trips

- A parent permission slip including instructions for medical attention and special needs must be received before any field trip.
- Field Trips are a privilege and students must behave in class and have passing grades or they **may** be excluded from the trip.
- Students must follow all school rules on field trips.

# Santa Cruz Elementary School District #28

## Student Transportation

### Little Red Student Drop Off and Pick Up Rules and Agreement:

We want to keep our drop off and pick up area safe for all students. To help us make it a safe place for every one, please follow these rules:

- Drive under 5 miles per hour in front of the school.
- Stay in your car while waiting to pick up your student in the drop off/pick up lane. No leaving your car.
- Stay in your lane and do not pass cars that are loading children.
- Students may only walk to cars in the drop off and pick up lane, if you are on the street you need to get out of the car and get your student(s).
- If you need to come into school, park your car in the lot across the street and walk over.
- Walk where the sidewalk is.

**Morning:** School supervision starts at 7:30 in the morning. No students should be dropped off at school before 7:30.

**Afternoon:** School is out for kinder grade at 2:20p.m. and 1<sup>st</sup> grade through 8<sup>th</sup> grade at 3:30p.m. Students will wait using social distance procedures for their parents in the MPR. Students may not be playing in the rock area. **There is no running or playing in the gravel allowed.** Student **MUST** be picked up promptly at their designated times. **Our school does not have supervision for students after their dismissal times.**

The Santa Cruz Elementary School District #28 supports ride sharing and encourages families to coordinate driving to and from school with other families to minimize the burden on our streets and school campuses. At the same time, we are responsible for students until they reach home. For this reason, **we require parents to call or send a signed note if your child will go home with another person, this includes students going on the bus to another child's home.** Also, if you are picking up numerous students, please park and walk over so the staff can help straighten out who has permission without blocking traffic.

## **Little Red Bus Rules and Agreement**

We want to make our buses a safe and pleasant experience for everyone involved. To help us with this, students must follow the rules listed below:

- Obey all of the bus driver's instructions and directions.
- Bus aisles and emergency exits shall remain clear of all objects.
- Student must stay in their assigned seats.
- Stay properly seated with you back against the seat back, your legs facing forward and all parts of your body in the seat area not in the aisle or out the window.
- Talk quietly, use respectful language – no profanity.
- No eating or drink on the bus.
- Keep the bus clean – no vandalism.
- Animals, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol or drugs are not permitted.
- No student has the right to interfere with the safety, well-being or learning of others.
- All rules in the Code of Conduct pertain on the bus.

Students are assigned a seat by the bus driver and/or administration. At no time are they to move from one seat to another. Students shall report directly to the bus and be seated in their assigned seat as quickly as possible after school dismissal. They will enter and leave the bus in an orderly fashion; without running, pushing, or crowding. They will wait until the bus comes to a complete stop before attempting to leave or enter the bus. They will walk at least 10 feet in front of the bus, so the driver can see them at all times. Do not ever walk behind the bus and before crossing the road, wait for the driver to signal.

All students must ride to school and home on their assigned bus. The bus will stop only at administration approved stops. Drivers will not transport any person not regularly assigned to the bus without written permission from the office.

If you have trouble with the bus service, bus driver or other students on the bus, please contact Mrs. Romero (287-0737).

G-4600

## Work Day

### **Certified**

All professional staff members shall report to their duty stations on time each workday and shall, as scheduled (**7:30a.m. – 4:00p.m.**), be available there until the designated time(s) they are scheduled to leave. The Superintendent may **alter or extend the school day for meetings, special events, and activities.** *(The duties or responsibilities are related to the educational program which are to be considered part of teaching duties. Some of these activities may include service on a school or District committee, attendance at parent conferences, certain after-school activities, etc.)*

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours unless permission has already been granted.

In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the Superintendent.

G-8300, GDK

### **Classified**

All support staff employees shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. **Family members are not allowed in work areas during scheduled duty hours unless permission has already been granted.**

## Work Day Schedule 2022-2023

Teachers are expected to be at school from **7:30 to 4:00 Monday – Thursday.**

Teachers **are expected to attend special** after school events such as: teacher meetings, trainings, parent teacher conferences, Open House, Christmas Program, Professional Development, graduations, and other events outside of the normal weekly hours. **If arriving later than 7:30 a.m. or leaving prior to 4:00p.m. previous approval by administration must have been received.**

Aides are invited to attend special after school events such as: parent teacher conferences, Open House, Christmas and other events, but are not mandatory. Aides receive a 30-minute lunch period that they must clock in and out for.

## LEAVING SCHOOL GROUNDS

Employees are expected to remain at their duty station for the entire work day, except for lunch break periods. **Any employee leaving during lunch time must let the front office know before leaving and upon returning to campus. If for any reason you need to leave school grounds before 4:00p.m. you must notify and give reason to your school principal and fill out a leave request.**



Hourly employees must clock in and out for lunch and if leaving grounds during regular schedule work time notify school principal before clocking out.

**All Employees must sign in/Sign out at the front office if leaving during school hours.**

## **FRAUDULENT TIME RECORDS**

Employees will not clock in or out for another employee. Hourly or non-exempt employees intentionally recording the time record of another employee, asking or causing other employees to record time records other than their own, failing to properly record time records, or intentionally taking advantage of computation rules to gain overtime without having worked, is grounds for disciplinary action up to and including dismissal. Hourly employees shall **not begin working prior to scheduled starting time nor continue working beyond their scheduled quitting time**, without the prior approval of the principal.

## **GDK**

### **OVERTIME/COMPENSATORY TIME**

#### **CLASSIFIED**

Nonexempt employees will not work more than 40 hours per week without prior authorization from the principal. Employees working in excess of 40 hours per week will be paid overtime if prior approval has been obtained.

## **RESIGNATIONS**

### **G-5900, GCQC**

#### **CERTIFIED**

Certificated employees who plan to resign at the end of their contracts must submit a letter of resignation. The letter should be addressed to the Superintendent/principal and Governing board.

Certificated staff members may request release from their contracts during the school year due to unforeseen circumstances, such as a health condition or a hardship. A resignation of this kind may be approved by the Governing Board, providing a suitable replacement is found.

### **G-9200, GDQB**

#### **CLASSIFIED**

Classified employees who wish to resign must submit a letter of resignation at least two weeks in advance in order to be considered eligible for rehire. The letter must be submitted to the principal.

## EVALUATION

### **G-5350, GCO CERTIFIED**

All certificated employees are evaluated in accordance with state statute and district policy.

### **G-8900, GDO CLASSIFIED**

Employees are evaluated annually; the evaluation may be conducted at any time during the contract year. Employment for all classified employees is “at will” throughout each school year.

### **GCCA, GCD, GDD**

#### **ABSENCES, HOLIDAYS, VACATIONS & LEAVES**

All employees must notify school principal of known absence and the reason for their absence as soon as possible and fill out a leave request. If absence is on same day, **call/text school Principal by 6:00a.m.** and make sure you fill out leave request as soon as you return. Employees will also be responsible for reporting to their immediate supervisor, by 3 p.m. on the day of the absence, whether they will return to work the next day.

**A leave request must be submitted for any absence for all employees who accrue sick/vacation/personal leave. Employees must also fill out a leave request for business related events that occur during regular school days.**

## SICK LEAVE

**Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include:**

Spouse	Grandparents
Children	Grandchildren
Parents	Like relations created by marriage
Siblings	(e.g., stepchild, father-in-law, etc.)

Family illness, for purposes of sick leave, shall not exceed a period of three (3) days, unless an approval is granted by the Superintendent.

The unused portion of such allowance shall accumulate to a maximum of one hundred twenty (120) days, at which time no more sick leave can be earned. As accumulated sick leave days are used and drop below one hundred twenty (120) days, an eligible employee may again accumulate sick leave up to the maximum limit.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

A staff member who is or will be the father or the grandparent of a newborn child will be allowed two (2) days of sick leave for the birth. In the event of medical complications, more than two (2) days of sick leave may be allowed.

