



# Handbook 2020-2021

## ***WELCOME BACK***

### About this Handbook

Contained in this student handbook are answers to the most often asked questions we hear from parents. We've included information that's important for both parents and students. We encourage you to share and reinforce with your children those areas that are important to allow for a safe, happy school year. Please keep this and use it as a reference throughout the year. It contains important dates along with other information. If we've forgotten anything, feel free to call. We'll be glad to answer any questions you may have!

#### **Mission:**

We will partner with families providing emotional, social, and academic support, encouraging students to go further than they thought possible.

#### **Vision:**

We strive to be the heart of our community.

***A message from your child:*** Help me get to school every day. And help me to be on time. Answer notes, telephone calls and messages from school. Ask me daily what new things I learned in school. Help me feel good about myself. Teach me how to be caring and understanding and teach me good manners. Help me realize how important school is to my future by supporting the school and attending conferences and school functions.

Palominas Elementary District #49

Sherri Rosalik, Superintendent

District Website: [www.psd49.net](http://www.psd49.net)

August 1, 2020

Dear Parents:

We look forward to another challenging and exciting year for everyone! The Palominas School District has two wonderful elementary schools each with an outstanding staff ready to serve our students in grades K-8. In addition to our elementary schools, we have a facility dedicated to Preschool, the District Office, and community resources.

This handbook has been designed to give you detailed information about our schools, departments and environment. We encourage you to read the handbook completely with your child so that you and your family will be well informed about our district and its policies.

We believe in maintaining a safe and orderly environment in which all students can succeed. The teachers, staff, and administrators are here to provide our students with the support and direction they need as they pursue their goals this year. All of us maintain high expectations for our students and we look forward to their achievements throughout the year in the Palominas District.

To acknowledge receipt of this handbook we ask that parents/guardians sign and return the last page. Please do not hesitate to call us if you have any questions or comments.

Sincerely,

*The Palominas District Administration & Staff*

DISTRICT OFFICE

6849 E. Hwy 92, PO Box 38

Hereford, AZ 85615

520-366-6204 FAX 366-5717

District website: <http://psd49.net>

District Facebook page: [Facebook.com/psd49.net](https://www.facebook.com/psd49.net)

CORONADO

5148 Coronado School Drive

Sierra Vista, AZ 85650

520-378-0616

FAX 378-4195

PALOMINAS

10385 E. HWY 92

Hereford, AZ 85615

520-366-5441

FAX 366-5875

VALLEY VIEW

PRESCHOOL/COMMUNITY

CENTER

6849 E Highway 92

Hereford, AZ 85615

520-366-5508

FAX 366-5592

Transportation

366-6204 ext. 113 (7am-5pm)

266-2239 (5am-7pm)

Food Service

366-6204 ext. 109

Special Services

366-6204 ext. 117

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# EDUCATIONAL PHILOSOPHY

The District recognizes the value of a consistent integrated effort from the home, the school, and the community. All are necessary to educate the whole child and best prepare him/her to share in a future of possibility and promise. We encourage our parents to volunteer in classes, and/or serve on our Site Councils and Family Engagement Committees. Please contact your child's school if you are interested.

In a positive environment, high expectations are correlated with abundant opportunities to ensure student success. Learning experiences are provided to facilitate mastery of thinking and research skills and encourage the development of student interests and appropriate social attitudes. These goals are realized through the efforts of an instructionally diverse and creative staff. Innovative resource materials are available to support and enrich basic strands of the curriculum.

In the District, student individuality is appreciated. Through teamwork and cooperation, each child's unique set of needs are respected and addressed. Within a small rural context the District strives to progress, yet still remain nurturing and supportive.

The District is proud to offer a full day kindergarten program. We believe that a full day program will provide our students with the best opportunity to master the Arizona Academic Standards and be successful throughout their school career.

## ENROLLMENT REQUIREMENTS

BIRTH CERTIFICATES AND IMMUNIZATION RECORDS ARE REQUIRED BY LAW FOR ALL STUDENTS. (To be complete, students must have one DPT & Polio after their 4th birthday.) Kindergarten students must be 5 years of age by August 31st of the year they are enrolled in school. (Students who turn 5 by December are eligible to take an Early Entrance exam. Please see the school secretary for details.) Proof of residency is also required. If a family is identified as homeless, the district will enroll the child/children without the required paperwork and assist the family in obtaining all necessary records promptly.

## VISITORS TO SCHOOLS

Parents are encouraged to visit the schools! For safety and security reasons, all visitors must report to the school office upon arrival. Visitors without badges will be directed to the school office. The classroom teacher and principal shall be informed as to the day and time of the visit so as to avoid any conflicts with the school schedule. In visiting the classroom, parents must realize that the teacher's first responsibility is to the students; therefore, no lengthy conversations will be possible. Conferences are scheduled twice a year for this purpose. Appointments may be made with the teacher for additional conferences. No person may enter onto school premises without the approval of the principal. No minor friends or relatives may attend class with a district student or travel on a Palominas District bus. Neither will any person be allowed to conduct nor attempt to conduct any activity on school premises that has not had prior approval by the principal. \*\*See policy K-I and regulation K-IR\*\*

# STUDENT DRESS CODE

The Palominas School District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of self and others.

## **Shoes:**

- Must be worn at all times.
- Slippers may not be worn at school.
- Heels may not exceed 3 inches in height.
- No flip flops.

## **Shorts/Skirts:**

- Minimum length must be within two inches of the top of the knee.
- Must be visible and not completely covered by a shirt/jacket.

## **Tops/Shirts/Sweatshirts:**

- No tank tops, bare midriffs, fishnet, see-through (lace), strapless, halter tops, or other bare, distracting clothing.
- Sleeveless tops must have a three inch strap (no spaghetti straps).
- Jerseys must be worn with a t-shirt underneath.

## **Headwear:**

- Hats, beanies, bandanas, and hoods may not be worn indoors and must be worn appropriately (brim facing forward).

## **Accessories:**

- Belts must be worn through loops and only two inches may hang down.
- Sunglasses may not be worn inside.
- Chains, including wallet chains, may not be worn.
- Jewelry, including earrings, may not present a safety hazard.

## **ALL Clothing:**

- May not display illegal substances, violent/vulgar messages, gang oriented insignia, or otherwise inappropriate design.
- Undergarments may not be visible.
- Pajamas are not allowed except on spirit days.
- No rips or tears above the knee: No sagging clothing

Faculty and administration reserve the right to make the final decision as to the suitability of any attire and to decide when attire violates the district dress code. Students out of dress code will change into appropriate clothing. Repeated offenses shall result in disciplinary consequences for defiance of authority.

# HOMELESS STUDENTS

The McKinney-Vento Act is a federal law designed to identify students whose families are homeless and provide those individuals with a consistent, quality education. The identification process is simple and Title I services, transportation and school lunches are available to children who are homeless. Each school in our district has a poster and flyers describing the provisions of this act and listing the District

Liaison, Kaytee Hale. Please contact her (366-6204, ext. 109) about the identification process, the dispute resolution process or any other questions you might have.

## PARENT ORGANIZATIONS

These are volunteer organizations open to parents, grandparents or anyone interested in helping to better the education and learning environment for the students in the Palominas District. Those individuals wishing to volunteer to work with these organizations should contact their child's school office for current volunteer information.

## DISTRICT BEFORE/AFTER CARE PROGRAM

A program of before and after school care is available at Coronado School. Before school care begins starting at 6:45 A.M. and after school care is available until 5:45 P.M. Students at any of the schools can be accommodated and transportation is provided to and from the students' schools. Please contact Coronado Elementary School for additional information and a fee schedule.

## ARIZONA SCHOOL TAX CREDIT

The Arizona Revised Statute 43-1089.01 allows individual taxpayers to receive a tax credit up to \$200.00 (\$400, if married filing jointly) for fees paid directly to schools in Arizona for the support of extracurricular activities. An extracurricular activity is defined as any school sponsored activity that requires enrolled students to pay a fee in order to participate.

Generally, all educational activities that are OPTIONAL, NON-CREDIT, AND SUPPLEMENT THE EDUCATION PROGRAM OF THE SCHOOL are considered to be extracurricular.

The Palominas District Governing Board has established a fee schedule for extracurricular activities for which taxpayer contributions may be accepted. Contact your school office for a fee schedule.

The Board does not wish to discourage any student from participating in extracurricular activities; therefore, scholarships will be available. Please inquire at your child's school office for scholarship details.

Contributions that are eligible for a tax credit are donated directly to the schools, not to the state. The funds are not subject to the revenue control limit that prevents schools from spending more than a fixed amount for programs. Additional funding from tax credit contributions will allow more students to participate in activities. For more details on the Tax Credit Program call the Business Office (366-6204, ext. 107) or your child's school.

## ATTENDANCE

Regular attendance and being on time are two things that help students to be successful in schools. Absences disrupt schedules, require readjustment to the class routine, and slow down learning.

Students should be in class every day unless they are ill. It is very important that the school is notified as soon as possible if a student will be absent. Message machines are available for you to call in the event



of an illness. Please state the type of illness when you call. If the school is not notified by 10:45 a.m., state law requires a call be made to verify the absence. A note from the parent explaining the absence is required when phone verification is unsuccessful.

Coronado School telephone number: (520)378-0616

Palominas School telephone number: (520)366-5441

Valley View Preschool & Community Center telephone number: (520)366-5508

Parents/guardians are responsible for seeing that students attend regularly. Excessive absences can be cause for retention. If a child is absent 10 days or more a letter will be sent home informing parents of the retention policy.

A.R.S. §15-802, Paragraph (E) provides that: "unless otherwise exempted in this section or §15-803, a parent of a child between six and sixteen years of age or a person who has custody of a child, who does not provide instruction in a home school and who fails to enroll or fails to ensure that the child attends a public, private or charter school pursuant to this section is guilty of a class 3 misdemeanor." The maximum penalties for a class 3 misdemeanor are thirty (30) days in jail and/or a fine of up to Five Hundred Dollars (\$500.00) for each offense. All or part of the sentence can be suspended and the person placed on probation for a period of up to one (1) year. A violation of probation could result in the imposition of any part of the maximum sentence not initially imposed. The District will work with the courts to enforce this statute.

## TARDINESS

Being on time is important. If a student is late for school he/she must report to the office before going to the classroom. The student will be given a pass to take to the classroom teacher. If the student has continuous unexcused incidence of tardiness, parents will be notified and it may be necessary for the child to make the time up during lunch, recess, or after school. (See policy JK-ED)

## EARLY RELEASE BY PARENT OR GUARDIAN

For the safety and protection of the child, we cannot allow him or her to be taken from the classroom before our regular dismissal time without the parent or guardian first coming to the office and signing the child out. We will then call the student from class. We will excuse a student early on the basis of a note or telephone call from the parents for appropriate appointments. For the safe dismissal of all students, the office will not be able to release students within the last 10 minutes of the school day.

## FIELD TRIPS

Students who participate in field trips must submit permission slips at least one day prior to the trip. Direct telephone calls will not suffice for parental permission. Only parents or guardians may accompany students on field trips. A parent who plans to accompany a group must make the commitment one day prior to the trip.

## COMMUNICATIONS & SCHOOL CANCELLATIONS

Regular communications listing events, meetings, and committees will go out periodically via students, or electronically. Palominas Elementary School District FaceBook (Facebook.com/psd49) will be used to share information with parents and the community. Articles will appear in the Sierra Vista Herald Chalk Talk weekly column. Blackboard Connect will automatically call phone numbers on file for urgent events. To check for information about adverse weather please check with KVOA, KOLD, KGUN and district website for cancellations. District and School Websites: [www.psd49.net](http://www.psd49.net)

## HEALTH

### **Administering Medicines to Students:**

It is the policy of the Palominas School District that a parent administers all children's medication at home. Under exceptional circumstances, medication may be administered by school personnel under the appropriate administrative regulations. Parents are required to sign a medical release form, which is available in the nurse/health aides' office.

Policy JLCD and ARS 15-157 provide for the following: "The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of auto-injectable epinephrine by a trained employee of the School District pursuant to section A.R.S. 15-157 and subsequent to the adoption of rules by the State Board of Education on or before January 1, 2014 pertaining to annual training in the administration of auto-injectable epinephrine, recognition of anaphylactic shock symptoms and the procedures to follow when anaphylactic shock occurs and the requirements of A.R.S. 15-203(A)(40).

The Governing Board recognizes that the prescribed annual training is optional during any fiscal year in which sufficient monies are not appropriated by the legislature during that fiscal year to provide for the purchase of two (2) juvenile doses and two (2) adult doses of auto-injectable epinephrine at each public school in this state and if the school does not stock two (2) juvenile doses and two (2) adult doses of auto-injectable epinephrine at the school during that fiscal year."

### **Insurance:**

Information on student insurance will be sent home in September. Prices are listed on the packets for both school-time and full-time rates.

## DISCIPLINE

The discipline plans used throughout our schools reward students who exhibit desired behaviors as well as provide consequences for those who break the rules. Each classroom will have a plan posted and/or distributed so that every student knows what is expected of him/her.

## A.R.S. 13-12-1 and A.R.S. 13-29-11

In Arizona schools, communicating a threat is a crime. The law provides that any student who, with the intent to terrify, threatens to cause physical injury to a school employee or student or serious damage to property, or intimidates another person, by work or conduct is guilty of a Class 1 misdemeanor. If the intent of the threat is to cause the other person to participate in a criminal street gang, the crime becomes a Class 4 felony. In order to comply with the new law, the District will report to the police any and all incidents that could potentially threaten the safety or security of pupils, teachers or administrators. These threatening behaviors may require that the student be considered for expulsion. The District reserves the right to deal with student discipline on a case-by-case basis. Students who are enrolled in Exceptional Student Services will be afforded the protections of the IDEA.