### ***Sick-leave buyback:***

**Certificated employees** in good standing who retire or voluntarily terminate their employment shall be compensated for unused accumulated sick leave, to a maximum of one hundred twenty (120) days, as follows:

- Teacher's – Certified teachers with more than 100 days of sick leave may be compensated one hundred twenty dollars (\$120.00) per day, conditioned on the certificated person submitting a written request to the Superintendent not less than twenty (10) days prior to the date of the final fiscal-year paycheck.
- Classified Term Contract Administrators – may be compensated one hundred thirty dollars (\$130.00) per day, conditioned on the term-contract person submitting a written request to the superintendent not less than ten (10) days prior to the date of final fiscal-year paycheck.

- Administrators – may be compensated one hundred forty dollars (\$145.00) per day, conditioned on the certificated person submitting a written request to business office not less than ten (10) days prior to the date of final fiscal-year paycheck.

**Support staff personnel** in good standing may choose *either* of the following options:

- Convert, on a day-per-day basis, each day of unused accumulated sick leave accrued during the District's current fiscal year into one (1) day of paid vacation to be taken during the month of June.
- Accumulate unused sick leave days from year to year, to a maximum of one hundred twenty (120) days. At the time of retirement or voluntary termination, the employee will be compensated at the rate of fifty (50%) of the then current certificated substitute pay, conditioned on the support staff member submitting a written request to the Superintendent not less than twenty (20) days prior to the date of the final fiscal-year paycheck.

## **PERSONAL LEAVE DAYS**

Personal leave is granted to each employee who earns sick leave and it is charged to the employee's current sick leave. Two days per year may be granted to each contract employee for personal leave. The two days of personal leave are deducted from the employee's sick leave.

Teachers may not request days off before or after a holiday, the first day of school, last day of school and during special events at school unless prior authorization has been made by administration and documents from a physician have been submitted.

## **FFCRA**

If you are unable to work due to the Families First Coronavirus Response Act for a covid-19 qualifying reason please fill out the U.S. Dept. of Labor Documentation that can be obtained at the district office. The district may request that you provide documentation to support your request for FFCRA leave.

## **ABANDONMENT OF EMPLOYMENT**

Whenever an employee, not on authorized leave, fails to report to work for three consecutive working days without notice to the supervisor, the district shall deem the employment abandoned. The district shall treat abandonment as voluntary termination, and the employee shall not be entitled to a hearing.

## **GCCD**

### **Jury Duty**

It is recognized by the Board that no employee is exempt from jury duty and that leaves of absence for such duty must be granted.

- Only the regular salary may be received by an employee on jury duty.
  - It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the district at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed.

- An employee excused from jury duty after being summoned shall report for regular duty as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed [A.R.S. 21-236].

## **GCCH**

### **Bereavement**

An employee may be granted, upon request to the Superintendent, up to three **(5) days of leave per year**, with pay, to be used in the event of death in the employee's family as defined in GCCA.

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued sick leave.

In the absence of any accumulated sick leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

For purposes of bereavement or family critical illness, family is defined as the employee's:

Spouse	Grandparents
Children	Grandchildren
Parents	Like relations created by marriage
Siblings	(e.g., stepchild, father-in-law, et cetera)

## **G-3550, GCFC**

### **FINGERPRINTING AND BACKGROUND CHECKS**

All employees shall have background checks completed as a condition of their employment. In addition, all employees will be fingerprinted prior to starting work, and the fingerprints will be processed through the Arizona Department of Public Safety (DPS) and/or the F.B.I.

Fingerprint documents must remain current as a condition of employment and **are the responsibility of the employee.**

## **TEACHER CERTIFICATION**

IT IS THE DUTY AND RESPONSIBILITY OF EACH TEACHER TO BE CERTIFICATED AND TO KEEP SUCH CERTIFICATION CURRENT. If a teacher's certification expires during the contract year, the teacher will be required to obtain a substitute certificate and be reduced to substitute pay until a renewal certificate is recorded with the Human Resources Department.

## **G-0761, G-0750, GBEA, GBEB, GBEB-R**

### **STAFF CONDUCT & Ethics**

All employees of the district are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. **All events, meetings, programs, changes to schedules and activities must be prior approved by administration.** No employee, other than one who has obtained authorization

from the appropriate school administrator, shall carry or possess a weapon or drugs on school grounds. All employees shall at all times attempt to maintain order, **abide by the policies, rules, and regulations of the District**, and carry out all applicable orders issued by the Superintendent.

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in conduct that violates the District's expectations for staff conduct, examples of which include but are not necessarily limited to the following: **Unprofessional conduct, including disrespectfulness to supervisor or other stakeholders, including not directing complaints in writing directly to Superintendent, Exhibiting incompetency in their work, Neglecting their duties, Acts of insubordination, Acts of dishonesty, excessive absenteeism or frequent leave before scheduled times or tardiness, Use of profanity or abusive language, Failure to teach the standards or district curriculum, Improper political activity, violation of District policies and regulations, conduct violating federal, state, or applicable municipal law or regulation, not complying with all orders of the Superintendent and the administrator who is their immediate supervisor.**

## **Statement of Ethics for School Employees**

All employees of the District are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards.

The school employee:

- **Makes the well-being of students the fundamental value of all decision making and actions.**
- Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.

- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

An employee must report to his or her supervisor, within 48 hours, any arrest, charge, citation, indictment, information, complaint, conviction or plea agreement involving (A) a felony, regardless of its nature or seriousness; or (B) a misdemeanor involving drugs or alcohol (including, without limitation, driving while impaired) or moral turpitude (including, without limitation, indecent exposure and any offense that may require an offender to register as a sex offender). Failure to report any such criminal matter constitutes unprofessional conduct and may result in immediate termination of employment.

Potential consequences to employees of the district who violate these rules may include, but are not limited to: **Warning, Reprimand, Suspension, Dismissal.**

**JLI**

## **STUDENT SAFETY**

Teachers are responsible for their classes at all times. At no time are students to be left unsupervised. This includes the time in which students are walking to or back from lunch. If the need arises, call the office and ask to have someone supervise your class.

## **Cell Phones and Other Electronic Devices**

While cell phones provide a convenient means for families to remain in contact, use of them during class time, school activities, or during the job can be disruptive to the learning process. **Employees will refrain from personal cell phone use** this *includes calls/texting/social media during working hours*. The use of a cell phone during lunch or breaks is permitted, providing cell phone use does not continue once the employee has returned to work. It is understandable if you are expecting an emergency call but please inform your school principal that you may be requiring to answer your phone for that one specific issue. **Phone use during the day for personnel matters is subject to disciplinary action.**

## **Dress Code/Grooming**

Teachers and staff are to dress professionally by following the rules set for the students. Employees shall ensure that their dress and grooming present a professional image while at work or while conducting District business so as to enhance the District's image. Individuals employed in public schools are in a position of influence and their dress, grooming and mannerisms will have impact on the way students and the public, in general, respond to our leadership.

They are also asked by the administration to dress professionally by not wearing shorts or jeans (exception dress dark blue denim pants).

The decision of whether dress or grooming is appropriate shall be left to the reasonable discretion of the Superintendent or the principal. Certain positions require specific clothing requirements, which will be explained to employees upon placement into those positions.

The District will make reasonable accommodations for dress or grooming directly related to employees' religion, ethnicity, or disabilities. Employees should discuss any accommodation needs with their supervisor.

It is recognized that on certain occasions there may be exceptions to this dress code. For example, when a theme for the school or community calls for clothing outside the dress code. Similarly, certain field trips may require clothing outside the normal dress code. The school principal may approve "spirit days" or other occasions throughout the year in which **the staff may be encouraged to wear clothing outside the normal dress code.**

## **ABUSIVE, PROFANITY, OR OBSCENE LANGUAGE**

The use of uncivil, threatening, intimidating, vile, or obscene language in addressing fellow employees, management, students, parents, customers or visitors, is inappropriate and may result in disciplinary action. Attire that displays abusive or obscene language is not allowed.