## GENERAL STUDENT CONDUCT

During the course of the school day, no student is to leave the school grounds without proper permission from the Superintendent, Principal or others delegated this authority.

A student must have a pass to enter any building during recess or to enter the administration offices at any time.

Restroom passes are needed except during lunch break and on the way to recess. Students are not to run in the building, hallways, classrooms or on the sidewalks. There is to be no walking or standing on the planters.

Disrespect, disobedience, and open defiance of authority shown to teachers or District staff members will not be tolerated.

Problems between individuals shall be resolved peaceably. Fighting is prohibited at school. Students shall not interfere with the discipline of other students. The school climate provides no place for profane or foul language. The use of this type of language will not be tolerated. Students shall change classes quietly and strive for courteous behavior.

Students shall not be on the playground before 7:55 A.M. Staff is not available to supervise students before 7:55 A.M.

All students are to keep hands and feet to themselves.

There shall be no public display of affection in school, at school events, or on the bus. Knives, laser pointers and other objects that could be construed to be weapons shall not be allowed on the school grounds.

Vandalism and/or theft of any kind will not be tolerated. Student possession of non-prescription drugs, alcohol, or tobacco (real or real-like) is contrary to Arizona State Law and is prohibited at school.

No spit wads or other objects shall be thrown in the classrooms. Throwing of rocks or other hazardous objects shall not be allowed at school any time.

Students, when spoken to by teachers and/or staff members, shall always respond, and shall do so in a courteous manner.

Each building principal will establish rules pertaining to the use of personal items (e.g. cell phones, iPods, MP3 players and similar electronic devices, trading cards, cosmetics, etc.) at school.

## DISTRICT DISCIPLINARY OFFENSES AND ACTIONS TO BE TAKEN \*\*

This discipline plan is in effect during the time students are on the bus, walking to and from school, in school and at any after-school functions. See Board Policies under JK for additional information. See also page 14 pertaining to A.R.S. 13-12-1 and A.R.S. 13-29-11

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
<b>Absenteeism</b>		
First	Warning	DAP
Subsequent	DAP	DAP
<b>Alcohol, use or under the influence of.</b>		
First	DAP/Notify police	L-T Suspension/Notify police
Subsequent	DAP/Notify police	Expulsion/Notify police
<b>Arson</b>		
First	DAP/Notify police	Expulsion/Notify police
Subsequent	L-T Suspension/Notify police	Expulsion/Notify police
<b>Bomb threat.</b>		
First	DAP/Notify police	Expulsion/Notify police
Subsequent	L-T Suspension/Notify police	Expulsion/Notify police
<b>Cheating.</b>		
First	Warning	DAP
Subsequent	DAP	DAP

<b>Defiance of authority.</b>		
First	Detention/DAP	L-T Suspension
Subsequent	Detention/DAP	Expulsion
<b>Dishonesty.</b>		
First	Warning	DAP
Subsequent	Detention	DAP
<b>Disruptive conduct.</b>		
First	Warning	Expulsion
Subsequent	DAP	Expulsion
<b>Disturbing school meeting or activity.</b>		
First	Warning	DAP
Subsequent	DAP	Expulsion
<b>Dress or appearance violation.</b>		
First	Asked to change/Parents notified	DAP
Subsequent	Asked to change/Parents notified	Suspension
<b>Drug possession.</b>		
First	L-T Suspension/Notify police	Expulsion/Notify police
Subsequent	Expulsion/Notify police	Expulsion/Notify police
<b>Drug sale.</b>		
First	Expulsion/Notify police	Expulsion/Notify police
Subsequent	Expulsion/Notify police	Expulsion/Notify police

<b>Drug use.</b>		
First	Expulsion/Notify police	Expulsion/Notify police
Subsequent	Expulsion/Notify police	Expulsion/Notify police
<b>Endangerment.</b>		
First	Warning	Expulsion
Subsequent	DAP	Expulsion
<b>Ethnic slurs.</b>		
First	Warning	DAP
Subsequent	DAP	L-T Suspension
<b>Extortion.</b>		
First	Warning	L-T Suspension/Notify police
Subsequent	DAP	Expulsion/Notify police
<b>False alarm (emergency, fire, security, etc.).</b>		
First	Warning	DAP/Notify police
Subsequent	DAP	Expulsion/Notify police
<b>Fighting.</b>		
First	Warning	DAP/Notify police
Subsequent	DAP	L-T Suspension/Notify police
<b>Firearm/explosive device/knife.</b>		
First	DAP	Expulsion/Notify police
Subsequent	DAP	Expulsion/Notify police
<b>Forgery.</b>		
First	Warning	DAP
Subsequent	DAP	Suspension

<b>Gambling.</b>		
First	Warning	DAP
Subsequent	DAP	Suspension
<b>Harassment/threats/verbal abuse. (i.e., sexual harassment, sexting)</b>		
First	Warning	L-T Suspension/Notify police
Subsequent	DAP	Expulsion/Notify police
<b>Hazardous or physically offensive condition, causing.</b>		
First	Warning	DAP
Subsequent	DAP	Expulsion/Notify police
<b>Hazing.</b>		
First	Warning	DAP
Subsequent	DAP	L-T Suspension
<b>Improper sexual advances.</b>		
First	Warning	Suspension
Subsequent	DAP	L-T Suspension
<b>Insubordination.</b>		
First	DAP	L-T Suspension
Subsequent	DAP	Expulsion
<b>Insult/verbal abuse of a faculty or staff member.</b>		
First	DAP	Suspension/notify police
Subsequent	DAP	Expulsion/notify police
<b>Lewd/lascivious behavior.</b>		
First	DAP	Suspension/notify police
Subsequent	DAP	Expulsion/notify police
<b>Littering.</b>		
First	Warning	Detention
Subsequent	Detention	DAP

<b>Malicious mischief.</b>		
First	Warning	Detention
Subsequent	Detention	DAP/Notify police
<b>Obstructing an investigation.</b>		
First	Warning	DAP
Subsequent	DAP	Suspension
<b>Obstructing traffic, vehicular or pedestrian.</b>		
First	Warning	Notify police
Subsequent	Notify police	Notify police
<b>Physical assault.</b>		
First	Warning/Detention	L-T suspension/Notify police
Subsequent	DAP/Notify police	Expulsion/Notify police
<b>Plagiarism.</b>		
First	Warning	DAP
Subsequent	DAP	DAP
<b>Public Display of Affection</b>		
First	Detention	DAP/Suspension
Subsequent	DAP	Suspension
<b>Resisting authority.</b>		
First	DAP	L-T suspension/Notify police
Subsequent	DAP	Expulsion/Notify police
<b>Secret Club or Gang Activity</b>		
First	DAP/Administration and Parent Meeting	Suspension
Subsequent	DAP/Administration and Parent Meeting	Suspension/Expulsion



<b>Slander.</b>		
First	Warning	DAP
Subsequent	DAP	L-T suspension/Notify police
<b>Tardiness.</b>		
First	Warning	Detention
Subsequent	Detention	DAP
<b>Theft of property (school related).</b>		
First	DAP	Suspension/Notify police
Subsequent	DAP/Notify Police	L-T suspension/Notify police
<b>Tobacco product use.</b>		
First	DAP	Suspension/Notify police
Subsequent	DAP	L-T suspension/Notify police
<b>Unauthorized departure from class, campus, or event.</b>		
First	Detention	DAP/Notify police
Subsequent	DAP	L-T suspension/Notify police
<b>Unauthorized entry/trespass/loitering.</b>		
First	Warning	Notify Police
Subsequent	Notify Police	Notify Police
<b>Vandalism or destruction of property (school related).</b>		
First	Detention Reimbursement	Suspension/Notify police
Subsequent	DAP/Notify police Reimbursement	Suspension/Notify police
<b>Violation of a Governing Board policy or school rule.</b>		
First	See specific violation	See specific violation
Subsequent	See specific violation	See specific violation

<b>Violation of a local, state, or federal law.</b>		
First	Notify police	Notify police
Subsequent	Notify police	Notify police
<b>Vulgar or obscene language, gestures, pictures or symbols.</b>		
First	Warning	DAP
Subsequent	DAP	L-T Suspension/Notify police
<b>Weapon violation (not firearm/explosive device/knife).</b>		
First	DAP	Expulsion/Notify police
Subsequent	DAP	Expulsion/Notify police

**Definitions:**

**After School Detention:** a “no nonsense” traditional type of detention.

**DAP (Discipline Accountability Program):** See detailed description on the following page.

**Suspension:** Students are not permitted on campus.

**Expulsion:** School Board Action, student is removed from school district permanently.

## **STUDENT DISCIPLINE (DISTRICT DISCIPLINE ACCOUNTABILITY PROGRAM) DAP**

The District sets a high priority on its efforts to maintain its traditional high standards of behavior and to ensure the students the right to learn in a safe, secure, and undisrupted classroom environments. A plan is being implemented to provide an effective alternative to both in-school and out-of-school suspension.

The disciplinary accountability program (DAP) consists of a self-contained classroom designed to meet the needs of students who experience behavioral problems in the regular classroom environment. Students are supervised by the Character Coach and have little to no social interaction with the rest of the student body. The regular classroom teachers provide daily assignments.

Students receive full credit for work that is satisfactorily completed. The number of days a student is assigned to the DAP will be determined by the building principal. The principal will attempt to notify the parents before any placement to DAP. It should be understood that the principal may suspend a student from the campus altogether, based on:

- The nature and severity of the infraction.
- Disruptive behavior in the DAP classroom.

DAP classroom hours are regular school hours. This disciplinary program provides students who must be removed from the regular classroom a supervised environment where they are responsible and accountable for their school assignments. The Character Coach will return completed student work to classroom teachers.

### **Student Violence/Harassment/Intimidation/Bullying (To be displayed in school buildings and in student handbooks)**

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

#### **Bullying:**

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

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

### **Cyberbullying:**

Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

### **Harassment:**

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by the use of social media. Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property.

### **Intimidation:**

Intimidation can be manifested emotionally or physically, either directly or indirectly, and by the use of social media. Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement. Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

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

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

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

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

Physical restraint is to be a last resort emergency safety measure used only in an emergency situation when a student is imminently dangerous to him/herself or others.



## SCHOOL BUS SAFETY PROGRAM & BUS CONDUCT

Our transportation department and drivers do an outstanding job transporting our children safely to and from school. By law, the driver is responsible for making the determination whether or not a road is safe for travel. In the event a roadway is deemed to be extremely muddy, rutted, or otherwise impassable, the driver or transportation supervisor may make the decision not to take a bus down such a roadway. Prior notification will be attempted, but it may not always be possible. Please make sure you have made alternate plans with your child so he/she knows where to go if the bus has not arrived at the stop in a reasonable amount of time.

### **Bus General Guidelines:**

Students are not allowed to get off the bus at any other stop, or be picked up by anyone other than those listed on the student card unless a note or phone call from the parent (or persons listed on the student card) is received in the office.

### **Bus Stops:**

Bus stops are listed by the parent upon enrollment each year on the 5" x 8" student information card (sent home the first day of school.) Please contact our transportation office (366-6204, ext. 113) if you have any questions about the location of the nearest stop. Our bus routes run along maintained roads.

Please be early to bus stops. Leave home in time to arrive at the pickup point 5 minutes before the scheduled bus stop time.

### **Bus safety:**

Bus stops are established so all students can safely get picked up or dropped off. If a student is not waiting at the bus stop, the student may miss the school bus. The driver cannot wait for late students.

It is not safe for a student to run to a school bus or knock on the school bus door after it has been closed. Students may be subject to discipline for running after a school bus or knocking on the school bus door after it has closed because it is unsafe.

F17-9-104 (d7) Minimum Standards for School Buses states, a school bus driver shall close the service doors of a school bus before operating the school bus. The service doors remain closed whenever the school bus starts in motion.

If a student misses the school bus at their stop parents/guardians are asked to please contact the transportation dispatch office to try to make possible other arrangements (366-6204 ext 113). It is unsafe to STOP behind the school bus or BESIDE the school bus, these are considered the DANGER ZONES.

The danger zone is the area on all sides of the bus where children are in the most danger of being hit, either by another vehicle or their own school bus. The danger zones may extend as much as 30 feet from the front bumper with the first 10 feet being the most dangerous, 10 feet from the left and right sides of the bus and 10 feet behind the rear bumper of the school bus.

If walking along the road to reach the bus stop, walk on the left side facing oncoming traffic. Walk on the shoulder of the road where possible, and not on the traveled portion.

### **Boarding the bus:**

Wait until the bus comes to a complete stop before attempting to get on board.

Line up in single file with older students in front so they can board first.

Get in line without pushing or crowding, board the bus quickly and stay off the roadway.

The driver may assign seats. Students in grades 4-12 will sit with siblings or students of the same gender unless other arrangements have been made with the transportation department.

Never run on the bus. The steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.

Be particularly careful if carrying books or backpacks since it is difficult to see the steps and hold the handrail.

Go directly to your seat, sit straight, all the way to the back of the seat, and face the front. Students are responsible for the area in which they sit.

R17-9-104 (4) any person boarding or attempting to board a school bus, (whether or not a passenger), shall comply with all instructions given by a school bus driver. If a passenger or a non-passenger boards, or attempts to board, a school bus and refuses to comply with the school bus driver's instructions, the school bus driver may seek emergency assistance to remove the passenger or non-passenger from the school bus, or prevent the passenger or non-passenger from boarding.

### **Conduct on the bus:**

The bus is an extension of the classroom; promptly obey all directions and instructions of the school bus driver.

The bus will not move until all passengers are seated.

Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.

Keep your books and backpacks on your lap or put them under the seat.

Keep the aisle clear of EVERYTHING. Avoid doing anything that might disturb the driver or interfere with his/her work.

Refrain from loud or boisterous talking, yelling, or using profanity. Use your classroom voices.