## **Purchase Requisitions**

ALL items bought for the school must be put on an approved purchase requisition. These requisitions should be turned in to the business office completely filled out. If forms are not filled out correctly, they will be returned to you for the corrections needed. Business office will send them to Mrs. Romero for approval. If your purchase order is on a strict schedule, you may ask Ms. Willey or Mrs. Melendez about the status. Please do not purchase anything for the school with your own money as we cannot reimburse these purchases. **A district purchase order is the only official authorization to a vendor to provide goods or services.**

## **GBEBB**

### **STAFF CONDUCT WITH STUDENTS**

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. **At all times teachers and other staff members will accord students the dignity and respect that they deserve and avoid embarrassing any student unnecessarily.**

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student



shall have the right to interfere with or disrupt any employee's work activities.

All personnel employed by the district are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

**Violations of the policy shall be considered insubordination and may result in severe disciplinary action.**

## **REPORTING SUSPECTED CRIMES OR INCIDENTS**

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. All such reports shall be communicated to the Superintendent who shall be responsible for reporting to local law enforcement.

EEAG

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent. Students may be transported only in school approved vehicles operated by District authorized personnel during school or school sponsored functions.

DM

## **CASH IN SCHOOL BUILDINGS**

Monies collected by school employees and/or by student treasurers shall be handled in accordance with prudent business procedures. In no case shall money be left overnight in school buildings, except in provided locked locations for safekeeping of valuables.

## **PERSONAL PROPERTY**

Employees who bring personal property to the workplace for use on their jobs must clearly mark the property with the employee's name. The district is not responsible for employee's personal property. In case of fire, theft or other loss, the district's insurance program does not protect personal property brought to the workplace.

## **PROPERTY OF DISTRICT**

It is the responsibility of all employees to protect and care for district property. Employees who have district property in their classroom or office are responsible for maintaining an inventory of it in the unit administrator's or immediate supervisor's office. The inventory is necessary to prove any loss sustained through fire or other disasters.

## EMERGENCY INFORMATION

Employees will have emergency information on file in the Human Resources Department, including the name, telephone number and address of the person to be notified in the event of an emergency. It is the employee's responsibility to keep emergency information up to date.

## INJURY REPORTING

Employees injured in the course and scope of employment must immediately report the injury to their supervisor. If employee is unable to move, or injuries are life threatening, 911 needs to be called immediately.

GBI

## STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, District equipment, supplies, materials, buildings, or other resources may not be used to influence the outcome of elections. Campaigning and other election activities must be done in off-duty hours, when not working in an official capacity or representing the District, and without the participation of District employees or students acting in the capacity of District or school representatives. Political circulars or petitions may not be posted or distributed in school. Students may not be given written materials to influence the outcome of an election or to advocate support for or opposition to pending or proposed legislation. Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

## Lesson Plans

Teachers will turn in lesson plans on or before 7:30a.m. the Monday of each week. These lesson plans will include Arizona Standards, ELL Standards for each of the core subjects as well as your Reading and Math Workshop lesson plans.

## HOMEWORK

Please remember that parents were told that our school would limit or eliminate homework when we went to the longer day since students do not come to school on Fridays.

All modern studies (last 30 years) of traditional regular homework show no benefit to the K – 8 students. In fact, all correlations have been NEGATIVE. The homework policy to bring it in line with modern research and studies assigning homework can lead to lower academic performance. **The policy is to give students a list of possible choices for extra credit to be done at home.** Student of parents who want traditional assignments can take math, language, or other types of worksheets home every day. Others can pick and choose from a list. **This work is extra and is of the student/parents choosing. Homework is not be used for grades, to punish students, and/or to keep students from recess or P.E.**

## Special Education

Please remember that IEPs and 504 plans are legal documents that we are bound to administer. Any accommodations, grading procedures, or other information in the IEP and/or 504 plans that affects the classroom, is the teacher's obligation to abide by, no matter what your personal feelings are about the student. You may talk to Mrs. Labra or Mrs. Romero about any concerns you have or any information you may need.

## Student Records

Parents and guardians of a student may inspect and review the student's educational records that are collected, maintained, or used by the district.

**Teachers will need to sign out and sign in any records, they take from the main office.**

## GRADES

Grades should be a mixture of tests and classwork. There should be at **least two grades per subject per week**, for a minimum of 20 grades per quarter per subject. The gradebook must be updated weekly; parents are checking periodically the grades of their children on line.

Students may receive higher than a 100% for total average due to extra credit assignments for class purposes; however, the report card or student averages should never reflect more than 100%.

## STUDENT PROGRESS

### Conferences

Parent-teacher conferences are meaningful and important to teachers, parents, and students. Parent-teacher grade report conferences are scheduled at the end of the first and third quarters. The conferences will be **scheduled to meet the parent's needs** and will be offered on Thursday and as needed on Friday. During these conferences, teachers will include the discussion of Standards and their student's progress during the quarter by showing the parents if needed how to access student grades on line.

Additionally, a parent or guardian may request a conference in writing, by phone or by email with their child's teacher and/or administration whenever necessary.

### Mid-Quarter Progress grades

At 4 to 5 weeks into the quarter, progress reports will be sent home with students in grades K-8. Please refer to the calendar for progress reports' due dates.

### Report Cards

Report cards are issued four (4) times yearly. The first report card is given at a parent-teacher conference. The second report card is sent home with the student at winter break. The third report card is given at the spring parent-teacher conference. The fourth report card copy is sent home with the student before the last day of school. **The original report card with parent signatures on the 1st and 3rd quarter is kept in the students cum folder.**

## **Teacher Meetings**

Teacher meetings will be held each **Monday 3:30p.m. until all needs are met**, all teachers **must attend and be on time, please plan around these meetings**. Teacher meetings offer vital information regarding our school, students, staff, ongoing activities, plans, curriculum, school development, etc., therefore please **be reminded to be polite of others by listening, showing cooperation, and respect for one another**. Remember that change is inevitable when forming successful citizens.

We will also continue to have our Title one planning meetings once a month. Schedules will be provided for you as they are arranged.

## **Classified Staff Meetings**

Staff will be required at times to also attend meetings regarding immediate issues. During such meetings employees must remain clocked in.

## **Classroom Rules/Schedules/Emergency Sub Plans**

Please turn in (by August 30<sup>th</sup>) your class rules, procedures, and class schedule along with your emergency substitute plans.

## **Volunteers**

The District is fortunate to be supported by the invaluable assistance of volunteers throughout the District and from every walk of life. Under Arizona law, all volunteers must be fingerprinted and cleared to work with students.

## **Employee's Responsibility to Report Drug Free School Zone Violations**

Pursuant to A.R.S. §13-3411, it is unlawful for a person to: (1) Intentionally be present in a drug free school zone to sell marijuana, peyote, prescription-only drugs, dangerous drugs or narcotic drugs; (2) Possess or use marijuana, peyote, dangerous drugs or narcotic drugs in a drug free school zone; or (3) Manufacture dangerous drugs in a drug free school zone.

Any employee who observes a violation of the law shall immediately report the violation to a school principal, administrator, or the Superintendent, who shall then immediately report the violation to a peace officer. It is a violation of the law for any school personnel or school administrator to fail to report such a violation.

## **GBEC**

### **DRUG-FREEWORKPLACE**

Any property or location at which the work, activities and/or business of the district is conducted is declared to be a drug-free workplace. This means: All employees are absolutely prohibited from unlawfully manufacturing, distributing, selling, possessing or using alcohol or drugs in the workplace.

Any employee arrested, cited or charged with a drug- and/or alcohol-related criminal offense (e.g., a DUI), whether a felony or a misdemeanor, must notify his or her immediate supervisor no later than 48 hours after such event. The term "charge" includes a charge, indictment, information or complaint. Any conviction for a drug- and/or alcohol-related criminal offense

must be reported to the district, in writing, no later than five days after the conviction. Any employee arrested, cited, charged with, or convicted of any such offense who fails to notify his or her immediate supervisor will be subject to disciplinary action, including termination.