Do not open windows without the driver's permission.

Never stick hands, arms, head, or feet out of the windows. It is against the law.

Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.

Do not touch the emergency door, exit controls, or any of the bus safety equipment.

Do not leave trash in the bus. Driver may request violators to clean up after themselves.

Guidelines for eating on the bus will be established by drivers and the Transportation Director.

Public displays of affection are prohibited.

**Prohibited items:**

Glass containers, loose objects (skateboards, etc.) and balloons may not be carried on a Palominas District bus.

Tobacco is not allowed on a school bus. Alcoholic beverages shall not be carried on a school bus.

Insects, reptiles, pets or other animals (dead or alive) shall not be transported in a school bus.

(A.A.C. R17-4-507 [G] [7]) No weapon, explosive device, harmful drugs, or chemical shall be transported in a school bus.

**Exit from the bus:**

Remain seated until the bus has reached its destination and comes to a complete stop.

Do not push or crowd when leaving the bus.

**Crossing the highway:**

If you must cross the road, walk to a point about ten feet in front of the bus DO NOT CROSS until the driver has indicated that it is safe to do so.

As you cross the road, look continuously to the right and left.

When you are at an intersection, look in all directions. Cross at right angles.

Never cross the road diagonally. Walk briskly across the road, but DO NOT RUN.



Never cross the road behind the bus.

**Accident or other emergency:**

In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.

Stay in the bus unless otherwise directed by the driver.

If you have to leave the bus, stay in a group and obey the driver's instructions.

Do not expose yourself or others to needless hazard.

**Procedures followed upon student misbehavior on school bus:**

Transportation of students is a **privilege** extended to students in the Palominas District. The privilege of a student to ride a school bus is contingent upon continuous acceptable and safe behavior. The bus driver will refer misbehavior to the attention of the Transportation Supervisor. Depending on the nature of the offense(s) and past behavior of the offender, the following forms of discipline may be used by the Transportation Supervisor, his/her designee, or the building principals:

**First incident:**

The student is warned about the consequences of choosing not to follow the rules and may be moved to the front of the bus.

**Second incident:**

The parent is notified of the incident by a note home and/or phone call from department supervisor.

**Third Incident:**

A written referral will be made and consequences may include, but are not limited to: assignment to the Discipline Accountability Program (DAP) or a bus suspension.

Any additional behavior incidences may result in the revocation of bus riding privileges.

**Severe Clause:**

The student and parents or legal guardians are informed that certain very serious misbehaviors may result in the immediate removal of a student and/or the loss of bus privileges for up to the entire year **even if it is a first offense**. The Sheriff's office may be called.

The following inappropriate behavior will result in suspension of transportation privileges and may result in the student being subject to further disciplinary procedures:

a) Physical harm or threat to another student or driver

- b) Property damage (restitution will be made)
- c) Drug, alcohol, or tobacco use or possession
- d) Use or possession of a weapon or any object used as a weapon
- e) Bullying

**PALOMINAS DISTRICT SCHOOLS ARE DESIGNATED AS NO-SMOKING CAMPUSES**

## **DRUG ABUSE BY STUDENTS**

The non-medical use, possession, or sale of drugs (real or real-like) on school property or at school events is prohibited. Non-medical is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition.”

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law. Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, “drugs” shall include, but not be limited to:

- All dangerous controlled substances prohibited by law
- All Alcoholic beverages
- Tobacco and tobacco products
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy
- Hallucinogenic substances or inhalants Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

### **Drug Abuse Prevention:**

The following administrative procedures are to be used to implement the Governing Board policy on drug abuse prevention:

It shall be the responsibility of all school employees to report to the principal or other administrator in charge all suspected instances of the use, possession, or sale of drugs.

### **Distribution or sale of drugs:**

When it is reasonably certain that a student is involved in the distribution or sale of drugs, law enforcement authorities and parents or legal guardians shall be contacted.

A student who has been determined to be involved in the distribution of drugs shall be reported to the law enforcement authorities and shall be subject to suspension or expulsion.

**Possession of drugs:**

Law enforcement authorities shall be contacted when the principal, or designee, determines that drugs to be used for non-medical purposes are found in the possession of a student. The principal or designee may also contact law enforcement authorities to help make such a determination. Pupils who are in possession of drugs to be used for non-medical purposes may be suspended or expelled.

A student who has been suspended for a drug-related offense for a second time will be referred to the Superintendent, or designee, for further action (A.R.S. 15-843).

**Under the influence of drugs:**

A student who is reasonably suspected of being under the influence of drugs shall be referred to the school nurse/health aide.

If it is determined that the student is under the influence of drugs, his/her parents or legal guardians shall be contacted. The student may be suspended or expelled.

A student who has been involved in a drug-related offense for a second time will be referred to the Superintendent, or designee, for further action (A.R.S. 15-843).

**Student who seeks help:**

The District does not condone the non-medical use of drugs. The need for the availability of help to those who use/abuse drugs is recognized. It is the position of the District that communications between students and professional staff members will be held in trust unless it becomes evident that withholding information may result in harm or injury to the student or others. Staff members shall refer students who seek help to the school nurse/health aide.

**Involvement with medical drugs (medication):**

Parents of students who need access to medical drugs in school shall leave them, in the original container, with the school nurse/health aide. Permission from a parent or guardian and written directions from a physician concerning their use shall be left with the school nurse/health aide.

Students who are in possession of medically approved drugs, but have not followed the directions described above, shall be disciplined in accordance with school disciplinary policies.

Students who distribute such drugs to others will be considered as distributing drugs for nonmedical purposes.

**Parental involvement:**

When there is a reasonable suspicion that a student is violating the school drug policy and he/she is questioned by the school principal, or designee, every effort shall be made to notify parents or legal guardians that such questioning has taken place.

When it has been determined that a student has violated the school drug policy, every effort shall be made to notify his parents or legal guardian.

**Medical services:**

A student who is reasonably suspected of being under the influence of drugs while school is in session shall be referred to the school nurse/health aide. Such cases shall be treated like any other medical problem.

When there is reasonable suspicion that any student is under the influence of drugs while at a school activity and health services are unavailable, it shall be the responsibility of the supervisor on duty to call for appropriate assistance.

**Return to school:**

When a student has returned from a suspension for using drugs for nonmedical purposes, reasonable efforts should be made by school personnel and parents or legal guardians to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:

- Utilization of community-based programs
- In-school group or individual counseling
- An effort by the professional staff to help him/her emphasize the positive alternatives to drug-use behavior

**Student neglect, child abuse, or child maltreatment:**

A staff member who believes that a parent or other adult is contributing to drug-using behavior of a student shall confer with the principal.

Such a conference does not change the duty of the staff members to ensure that the case is referred to the appropriate child protective services for further investigation.

**Drug education:**

Substance abuse prevention shall be combined with health, science, citizenship, or a similar program.

In addition to the established curriculum, each principal shall direct the use of other educational information, including, but not necessarily limited to, assemblies, speakers, printed materials, class discussions, and bulletin board materials.