## **KFAA**

### **TOBACCO PRODUCTS/Smoking devices**

Arizona law prohibits smoking and tobacco products on school grounds, including school buildings, parking lots, athletic fields, school vehicles and school-sponsored events that occur off school grounds. The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is approved by the school.

## **ACA**

### **SEXUAL HARASSMENT**

The district forbids sexual harassment of or by any employee. 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.

## **GBK, G-1800**

### **GRIEVANCES AND COMPLAINTS**

**All complaints directed to administration must be given in writing. Employee may submit complaint in writing via hand delivery or an email.**

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the schools. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

**JLF, J-6250**

## **CHILDABUSE REPORTING**

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person.

The following persons are required by law to report:

- Any physician, physician's assistant, optometrist, dentist, osteopath, chiropractor, podiatrist, behavioral health professional, nurse, psychologist, counselor or social worker who develops the reasonable belief in the course of treating a patient.
- Any peace officer, member of the clergy, priest or Christian Science practitioner.
- The parent, stepparent or guardian of the minor.
- School personnel or domestic violence victim advocates who develop the reasonable belief in the course of their employment.
- Any other person who has responsibility for the care or treatment of the minor.
- A person making a report or providing information about a child is immune from civil or criminal liability unless such person has been charged with, or is suspected of, the abuse or neglect in question.

A person acting with malice who knowingly and intentionally makes a false report of child abuse and neglect or who coerces another person to make a false report is guilty of a crime. A person who knowingly and intentionally falsely accuses another of maliciously making a false report of child abuse and neglect is also guilty of a crime.

## **Electronic User Requirements**

### ***EMAIL***

The use of District e-mail is restricted to routine district business message traffic and will not contain any confidential information. It is not the district's intention to review E-mail that is sent or received by employees; however, the District reserves the right to do so. E-mail is public information and is subject to the Arizona Public Records Law. District e-mail is expressly for the use of District business and should never be used for personal financial gain or any other non-school related business.

Emails MAY NOT be used to solicit payroll, benefit, and/or confidential information in an effort to protect the employee. Any change requests must be done directly in person at the business office and a signed document will be requested from employee as well.

**All District staff is required to abide by the following:**

### **Acceptable Uses**

Santa Cruz Elementary District 28 provides staff with access to information systems and educational technology resources consisting of: stand-alone computers and peripheral equipment, computer workstations connected to local area networks, server and networked peripheral equipment, a wide area network which includes access to the Internet, voice communication system, and electronic communication systems which include audio and video capability.

Santa Cruz Elementary District 28 technology may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work-related purposes. Staff may not use the system for entertainment purposes, commercial purposes, or political lobbying. Staff is expected to follow the rules set forth in the District's disciplinary code and the law. In addition to these Requirements, staffs' use of the technology is governed by Governing Board Policy IJNDB copies of which are available at each school office.

Santa Cruz Elementary District 28 technology has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District's Policies and Administrative Regulations and the law. I realize that information accessed, created, sent, received, or stored on the network is not private. It is subject to review by network system administrators and system administrators may investigate complaints regarding inappropriate or illegal material.

### **Unacceptable Uses**

To prevent against unacceptable use of the Santa Cruz Elementary District 28 technology, staff **must comply with the following. To ensure their personal safety and that of others; staff shall not post personal contact information about themselves, or others (i.e. names, addresses, telephone numbers, school address, etc.), without prior written permission from that person and/or parent to do so.**

### **It is illegal for Staff to do the following:**

- Attempt to gain unauthorized access to the Santa Cruz Elementary District 28 technology or any other computer system through Santa Cruz Elementary District 28 technology.
- Attempt to log in through another person's account or access their files without their written permission.
  
- Attempt to disrupt the Santa Cruz Elementary District 28 technology or destroy data by spreading viruses or by any other means.
  
- Use the Santa Cruz Elementary District 28 technology to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).
  
- Plagiarize, misuse or reproduce copyrighted works.

**In their use of the Santa Cruz Elementary District 28 technology, staff shall observe the following language standards:**

- No obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- No posting of information that could cause damage or danger of disruption to the educational environment or operations of the District.
- No personal attacks, including prejudicial or discriminatory attacks on individuals or groups. No harassment.
- No sending someone messages if they have told you to stop.
- No knowingly or recklessly posting false or defamatory information about a person or organization.
- No posting chain letters or engaging in "spamming" (sending unnecessary messages to a large number of people).

**Staff must be mindful of the following security matters:**

- They are responsible for their email and/or network account, but all activities initiated at school are the property of Santa Cruz Elementary District 28.
- They should not permit another person to use their account.
- They should immediately notify the administration if they have identified a possible security problem.
- They should not download software or load software on the network or hard drive of any computer.
- They should not attempt to harm or destroy data of another user or any other agencies or networks connected to the Santa Cruz Elementary District 28 technology. This includes, but is not limited to, uploading or creating computer viruses.
- They should not move, harm, destroy or deface any District-owned hardware.
- They should not attempt to repair District-owned equipment without prior written approval.
- They should have all personally-assigned District computer equipment at school during school hours.
- They should not attempt to use any personal electronic devices (i.e. PDAs, Blackberries, cell phones, etc.) to disrupt or damage the District's network.



- Wireless networks will not be permitted without written authorization of the administration.
- No personal equipment (i.e., computers, laptops, PDA's) shall be connected to District network systems without written permission of the administration.

### **Inappropriate Access to Material**

- Staff may not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature).
- Development and posting of all web pages must be in a manner specified by the administration. Material placed on web pages must relate to school and career preparation activities and be used to inform, communicate, and educate.

### **Staff Information and Rights**

- Use of the Santa Cruz Elementary District 28 technology is not private.
- Routine maintenance and monitoring of the Santa Cruz Elementary District 28 technology may lead to discovery of violations of District policies or the law.
- An individual search will be conducted if there is a reasonable suspicion that I have violated this District policy or the law.
- The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the Santa Cruz Elementary District 28 technology.
- The District reserves the right to restrict or revoke my use of the AIS at any time, if deemed within the District's best interest.

### **Disclaimer of Liability**

The District makes no warranties of any kind, expressed or implied, for services provided. The District shall not be liable for damages suffered from inappropriate use of the Santa Cruz Elementary District 28 technology, copyright violations, mistakes, or negligence. The District shall not be responsible for any costs incurred without District's prior written permission. The District shall not be responsible for any deliveries, mis-deliveries or service interruptions caused by the service or by my errors or omissions. Use of any information obtained via Santa Cruz Elementary District 28 technology is at employees own risk. Staff may be held financially responsible for any harm to the system as a result of intentional misuse.

# The Student Code of Conduct

## **Where and when does this Code of Conduct apply?**

It is important that students and parents understand when this Code of Conduct applies to students. It applies to students at various times and places, including:

- During regular school hours;
- While the student is being transported by the school bus or by other transportation arranged or approved by the school district;
- During school-sponsored events;
- During field trips;
- During athletic functions, whether at District schools or a non-district school;
- When the student is traveling to and from school by any means;
- At times and places where a principal or other school employee has jurisdiction or authority over students;
- During other activities associated with the school in any way; and
- On school or district grounds at any time, regardless of whether school is in session or not.

Additionally, the principal may take disciplinary action when a student's misconduct away from school has a detrimental effect on other students or on the orderly educational process of the district, because the violation is directly connected to prior violations at school or threatens to produce further violations or a risk of harm or injury at school.

## **Special Rule for Athletic and Activity Participants**

Students participating in interscholastic activities for their schools do so as representatives for their school community and as role models for other students. Their involvement with drugs and alcohol at any time can therefore negatively reflect upon their community and convey a poor example to their peers. In addition, the use of drugs or alcohol by athletic or activity participants can lead to an increased risk of harm or severe injury during those activities. The Santa Cruz Elementary School District 28 therefore maintains a zero tolerance "24/7" policy on the use of drugs or alcohol by participants. Any interscholastic participant, who uses, possesses or transfers alcohol or drugs at any time during a season will be immediately removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student's location.