**Student counseling:**

Counseling should emphasize drug abuse prevention as well as treatment, and an effort should be made to make it available to all pupils who desire this service.

Counseling may be done individually or in groups. When a student seeks out an employee other than a counselor to discuss his/her drug problems, the particular staff member shall advise the counselor.

**Parent and community education:**

At least once annually, the District shall sponsor a program for the community on its drug abuse prevention programs. In addition to presentations by school staff members, the program may include representatives of law enforcement agencies and medical professions.

Additionally, the District may offer programs in parent effectiveness training. News releases and other forms of communications may be used to educate parents and the community, using regular school channels for such purposes.

The Superintendent, or designee will approve those communications.

**Confidentiality:**

In order to preserve the rights of those in a counseling relationship, the counselor will inform the individual that information within the school setting cannot always be kept confidential. In some cases, it will be referred to the appropriate individual or agency. Such cases may include those that endanger the welfare of the student or others.

The student shall be advised that school records include data concerning school achievement, test results, and attendance. School records are protected by federal and state statutes and do not include information concerning drug involvement.

## HAZING

(To be displayed in school buildings and placed in student handbooks)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months.

For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

**Definitions:**

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

- The act was committed in connection with an initiation into, affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

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

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

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

### **Reporting/Complaint Procedure:**

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

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

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

# INTERVIEWS, SEARCHES AND ARRESTS

Pursuant to Policy JIH:

## **Interviews and Searches:**

The District has legal custody of students during the school day and during approved curricular and extracurricular activities. Safety of the student population and the individual student is the basis upon which disciplinary authority is vested in the schools. School officials are permitted a broad range of authority to interview, interrogate, and discipline students regarding school related matters and to protect and control the student population within the school setting. The school administrator requires only a reason to believe that something detrimental to the health, safety or welfare of a student or employee exists in order to question or search a student. Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectation of privacy, and school personnel may inspect lockers, desks, storage areas, etc. at any time with or without reason, or with or without notice.)

## **Alleged Child Abuse or Abandonment:**

DCS (Arizona Department of Child Safety) and/or peace officers may interview a child, siblings and others who live with the child in the school setting without parents/guardians present. If necessary, they may take the child or children into temporary custody.

## **Instances that do not involve Abuse or Abandonment:**

When law enforcement enters the campus intending to interview a student without probable cause and not by invitation of school authorities, the parents/guardian will be notified and permitted to make the decision. If law enforcement has been invited by school authorities due to concerns for the safety of the student population, there shall be no requirement to notify parents of the interview.

## **Arrests:**

Should a peace officer express the intent to take a student into custody, the school personnel will cooperate with the officer to locate the student and provide access.

# GANG ACTIVITY OR ASSOCIATION

In the Palominas School District, we not only want, but also expect, parents/guardians to be totally involved in the education of their children. Therefore, as we observe gangs and gang related activities spreading from the surrounding areas, the Palominas Governing Board, administration and staff are intent on prohibiting such activities in our district and sending a clear message that gang activities will not be

tolerated. However, we cannot accomplish this without your support. The Governing Board policy on Gang Activity or Association is very strict and requires serious judgment decisions by teachers and administrators. Any student dress or behavior that is determined to be gang related will be dealt with immediately and severely. Please keep in mind that our goal is to keep gang type activities off our campuses in consideration of the physical/emotional well being of our students. Therefore, if we err, it will be on the side of prevention and not permissiveness.

Gangs that initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessories, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia (including but not limited to chains, baggy pants, bandanas) and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

## DUE PROCESS AND STUDENT RIGHTS

The following statement identifies the due process procedures that are always available to a student accused of misconduct. It is important to understand that, while the Principal is responsible for the operation of the school, he/she may authorize other school personnel to handle student discipline situations.

If a student is referred to the principal for disciplinary action, the student will be told exactly what circumstances necessitated the referral. It is recognized that appropriate punishment depends not only upon the offense committed, but upon these other matters as well:

- extenuating circumstances, which might lessen the seriousness of the offense or the student's responsibility for it;
- mitigation, by which the punishment might be reduced;
- aggravation, which could increase the seriousness of the incident and increase the punishment.

Because these factors may be important in determining an appropriate disciplinary action, the student will always have the opportunity to explain the situation and, if necessary, to meet at a later time with both the principal and the person making the referral.

In any case involving the possible suspension of a student, the student will be granted an informal hearing with the principal. At that time the student will be notified of what he or she stands accused. The student may then remain silent or may explain his/her version of the situation and facts.



The principal may suspend a student from school for a period of up to ten school days. If possible, the student's parents will be contacted immediately by telephone. The parents will also be notified in writing of the reason for suspension and the period during which the suspension will be in effect. The parents may contact the principal if they have any questions regarding the incident. Suspension is usually the action taken prior to expulsion and should be considered as a serious indication that expulsion may result should another similar incident occurs. A student may be expelled by the Governing Board. In the event that the Principal and the Superintendent of Schools recommend that the student be expelled from school, the Governing Board may hold a formal hearing. The hearing procedure includes the student's right to be represented by counsel and to present and cross-examine witnesses. Complete details of the formal hearing procedure will be made available to the student and parents prior to the hearing. Following the hearing, the decision of the Governing Board is final.

## ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

Dear Parents:

The Palominas School Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

\* The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to such Act;

\* The Education of All Handicapped Children Act; Title 20, United States Code, Sections 1412 (2) (D) and 1417 (C); and the Federal Regulations (34 CFR 300.560 - 300.574) issued pursuant to such Act; and

\* Arizona Revised Statutes, Title 15, Section 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the district may include, but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in each school office under the supervision of the School Principals and are available only to teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent. (Exception: Directory Information, see page 40 of this handbook.)

## Notification of Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Palominas School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent of the records request unless it states in its annual notification that it intends to forward records on request).
- 4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

The Palominas School District will make a reasonable effort to inform you when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child and will be destroyed.

The information must be maintained for two years after the date your child was last enrolled in this school district. Copies of the District Student Education Record Confidentiality Policies and Procedures may be reviewed in the Principal's Office. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

## PRESCHOOL SCREENINGS

The Palominas School District will conduct monthly screenings of preschool children, ages three through five (but not eligible for Kindergarten) who may be at-risk for handicapping conditions or developmental delays in one or more of the following areas:

Gross Motor Coordination

Language Development & Articulation

Fine Motor Coordination

Concepts & Memory

Social/Emotional Development

Hearing /Vision

The screenings will take approximately one hour, so an appointment is necessary. Appointments should be made by calling Special Services Office at 366-6204, ext. 117.

We encourage you to make an appointment for your preschooler if you have any questions regarding his or her development in any of the above-mentioned areas. If your child needs further evaluation, we will provide it or make arrangements for further testing.

A preschool student being screened MUST pass vision and hearing before the screening of developmental areas can occur.

Preschool or other services will be provided for those children in the Palominas School District, who are determined to be developmentally delayed. The District's integrated preschool serves nondisabled and disabled three to five year old children.