## **To which students does this Code of Conduct apply?**

The rules and procedures outlined in this Student Code of Conduct apply to all District students from Preschool level through Grade 8. Differences in the age and maturity of students are naturally considered, however, in determining the type of disciplinary action to be taken in the event of violations. Generally speaking, the older and more mature a student is and/or the more serious the infraction, the more personal responsibility the student will carry for his or her actions. District personnel who administer student discipline will follow appropriate disciplinary procedures for disabled students when dealing with students in special education programs, with those receiving Section 504 accommodations, and with those who are pending evaluation.

## **What is disciplinary action?**

In the Appendix we have provided "Definition of Actions page that the school administration uses to discipline student. Teachers may also have their own classroom rules that they use to discipline students, such as teacher reprimand, time out, etc.

# Discipline Charts for Violations of Code of Conduct

*(All disciplinary action is to the discretion of the school principal)*

## **Level 1: Minor Violations**

School and Bus Policies  
Minor Aggressive Act  
**Minor** Disorderly Conduct  
Disruption  
Defiance, **Minor** Disrespect towards Authority, and Non-Compliance  
Attendance Violations: Excessive Tardies, Leaving School without  
Permission  
Dress Code Violation  
Gambling  
Public Display of Affection  
Violation of Sports Activity, School Activity, or Playground Rules that do  
not present a safety risk.  
**Minor** Sexual Harassment or Misconduct (e.g.; behavior that a young  
student recognizes as affection but the victim sees as misconduct)

## **Level 2: Moderate Severity Violations**

School and Bus Policies  
Minor Aggressive Act s that continue to occur in similar situations  
**Moderately Severe** Disruption  
**Moderately Severe** Defiance, Disrespect towards Authority, and  
Noncompliance  
Recklessness  
Contraband  
Simulated Firearms or Dangerous Items  
Lying  
Plagiarism  
Inappropriate Language That isn't addressed to a person  
Negative Group Affiliation  
Petty Theft  
Improper Use of Technology (e.g. computer, Network Infraction,  
Telecommunication Devices)  
**Moderately Severe** Sexual Harassment  
Any Repeated Level 1 Violation  
Any Level 1 Violation which impacts student/staff safety

### **Level 3: Serious Violations**

Profanity  
Fighting  
Tobacco Violations  
Theft  
Graffiti or Tagging  
Vandalism of Personal Property  
Vandalism of School Property  
Nonsexual Harassment  
Cheating  
Forgery  
Pornography  
E-cigarettes  
Cyber Bullying

Repetition of Level 1 and 2 Violations

Level 1 and 2 Violations, which present a serious risk to student or staff safety.

### **Level 4: Very Serious Violations**

Endangerment  
Assault  
Drug Paraphernalia  
Substance Represented as Illicit Drug  
Threat or Intimidation  
Bomb Threats  
Chemical or Biological Threats  
Fire Alarm Misuse  
Hazing  
Extortion  
Burglary/Breaking and Entering (Second and Third Degree)  
Pornography/Cyber Pornography  
Indecent Exposure or Public Sexual Indecency  
Sexual Harassment  
Dangerous Items (Air Soft Gun, BB Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, mace, Paintball gun, Pellet gun, razor blade or box cutter, Tear Gas, etc.)  
Chronic repetition of Level 1, 2, and 3 Violations.  
Level 1, 2, and 3 violation, which pose a very serious risk of harm to students or others.

### **Level 5: High Level Violations**

Aggravated Assault

Drug Violations:

Inhalants

Inappropriate use of over the counter and prescription drugs.

Illicit drugs

Bullying

Hazing

Homicide

Kidnapping

Sexual Harassment with Contact

Sexual Abuse/Sexual Conduct with a Minor/Child Molestation

Sexual Assault (Rape)

Burglary (first Degree)

Robbery

Armed Robbery

Weapons:

Firearm (Handguns, Shotguns or Rifles, Bomb, Grenade, etc.)

Other Weapons (Billy Club, Brass Knuckles, Knife with blade 2.5 inches or longer, Nunchakus)

Chronic repetition of Level 1, 2, 3, and 4 Violations.

Level 1, 2,3, and 4 violations, which pose an extremely serious risk of harm to students or others.

### **CRIMES OR BEHAVIORS THAT MUST BE REPORTED TO LAW ENFORCEMENT**

Notwithstanding disciplinary action taken by a school, certain criminal and/or disruptive behavior must be reported to appropriate law enforcement authorities. The following incidents WILL BE reported to law enforcement authorities by school officials:

- Aggravated assault with or without a weapon
- Arson
- Bomb threats and/or setting of a false alarm
- Burglary/breaking and entering
- Homicide
- Kidnapping
- Nudity
- Non-accidental injuries.
- Physical Assault
- Possession of weapon
- Some cases of cyber bullying
- Possession, sale, or distribution of drugs; dangerous substances, or alcohol
- Rape
- Sexual assault/misconduct
- Threatening an educational institution

The District will also report any person's involvement in illegally removing a student from the school or other places where the principal has jurisdiction over the student, such as on school buses, on field trips, at athletic functions, and during school-sponsored events.

## **CRIMES OR BEHAVIORS THAT MAY BE REPORTED TO LAW ENFORCEMENT**

Additionally, the administration MAY report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Demonstration by students which could create unsafe conditions
- Extortion
- Theft/possession of stolen property
- Trespassing
- Vandalism

The foregoing lists are not exclusive and exhaustive. Other conduct MAY be reported to law enforcement officials if deemed necessary by the principal, lead teacher, or other administration of the District.

## **DUE PROCESS FOR STUDENTS**

Any student whose behavior may warrant long term suspension or expulsion under the Student Code of Conduct will be provided due process prior to the implementation of long-term suspension or expulsion. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity for the student to present the student's side of the story in an informal or formal hearing or meeting, as applicable;
- The right to be represented by legal counsel or other party at the student's or parent's(s') expense;
- The allowance, for safety purposes, for a student to be removed from the school prior to an informal hearing, with that hearing to follow as soon as practical;
- Adequate notification of a hearing to the student and parent;
- An opportunity for a fair hearing;
- Notification to parents about the long-term suspension of the student;
- More formal due process in long-term suspension and expulsion proceedings;
- Right to appeal the decision of a hearing officer regarding long-term suspensions or expulsions to the Governing Board.

# DISTRICT AND TEACHER INFORMATION

## Admission Requirements

A student must meet the following age requirements:

- Kindergarten: The child must be five (5) years of age by the start of school unless superintendent has approved otherwise.
- First Grade: The child must be six (6) years of age by the start of school unless prior approval has been obtained.

Santa Cruz Elementary School District requires students to live within the school district boundaries. We require the following documents to register in our District:

- Original birth certificate (no copies).
- Immunization records or exemption.
- Proof of residence in District;  
2 utility bills (electric, water, and or telephone).  
Lease or rent agreement.  
Proof of homeownership.
- Picture identification with parent or legal guardian's current address.
- Withdrawal forms AND report card or transcripts from previous school.
- If parents are separated or divorced, provide proof of custody.

**When in doubt always tell parents to see Betty Fernandez.**

## Absences and Attendance

### *“Every Day Matters!”*

Regular school attendance is essential for success in school. Students with 95% attendance rates or better are more than twice as likely to pass standardized achievement tests as students who attend only 85% of the time. Students who are frequently absent may be putting their futures in jeopardy; studies have shown that chronic absenteeism, especially truancy, is highly associated with dropping out of school and has a direct and negative result on student achievement.

Dropouts typically earn \$260,000 *less* than high school graduates over a lifetime. Please strive to have your children in attendance every school day unless they are sick. We urge you to ensure your child's best opportunity for educational success by scheduling medical and dental appointments after school hours except in cases of emergency and by scheduling family vacations during school vacation and recess periods.

State law requires that you authorize your child's absence from school and notify us in advance or at the time of the absence. Your call to us will also help protect your child. If your child is absent and we don't hear from you, **we'll do our best to contact you by phone the same day that class is missed.** Accordingly, it's vital that we have one or more telephone numbers to contact you. If your numbers change, let us know right away.

State law also mandates that the school record a reason for a child's absence. Absences are excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of religious holidays of the family's faith.

**When a student will be absent, the parent must call the school on or before the day of the absence in order to advise the school of the absence and the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified when the student returns in time for the student to obtain an admission slip prior to the student's first class. If no authorization is received by one day after your child returns, the absence will be considered unexcused. For absences greater than one day in length, the school should be notified in advance or on each day of the absence. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.**

**If your child is absent for ten (10) consecutive school days:** state law mandates that your child be automatically withdrawn from enrollment in order to stop state funding. You may then be required to fill out new enrollment documentation upon returning from an absence of such length.

**Excessive absences may also affect a student's eligibility to participate in field trips, extracurricular activities and sports. In addition, absences can result in discipline and may be considered by a teacher in determining a student's grade or promoting a student; a student can fail a class or be retained in a grade level due to excessive absences.**

**Parents are responsible for ensuring that their children attend school. If a student is habitually truant, the parents and student may be cited by the court for truancy. By law, a student is considered habitually truant if absent without excuse for five or more days or if absent, with or without excuse, for 18 or more days.**

**Chronic Illnesses:** In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, parents should contact their school administration regarding the chronic health program.

**Open enrollment students:** Those who are frequently absent may lose their open enrollment status. A student will benefit more from attending school regularly somewhere else rather than attending school in our District on an inconsistent basis.

## **Bullying, Harassment & Intimidation**

A large body of research shows that bullying behavior has a negative and potentially lifelong effect upon both the student who bullies and the student who does the bullying. From poor attendance and academic achievement, to disciplinary problems at school, to drug and alcohol abuse, to criminal violations, bullying is harmful to those involved.

Santa Cruz Elementary District 28 prohibits bullying, and the District's full policy on the matter is contained in this handbook.

**Our goal in enforcing the bullying policy is not to label any child or re-victimize anyone, but rather to provide a safe and caring learning environment. We consider this duty so important that all District staff members, not just teachers or administrators, are required to intervene and address any incident of bullying which they personally observe. They must also ensure that any report of bullying made to them by a student or parent is properly forwarded for investigation.**

**All reports must be investigated and will be investigated. Where reports of bullying are verified, appropriate disciplinary action will be taken. Students or parents who file reports will be informed of the outcome of the investigation, however, federal and state law prohibit**



**disclosure of any disciplinary action taken against other students. Documentation of investigations is retained for the requisite period of time under law when allegations are verified; where a report cannot be verified, documentation is not retained, again in accordance with law.**

## **Cell Phones and Other Electronic Devices**

While cell phones provide a convenient means for families to remain in contact, use of them during class time or school activities can be disruptive to the learning process of both the student with the phone and others. Thus, the use cell phones and other electronic devices such handheld games or personal data assistants at school, such devices may not be used in a classroom or anywhere else at school. **Students are NOT allowed to bring cell phones to school.**

The only exception will be for middle school students who are on a team and have an away game. They may bring a cell phone, but it must be left in their lockers during the day. Middle school students may also bring other types of electronic devices when they go on field trips and may also bring them to use them on the bus to school and back home if prior approval forms has been signed by their parents.

Administrators and teachers are authorized to confiscate electronic devices that are used in a classroom or used in any other manner that violates district policies for two weeks. The parent or guardian of a student whose electronic device has been confiscated may recover the item from the school administrator. **The District is not responsible for the loss or theft of personal items and devices**, but the District has provided a secure locked area specifically for these items.

## **Child Find**

All children with disabilities who need special education services have the right to a free appropriate public education. To accomplish this Santa Cruz Elementary District 28 has established the following procedures for locating and referring children:

- The District will maintain documentation of public awareness efforts to inform the public and parents within the district's boundaries.
- Screening activities will be implemented for all newly enrolled students and those transferring in. The screenings will be completed within 45 calendar days of school entry.
- For children enrolled in private or religious schools the District will consult annually with these schools to determine the number of students identified as eligible for special education and related services regardless of where they are receiving services.
- The 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.

## **Closed Campus**

Students are required to remain on campus during school hours unless on a school sponsored trip or taken out of school by their parent or guardian. Parents or guardians must notify the office and get a pass to take their student from the school during school hours. There must be **written signed permission** for anyone who is not a parent or guardian to take the student out of school.

## Computer and Internet Use

The use of computers and Internet access by students at school supports the educational mission of the District and enhance our curriculum and learning opportunities for students. All District students may receive instruction via electronic

The paragraphs, which follow here, are intended to provide students and parents with general guidelines and examples of prohibited uses of district computer equipment. Failure to comply with District rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

The district has implemented technical precautions to restrict student and staff access to controversial or inappropriate materials; however, on a shared network that interacts with the public domain, it is impossible to identify or control all controversial materials. In addition, while efforts are made to supervise student use of the Internet, schools cannot prevent all inappropriate uses, just as it is impossible for parents to do so at home. Student activity in a forum as public and constantly evolving as the internet carries inherent risk of access to objectionable material and communication with persons outside the school. The school also is not responsible for the accuracy or quality of information that students obtain through the Internet.

**Student Work Product:** Just as student works are often displayed within the school building or at events located off school grounds, student work product may also be posed for display – as an example or to recognize achievement – on a school or the District’s website. Limited information concerning the student (name, age and grade level) may also be posted with the work. Parents who do not wish a student’s work to be posted on-line, may indicate so when filling out their information sheets at the beginning of the school year or calling our office.

**Acceptable Use:** In general, a student access to the school’s computers, networks and Internet services should be for educational purposes and research consistent with the school’s educational mission, curriculum, and programs. The same rules governing student conduct, communications and behavior in the Code of Conduct contained in this handbook also apply to student use of computers and the Internet. Students are also expected to comply with all directives from the teacher or staff when using computers.

**Prohibited Uses:** Unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. Using the school’s computers, networks and Internet services for any illegal activity or activity that violates other Governing Board policies, procedures and/or school rules.
3. Copying or downloading copyrighted materials without the express authorization of the student’s teacher or school administrator.
4. Plagiarism -- Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, etc.). When using Internet sources, like others, in student work, the author, publisher or web site must be identified.
5. Downloading or installing software without the permission of the student’s
6. Purposefully causing disruption or harm to the school’s computers, networks or Internet services, including, but not limited to, hacking and creating or uploading computer viruses.
7. Accessing communication forums methods, such as chat rooms, social networks, instant messaging or e-mail without authorization from a teacher or other staff member.

**No Expectation of Privacy.** In order to maintain school and student safety, the District retains full control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The District and its schools also reserve the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school-owned computers.

**Student Security.** Students must be instructed and occasionally reminded that they should never reveal their full name, picture, address or telephone number on the internet without prior permission -- from a supervising teacher and or their parent. Students should also never meet people they have contacted through the Internet without parental permission. Students should inform their teacher or school administrator if they ever receive e-mails, information or messages that seem threatening, inappropriate or make them uncomfortable in any way.

### **Costs and Charges**

The District provides a free, appropriate public education to all enrolled students. There are no costs that a parent is required to pay in order to attend District schools. When students seek to enroll in a school, they may receive a list of required and non-required materials and supplies. Parents who are able to provide these materials for their student are urged to do so to maximize the use of school funds for other instructional purposes. However, we do understand the hardship of back to school supply shopping and NO student will be denied an education if the parent is unable to provide those materials and supplies, however.