Children without disabilities pay a small monthly fee. Children with disabilities receive appropriate special services to enable them to maximize their preschool experience. For more information about the preschool program, contact Special Services at 366-6204 ext 117. Palominas Integrated Preschool does not accept out of district open enrollment.

## CHILD FIND

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires states to locate, identify and evaluate all children with disabilities, ages birth through 22, who are in need of early intervention or exceptional student services. If you are aware of an individual who may be at risk of a handicapping condition or developmental delay in any of the areas listed in the screening section above, or wish to have more information about this program, please contact Special Services at 366- 6204, extension 117.

## INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment. In order to fulfill its obligation under Section 504, the Palominas School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students.

No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment. If there are any questions, please feel free to contact your child's school principal.

## EVERY STUDENT SUCCEEDS ACT (ESSA)/TITLE I PROGRAM)

Title I, under the Every Student Succeeds Act Education Act (ESSA), provides federal aid to states and school districts to meet the needs of educationally at-risk students at the K-12 level. The purpose of Title I is to help all children achieve the state's academic standards. This is accomplished through supplemental programs that consist of instructional services, instructional support services, school wide reform efforts, and increased involvement of parents in their children's education.

Title I, under the Every Student Succeeds Act Education Act (ESSA), provides federal aid to states and school districts to meet the needs of educationally at-risk students in Language Arts (reading, spelling, written language, etc.) and Math. Students enter the Title I program based upon test results, teacher and/or parent recommendation. In the Title 1 program, a certified teacher and/or trained aides provide personal attention and special learning materials to meet the specific learning needs of the students.

Parents are an essential part of the Title I program and the District encourages you to become involved in your child's education and the Title I program. There will be Title parent meetings throughout the year to share information and gain parent input. For more information concerning the program or to volunteer to serve on our Title I Committee, contact the Curriculum Director 366-6204.

## EXCEPTIONAL STUDENT SERVICES

Palominas School District recognizes that it is the constitutional right of every school-aged child residing within the District, including all disabled students, to receive a free appropriate public education. The District is committed to ensuring that all students have the opportunity to develop their intellectual potential and to acquire skills that will prepare them for life and enable them to function as productive members of society. For those exceptional students who deviate from the expected norm, it may be necessary to address their needs through varied offerings in exceptional student services.

Related services included in exceptional student services may include the following: transportation, occupational therapy, physical therapy, speech and language therapy, counseling, audiology services, psychological services and an interpreter for evaluation when needed. Each student is educated to the maximum extent possible with his/her peers. For more information concerning Exceptional Student Services, contact Special Services at 366-6204, ext. 117.

## CHARACTER EDUCATION

Character education programs will be used throughout the year to help develop students' sense of responsibility, respect, fairness, caring, trustworthiness and citizenship. We also will be providing a space where students may be provided opportunities to have additional support to help instill a "culture of kindness" and to help students make safe environmental choices.

## REPORT CARDS AND CONFERENCES

Report cards are issued four times a year, after each 9-week grading period.

There are scheduled conferences twice a year. These conferences provide a scheduled time for parents and teachers to talk about students---their progress in school and any special needs they may have. We believe parents are partners in the education of their children. Please join the teacher in finding the best way to help your child learn.

The teacher will have things to share with you and because conference time is limited, we suggest that you make notes in advance of questions you would like to ask the teacher. You may ask for more conferences anytime during the school year and in addition, if you ever have a question, your child's teacher is just a phone call or email message away!

## GIFTED AND TALENTED EDUCATION PROGRAM (G.A.T.E.)

Following state regulations, the Palominas District has a program for identified gifted students. Palominas has a pullout program that allows students the opportunity to work independently under the guidance of our G.A.T.E. teacher to accelerate their progress in the field of study that matches their area of giftedness.

By definition, a "gifted" student is one who is of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs special instruction to achieve at levels equal to his/her intellect and ability.

The district uses the COGAT to assess nominated students. Teachers, parents, community members or the students themselves may request testing for placement in the district's G.A.T.E. program. Any student scoring at the 97% percentile or higher will be placed, with parental approval, into the program.

Our Scope and Sequence for Gifted Education is approved by the Governing Board and will be made available to any interested party. If you wish to nominate a student for testing or have any questions about our G.A.T.E. program, please call Special Services at 366-6204, ext. 117.

## PALOMINAS DISTRICT BANDS

The goal of the Palominas District Band Program is to provide students in grades 4-8 with a positive musical experience while fostering a sense of teamwork, pride, and musical camaraderie. All students are encouraged to work together to create the highest possible level of musical achievement.

The Palominas District Bands are not considered extracurricular activities. The grades students receive in Band will count for Honor Roll and No Pass/No Play. Band students are required to attend band performances outside of the regular school day.

## PRINCIPAL'S HONOR ROLL AND HONOR ROLL

Students in grades 2 through 8 are eligible for Honor Roll and Principal's Honor Roll. In order to be eligible for Principal's Honor Roll students must receive an "A" in EVERY class on the report card. In order to be eligible for Honor Roll students must receive either "A"s or "B"s in EVERY class on the report card.

## EXTRACURRICULAR PROGRAMS

### **Eligibility:**

The District believes that student activities are an important element of the total school curriculum. Student activities provide students with avenues for relevant expression and experience.

Extracurricular activities are 1) all interscholastic activities and 2) endeavors for which no credit is earned in meeting graduation or promotional requirements that are organized, planned, or sponsored by the District.

Scholastic eligibility criteria to determine student participation are as follows:

- Coaches will provide a list of athletes to the school secretary/principal.
- Principals will certify eligibility and send a list of ineligible athletes to the coach.
- Coaches will immediately inform parents of the two (2) week suspension from athletics and assignment to academic support.
- Grades will be checked in this manner at the beginning of each sport and every two (2) to four (4) weeks thereafter.

### **Sports Participation Fee Scale:**

\$25 per sport with a maximum annual amount of \$75 per student (3 sports + 4th Free) and a maximum annual amount of \$150 per family. Scholarships are available for students who need assistance – see your school principal or secretaries for further information.

Please note that Palominas School District Athletic participation adheres to the Cochise Athletic Conference (C.A.C.) Age requirements. Athletic Director will certify eligibility and send a list of ineligible athletes to each building principal.

### **Academic Support Services:**

The District shall provide academic support services, in the form of academic tutoring at no cost for students requiring additional academic support. Such academic tutoring will be at specific times weekly (minimum of two hours per week). Certified personnel will supervise tutoring. Other support services could be peer tutoring and/or volunteer instructional assistance programs.

**DAP:**

At the principal's discretion, a student who has been assigned to DAP may not be permitted to participate in any athletic team or extracurricular activity during the season of his/her DAP assignment. Eligibility for future sports or extracurricular activities may be restored at the principal's discretion.

**Attendance:**

A student must be in attendance for at least half a day to be permitted to participate in that day's events. The principal may make an exception based on compelling extenuating circumstances.