**While textbooks, Chromebooks, Middle School PE and sports uniforms, along with other school equipment are provided at no cost to students; they will be required to pay for any lost or damaged textbooks, chrome books, and other uniforms or equipment. If students do not pay for lost or damaged materials, they may not be allowed to participate in extracurricular activities or to be promoted to the next grade.**

### **Crisis and Emergency Plans**

Santa Cruz Elementary School District has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures, and provide for cooperation with appropriate emergency responders. To protect against their misuse by individuals with harmful or disruptive intentions, these plans are not released to the public. This helps ensure their effectiveness on the rare and unlikely occasion that they must be implemented. Where an emergency at a school site occurs, our first priority is to ensure the safety of our students. We strive, however, to communicate with you within one school day when a situation has taken place.

### **Dress Code/Grooming**

**We believe individualism is important.** However, the district staff has the **obligation to maintain a climate conducive to study, to protect the health and safety of students**, and to regulate appearance to the extent that it is not destructive or disruptive to the educational process. According to A.R.S. §15-841(A): "Pupils shall comply with the rules..." Therefore, students and parents have the responsibility to see that students are dressed in compliance with the district dress code as designated in this document.

**The school dress code will be enforced throughout the school year, during school hours, and at school sponsored activities.** If there is any question of the appropriateness of a student's

dress, that student will be referred to the Administration for final determination of appropriateness. Failure to comply with the dress code shall result in disciplinary action. A continual violation of the school district dress code will be considered defiant and insubordinate behavior and may result in more severe disciplinary action.

The following are the dress code guidelines to be followed by all students:

- **Hats**, headgear, caps, beanies, sun visors, etc., are not allowed on campus or at school-sponsored events (i.e., sporting events, band or choir performances). Hats may be worn after school hours at after-school events.
- **Shirts** All shirts must have finished necklines and sleeves. Backless, midriff, transparent shirts, altered or plunging necklines are not permitted. No undergarments may show.
- **Wearing apparel/Body Piercings** which depicts alcohol, drugs, gangs, tobacco, sex, political statements, guns and/or weapons, any act illegal or hazardous to one's health, or **which the site administration deems inappropriate, may not be worn.**
- **Pants** must be worn at the waist and may not be more than two inches larger than the student's actual waist size. No undergarments may show. No writing on the bottom section.
- **Shorts** In addition to the waist requirements (see Pants), shorts, including the top of slits, must be as long as the student's longest fingertip when arms and shoulders are in the relaxed, neutral position. No undergarments may show. No writing on the bottom section.
- **Dresses and Skirts** Dresses and skirts, including top of slits, must be as long as the student's longest fingertip when arms and shoulders are in the relaxed, neutral position. Dresses must have sleeves. Backless, midriff, transparent dresses, altered or plunging necklines are not permitted. No undergarments may show.
- **Footwear** There are to be no bare feet. Slippers, stocking feet, flip-flops, shower shoes, thongs, or metal cleats on soles of shoes, etc., are prohibited. Middle school students may because they change shoes for PE. Flip-flops would be defined as footwear with a single strap across the toes and a single thing between the toes. Thongs are considered flip-flops.
- **Belts** must be tucked into belt loops and may not hang down more than 6 inches from the buckle.
- **Pajamas**, including pajama bottoms, are not allowed except on specially designated days as determined by the site administrators.
- **Clothing shall be clean and in good repair.**
- **Physical education uniforms** are to be worn for middle school PE classes only and may not be worn as regular daily attire unless they are given permission by administration.

**Gang-Related Apparel/Grooming:** The District desires to keep schools and students free from the threat of harmful influences by any group or gang that advocates drug use, crime or disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, tattoos, symbols, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of the other students which the same represents.

**Enforcement:** In addition to disciplinary action that may be imposed against students who violate the District's dress code, students or their parents may also be asked to do any of the following:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing brought to school.
- Remove the accessory.
- Cover the offending markings or symbols.

**Teachers and staff are to dress professionally by following the rules set for the students. They are also asked by the administration to dress professionally by not wearing shorts or jeans (exception dress dark blue denim pants).**

## **Field Trips**

The District values field trips that relate to the curriculum and instructional program of the District. Schools have limited funding for field trips, and may charge for extracurricular field trips.

Parental permission is required for field trips, or activities which will involve community service duties, or which will occur outside of normal school hours. Teacher or other certificated personnel supervision is always provided by the District for field trips, but parent chaperones are also sometimes required, as circumstances and space permit. Only students who are approved for a particular activity and their assigned sponsors, teachers, coaches and district-approved chaperones may participate in field trips. Due to liability and funding factors, friends and families of students are not permitted to participate in field trips unless they are doing so as school-approved chaperones.

**Private transportation.** Parents, who wish to transport their own child on any such school-sponsored trip rather than sending the student on district transportation, will be required to make prior arrangements with the school. Before a student will be permitted to participate in a field trip, but travel with a parent privately, the parent will be required to sign an acknowledgement indicating that they will transport the student.

**Remember students are representing our school and community on field trips and they are under your direct supervision. Students need to follow all school rules. There should be no evidence of drugs, sex, or other inappropriate activities involved in the field trip. All aspects of the Code of Conduct apply during these trips.**

## **Grading**

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
59%and below	F

**Grades should be a mixture of tests and classwork. There should be at least two grades per subject per week, for a minimum of 20 grades per quarter per subject. The gradebook must be updated weekly; parents are checking periodically the grades of their children on line.**

## **Food in Classrooms**

Under the latest public food safety regulations, food brought into the classroom for classroom parties must come from a commercial source and, sadly, cannot be homemade. Items must provide a list of ingredients and should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food.

With the exception of classroom parties, food provided to students in grades Kindergarten through

8th, must meet Arizona Nutrition Standards provided by the Arizona Department of Education. Details on the nutrition standards are available from your child's school or online at: <http://www.azed.gov/health-safety/cnp/HB2544/ArizonaNutritionStandards.pdf>.

## **Lost or Found Property**

Anything brought to school is the responsibility of the student. If you feel your property has been lost or stolen, contact the school office. However, there is no guarantee he/she will be able to recover the lost or stolen item or secure the replacement of it. The best rule to follow is: *If you don't want to lose it, don't bring it to school.*

## **Medications**

The presence of legal medications in the schools can present a risk to student safety. Students have been injured or have become ill when other student inappropriately shared their medication with them. Consequently, the District must impose restrictions on the presence of prescription and over the counter medications in schools. Students who do not follow school district rules on concerning the possession and use of legal medications at school are subject to discipline which can include long-term suspension or expulsion. Parents are urged, for the safety of their children and others, to ensure compliance with these rules as well.

When it is necessary for a student to take medication during school hours, school personnel may assist if the following conditions are met:

- The medication must be prescribed by a physician.
- **The parent or guardian must provide written permission for school personnel to administer the medicine to the student.**
- The medication must come to the school office in the prescription container provided by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given and must match the prescription container.
- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs will be documented, recording that the student received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

**Over-the-counter medication:** When it is necessary for a student to receive a medicine at school that is sold, offered, promoted, and advertised to the general public without a prescription, the following procedure has been established to ensure the protection of the school and the student:

- **The parent or guardian must provide written permission for the administration of specific over-the-counter drugs.**
- Over-the-counter medicine must be provided by the parent to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked. An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of the administration of an over-the-counter drug will be documented.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.
- \* No opened over the counter medications will be accepted.

## **Middle School Materials and Equipment**

**Binders:** Student will need a binder/clear backpack to carry to their classes. Students must put all school items in their binders/clear backpacks. **Students MAY NOT carry solid backpacks, bags, purses, hats, or similar items into the school grounds.** These items must stay in their lockers.

**Book Lockers:** Students will be allowed to go to their lockers before school, before PE, and after School. Students need to leave all personal items **(except for their binder) in their lockers.** Students will use the lock provided by the school and should not share their locker combination with others. Students will not vandalize or damage lockers, if this happens they will be subject to the Code of Conduct. Students will not enter other student's lockers.

**PE lockers:** This year we have provided lockers in the PE rooms. **Students may only access these lockers during sports period.** Students need to leave all personal items in their lockers. Students will use the lock provided by the school and should not share their locker combination with others. Students will not vandalize or damage lockers, if this happens they will be subject to the Code of Conduct. Students will not enter other student's lockers.

**PE uniforms:** Each middle school student trying out for a sport will receive a PE uniform. The top and bottom will have matching numbers and students are to keep their uniforms in their PE locker during the week. Students are to take their uniforms home on Thursday so they can be washed. Students who lose their uniforms will need to pay to replace them (tops and bottoms are \$5.00 each).

## **Open Enrollment**

The Santa Cruz Elementary School District has an open enrollment policy consistent with Arizona state law. Opportunity for open enrollment at any school site is dependent upon capacity to accept students from other districts or in-district attendance areas only after ensuring enrollment from within the schools own attendance area can be served.

Parents may pick up open enrollment applications at each school beginning January 1 of each school year. Applications are due by the end of May, and parents will be notified if the student is accepted, denied or placed on a waiting list by the following by the beginning of the next school year

By signing the Open Enrollment application, the student and parent agree to comply with all the policies and regulations of the District and rules of the receiving school, including standards for academic effort, conduct and attendance. **The superintendent may revoke open enrollment, if policies and regulations for discipline and attendance are violated.**

## **PE Participation**

Our PE program is designed to give students the experience and practice of trying different sports and activities that can build a life long interest in physical healthiness. For this reason, all students will participate in PE unless they have a note from a physician stating what the problem is and how long they will need to stay out of PE.

## **Search and Seizure**

School administrators have the right to search students and seize property, when they have a reasonable suspicion that the search will produce evidence that the student has violated the law or the rules of the school/District, or when they have reasonable suspicion that the student may have material harmful or detrimental to the health, safety and/or welfare of students. Any search conducted on this basis will be reasonable in scope and not excessively intrusive on the student, given the student's age, sex, and other factors, including the nature of the infraction.

**School-Provided Storage Space:** Storage areas provided to students by a school such as lockers, desks, cabinets or "cubbies", are provided only as a convenience to students, and always remain the property of the school. These storage areas are subject to school control and supervision. Students have no reasonable expectation of privacy in these spaces. School officials may therefore randomly inspect these spaces at any time, with or without reason, without notice, without student consent, and without a search warrant. Students who accept lockers or desks assume full responsibility of the security of their lockers, desks, etc. Whenever a student is required to, or exercises an option of providing his or her own lock to secure a school-provided storage space, the student must provide the combination or key to the school authority that issued the storage space when requested. Failure to do so will result in the lock being cut.

**Student's Person and Personal Belongings:** Students have a reasonable expectation of privacy in the personal belongings. However, the search of a backpack, purse, or similar item at school is permissible when school authorities have a reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the rules of the school/district. Searches of a student's person are also permitted, based upon reasonable suspicion. Such searches may include a request to empty one's pockets or a request to remove outer garments, such as jackets or sweaters, but such a search will not include removal of other clothing by school officials. Strip searches are prohibited.

## **Skateboards, Skates, and Rollerblades**

For the safety and well being of students, faculty and others, students are prohibited from using scooters, skateboards, roller blades/shoes, or similar devices on campus at any time, unless as part of an established classroom activity. Violation of this rule will subject the student to discipline, and the unauthorized use of District premises by students for these purposes may also be considered trespassing.

## **Sports Eligibility -- Extra-Curricular Activities**

The primary function of this school district is to support student academic achievement. In pursuit of that goal, the District recognizes that a well-rounded educational experience includes extracurricular interests and athletic activities. However, academics must take priority, therefore, the District and its schools have set eligibility requirements for student participation in extracurricular pursuits.

***Participation in interscholastic athletics and other activities is a privilege and not a right.***

- To be on a team, each student must complete the district's sports packet, have a physical, and proof of insurance yearly.
- Students must **maintain a D or better** in all classes to participate in games. Grades will be checked every two weeks.
- Students will **need to call their parents to notify** them of their failing grades and will need to meet with the teacher to find out what they need to do to improve their grades.



- While a student is ineligible, they may still practice with the team, and students become eligible as soon as their grade rises to a **D or better**.
- Coaches may enforce their own rules, but their rules may not infringe on these rules or the rules in the Code of Conduct **or the rules stated above**.

**During the Sport Season, teachers will be given an eligibility form every two weeks. The athletic director will advise students and parents of any student that is failing. Teachers will be responsible for helping that student to make up missing work. Please advise students and the athletic director when students are close to failing so that they may work to correct the problem before they are ineligible.**

## **Sports Games**

We encourage students and parents to participate in our sport events, but we need to make sure this is a safe environment for everyone. For that reason, we have these rules:

- **Students may stay to watch games after school, if their parents are also at the game.**
- Students may stay with another adult who is not their parent or guardian. If they have a signed note from their parent giving them permission.
- **Students are to stay with their parents at all games. There is no supervision on the playgrounds or other areas of the school for students.**
- Students from other schools may not stay at our games unless their parents are there.
- **This applies to dances also.**

## **Staff Qualification Information**

The District is proud of its high caliber staff. Under the federal No Child Left Behind Act (NCLB), every school district must report how many of its affected staff members are highly qualified. In Little Red School, more than **100% of our staff is highly qualified**. NCLB also requires school districts to inform parents that they have the right to request and receive timely information on the professional qualifications of their child's classroom teachers. More specifically, upon request, we must provide the following information:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching.
- Whether the teacher is teaching under emergency or other provisional status.
- The bachelor's degree major(s) of the teacher and any other graduate certification(s) or degree(s) held by the teacher, including the field of discipline of the certification(s) or degree(s).
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Résumés describing educational background and teaching experience are maintained for all teachers and other instructional personnel. If you wish to review the résumés for your child's teachers or obtain any of the information described above, contact the school administration.

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

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

- Violation of student's constitutional rights,
- Denial of an 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 person,
- Intimidation by another student,
- Bullying by another student, or

- Concern for the student's personal safety.

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff members.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall determine any question concerning whether the complaint/grievance falls within this policy.

## **Student Fund Raising Activities**

Fund raising activities by students on school premises or elsewhere, as representatives of the school will be permitted only when connected with specific school activities approved by the principal and sponsored by a teacher or school staff member. Participation in contests and fund-raising activities shall be governed:

The aim of the activity shall benefit youth in educational, civic, social, and/or ethical development.

The activity shall not be detrimental to the regular planned instruction.

A teacher or school staff will directly supervise the activity.

The proceeds shall be deposited daily in the Student Activity Fund (unless sponsored by PTC) and shall be used only as specified by Arizona law.

## **Telephone Messages**

Due to the limited staff available at a school, as well as the disruptive impact on staff, instruction and school operations, the delivery of telephone messages to students cannot be assured and should be minimized, except in emergencies

## **Visitors to Schools**

We encourage you to visit your child's school. **For the safety of all our students and staff, however, we do require that you and all other visitors report to the school office upon arrival on campus if you are visiting during the school day (7:50 – 3:30).** Visitors (including parents) are expected to sign in and wear a visitor's badge. Visitors who fail to comply with the requirement to register and obtain a visitor badge may be in violation of criminal trespass laws, student behavioral expectations, or both. See A.R.S. § 13-1502(A)(1).

Parents and others must comply with directions from the principal and teachers when visiting. If you wish to meet with your child's teacher or school administrator, please make prior arrangements to avoid conflicts with school activities and instructional program schedules. • According to A.R.S. 15-507 a person who abuses a teacher or other school employee on school grounds or while the

teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor – possible penalty – up to thirty (30) days imprisonment and /or up to a \$500,000 fine.

**Students from other schools are not allowed to visit other school campuses during the school day unless they participating in an official school or district event and have permission from the superintendent.**

We understand that students may require social services. However, given the limited resources and instructional time available to our schools, schools should be preserved as places of student learning. Therefore, external social service providers seeking to visit and provide services or treatment to students are better met in other settings outside our schools. Those services are more properly provided in the third party's own facilities, under the supervision and direction of the parent or guardian. Where appropriate, necessary, and properly authorized by the school principal, a third party may simply observe a student from a suitable distance so as not to interrupt the instruction of that student or others.