## SPORTS PHILOSOPHY

The Palominas School District is committed to a philosophy in athletics that stresses good sportsmanship while allowing participation by as many eligible athletes as is practical. High standards of sportsmanlike conduct are expected of our coaches, players and spectators. In short, winning is of secondary importance.

We encourage parents/guardians to attend games. We expect that the coaching is left to the designated coaches, and that all spectators display good sportsmanship. Parents that are disruptive or continuously displaying unsportsmanlike conduct may be asked to leave.

Sports coaches must be employed by the district in order to be eligible for a coaching contract. They are under the supervision of the Athletic Director.

Our coaches will be focused upon the primary emphasis of our athletic programs, sportsmanship and participation. We are committed to creating a positive culture in which coaches, parents, fans, officials, and athletes work together to achieve our mission.

## PARENTAL CONCERNS OR COMPLAINTS

Complaints are best handled at the school or department level. Parents who have a complaint about a teacher should first speak with that teacher in order to resolve the issue. If the issue is not resolved, parents must speak with the site administrator as the next step in bringing a concern or complaint. When necessary, concerns or complaints should proceed through the various administrative levels.



## NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA: per Regulations 34 CFR Part 98)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights include: Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than required by law to determine eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law;
3. Activities involving collection, disclosure, or personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
3. Instructional materials used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. The Palominas School District has adopted policies regarding these rights. The Palominas School District will directly notify parents of these policies at least annually at the start of each school year through the distribution of the parent/student handbook. If any substantive changes are made during the year, parents will be notified of those changes.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office U.S. Department of Education\ 400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

# STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(To be displayed in school buildings and in student handbooks)

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

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment (including bullying) of the student by another person, 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 member.
- 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.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

## **PALOMINAS SCHOOL DISTRICT PARENT-TEACHER-STUDENT COMPACTS**

The Palominas School District recognizes the value of consistent, integrated efforts of home, school, and community. All are necessary to educate the whole child and best prepare him/her to share in a future of possibility and promise. Under ESSA both the District and the individual schools are required to prepare a Parental Involvement Compact. We encourage you to be involved in this process. These compacts are created by committees that represent the parents of Title I students, school administration, and certified staff. These committees develop plans that address the needs of low-achieving students and assist them in mastering the Arizona Academic Standards. The committees guide the Title I Program by:

- Establishing meaningful ongoing, two-way communication between the District, staff and parents/guardians
- Establishing the school, parents, students and district responsibilities
- Developing a medium to communicate to parents/guardians about the plan and the responsibilities of the parents, students, schools, and district
- Seeking input from all involved parents/guardians about the plan and its implementation
- Training personnel on how to collaborate effectively with families from diverse backgrounds
- Establishing training sessions for school liaisons in order for them to bring information back to their staff.
- Providing parents with information about the various tools and instruments that are used by the State and the District to assess and monitor student progress
- Sharing data to assist in developing new initiatives that lead to greater student achievement
- Conducting an annual evaluation of the content and effectiveness of the parent involvement policy
- Identifying barriers to effective communication
- Providing information about upcoming meetings and/or events and encouraging participation
- Coordinating efforts between and among schools and the District Please contact the Curriculum Director at 366-6204 or the building principal if you wish to participate in any of ESSA (Title I) Parental Involvement Compact Committees.

## **STUDENT TECHNOLOGY USE AGREEMENT**

The use of technology tools at the Palominas Elementary School District is a privilege, not a right. The privilege is given to those who act responsibly. Within reason, Palominas Elementary School District will honor personal privacy, freedom of speech and access to information. Administrators and staff reserves the right to review files and communications and remove inappropriate material and take necessary disciplinary action.

The use of personal technology devices will be prohibited unless given permission by the site administrator. The use of social media services are prohibited while at school (including, but not limited to, snapchat, Facebook, Twitter, Instagram, etc.)

At the Palominas Elementary School District we are dedicated to educating our students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber-bullying awareness, and response.

### **Student Responsibilities**

- I will be responsible for my behavior when using school system technology.
- I will treat others with respect. When communicating with others I will use appropriate language and images. I will not read, alter, or delete the files of other users.
- I will treat equipment with respect, keep it in working order, keep food and drink away from the equipment, and conserve resources.
- I will not install software on school computers.
- I will follow federal and state laws.

## **DIRECTORY INFORMATION**

Pursuant to ARS 15-141, 15-142, Policy JR and Regulation JR-R, the District designates the following personally identifiable information contained in a student's education records as "directory information." Directory information is generally not considered harmful or an invasion of privacy if released. The District may disclose that information without prior written consent:

- The student's name, address, and telephone listing
- The student's date and place of birth
- The student's class designation (i.e., first grade, eighth grade, etc.)
- The student's extracurricular participation, achievement awards or honors
- The student's weight and height, if a member of an athletic team
- The student's photograph
- The school/ school district the student attended before enrollment in the District Once the

Parent/Student Handbook is received, parents will have two weeks to advise the School in writing by a letter to the School's office of any or all of the items they refuse to permit the School/District to designate as directory information about their student(s).

At the end of the two-week period, if the parents or guardians have not designated refusal to allow the release of directory information, the School/District will assume it has their permission to release the information listed on this page. This designation will remain in effect until it is modified by the written direction of the student's parent or guardian. The student's records will be appropriately marked by the records' custodian to ensure compliance with the parent or guardian's request.

Dear Parent/Guardian:

August 2019

We share this handbook with you on our website ([www.psd49.net](http://www.psd49.net)), and invite you to join us in providing the best education possible for your child. Please have the lower section of this page returned to your child's teacher as an indication that you have read:

- 1) Parent-Student Handbook
- 2) Student Technology Use Agreement
- 3) Discipline Regulations
- 4) Bus Regulations
- 5) Directory Information

Thank you for supporting us in our educational endeavors during this school year.

Sincerely,  
The Palominas District Administration & Staff

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I/We have read this "Handbook" and will support the education of my/our child during this school year.

I/We have read and will support the terms and conditions of the Student Technology Use Agreement. I agree to comply with all the rules. I understand that violations will result in disciplinary action. I understand that if the agreement is not signed and returned, Internet access will be prohibited.

I/We have read and will support the discipline regulations.

I/We have read and will support the terms and conditions of the bus regulations. If this form is not signed and returned within 5 days, bus privileges may be suspended.

I/We have read the Directory Information and will advise the District in writing by a letter to the Superintendent's office of any or all of the items you refuse to permit the District to designate as directory information about your child.

(check one)

- ☐ I give permission for my child's picture to appear on District/school web sites or in the media.  
☐ No, I do not want my child's picture to appear on District/school web sites or in the media.

(check one)

- ☐ I give permission for my child's work to be displayed on the District/school websites or in the media.  
☐ No, I do not want my child's work to be displayed on the District/school websites or in the media.

(check one)

- ☐ I give permission for my child's photograph to be in the school yearbook.  
☐ No, I do not want my child's photograph to be in the yearbook to include school photo and school activities.

Student's Name: \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

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