CAÑON ELEMENTARY SCHOOL DISTRICT NO. 50

Home of the Cougars

2026-2027

Student/Parent Handbook

Policies, Procedures, Rights, and Responsibilities

Cañon Elementary School District
"Creating lifelong learners"

Welcome to the 2026-2027 school year! Cañon School District is committed to creating educational experiences that will provide all children with a solid foundation for life-long learning. We provide this opportunity in a safe learning environment through our Make Your Day Citizenship Program.

Preparing young people for the future is a tremendous task, and the staff of Cañon School District accepts this challenge without hesitation.

DISTRICT PHILOSOPHY and MISSION STATEMENT

At Cañon School, we are committed to creating a safe and engaging school where students are challenged to grow and learn. With the support of teachers, families, and our community, we help students build the skills they need for school and for life so they are ready to succeed in a world that is always changing.

Cañon School

- All-day kindergarten
- New technology (Chromebooks 1:1 Grades K-8, Interactive Flat Panel Displays)
- Red Cross Emergency Station for Black Canyon City
- Appropriately-certified teachers
- Competitive extracurricular volleyball and basketball program
- Loves its students and community! Thank you for many wonderful years.

The 2026-2027 school year will be a successful and exciting year full of growth and promise for the future.

NON-DISCRIMINATION NOTICE

Cañon Elementary School District #50 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the Superintendent.

Cañon Elementary School District # 50

Home of the Cougars

Angela E. Jangula, Superintendent
Phone: 623-374-5588 X: 502
Fax: 623-374-5046
ajangula@canonsd50.com

P.O. Box 89
Black Canyon City, AZ 85324
E-mail:

Dear Cañon Families:

Welcome to the 2026-2027 school year! While Cañon School District is committed to creating educational experiences that will provide all children with a solid foundation for life-long learning, we provide this feature in a safe learning environment through our Make Your Day Citizenship Program. The faculty consists of appropriately certified teachers who continuously receive professional development to better prepare your children for an optimal learning experience. Our faculty and staff accept this challenge without hesitation.

Cañon School District was established in 1898, making the district over 120 years old. The building housed on the old Elementary site was built in 1926 to replace the dilapidated one-room schoolhouse which sat on the site where Ron's Market is presently located. The building was moved near the Agua Fria River onto a new site in 1955. That school building now resides at Black Canyon City Heritage Park. Cañon School took its mascot's name from the cougars that roam Black Canyon City's mountainous area.

The Parent/Student Handbook contains information concerning how the school operates efficiently. We are constantly changing our policies to keep up with federal and state laws. The school always welcomes input from our parents and community through surveys, parent/teacher conferences, Meet the Teacher Night, and the Cañon Site Council. Our school is supported through the efforts of the community organizations and businesses. Our school is committed to creating education experiences that will provide all children with a solid foundation for life-long learning. Our staff and faculty believe that children can learn if given the appropriate opportunity.

The faculty, staff, and administration welcome back all the returning students and parents. We wish the warmest greeting to the new students and parents and hope your experiences at our school are pleasant and beneficial. If at any time during the school year you have questions concerning anything, please contact us.

Yours truly,

Angela E. Jangula
Superintendent

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INFORMATION PAGE

TO REPORT YOUR CHILD ABSENT OR SICK, PLEASE CALL: (623) 374-5588: Extension 123 or option #1. Please leave the following information on the message line:

- Your name
- Date of absence
- Your child's name
- Reason for absence or sickness

Student Office Personnel:

Teacher on Special Assignment	TBD	@canonsd50.com
Secretary	Karen Gray	frontoffice@canonsd50.com
Student Services	Lisa Servin	studentservices@canonsd50.com

School Office Hours: 7:30 AM to 4:00 PM

School Hours:

Kindergarten	8:00 AM to 2:30 PM
1st – 5th	8:00 AM to 2:30 PM
6th – 8th	8:30 AM to 3:30 PM

Note: Students may not be on campus more than 30 minutes before the start of his/her classes. Cañon School **does not** provide childcare before or after school. Arrangements must be made by parents for the transportation of their child(ren) at the end of the school day.

Important Numbers/Web Site:

School Office:	(623) 374-5588 Ext: 101
School Fax:	(623) 374-5045
District Office:	(623) 374-5588 Ext: 502
District Fax:	(623) 374-5046
Kitchen (Dana Maldonado)	(623) 374-5588
Web Site:	www.canon50.org

District Office Hours:

School Days	8:00 AM – 3:30 PM (M-TH)
Breaks/Summer	8:00 AM – 1:00 PM (M-TH)

District Office Staff:

Angela Jangula	Superintendent	Extension 501	ajangula@canonsd50.com
Deanna Brown	Administrative Assistant	Extension 502	dbrown@canonsd50.com
Jennifer Hutson	Administrative Assistant	Extension 604	jhutson@canonsd50.com
Leah Polanski	Business Manager	Extension 110	lpolanski@canonsd50.com
Maggie Easton	Special Services Director	Extension 111	measton@canonsd50.com
Leah Polanski	Technology Director	Extension 110	lpolanski@canonsd50.com

Teachers:

Angela Jangula	Special Services	ajangula@canonsd50.com
TBD	Special Services	@canonsd50.com
Maggie Easton	Speech Services	measton@canonsd50.com
TBD	Special Education	@canonsd50.com
Karmann Powell	Kindergarten	kpowell@canonsd50.com
Christine Brown	First Grade	cbrown@canonsd50.com
Patricia Tiefenthaler	Second Grade/Third Grade	ptiefenthaler@canonsd50.com
Jessica Smith	Fourth Grade	jsmith@canonsd50.com
Viviana Dunay	Fifth Grade	vdunay@canonsd50.com
Margarita Sardid Larona	Sixth Grade	mlarona@canonsd50.com
Pauline Intia	Seventh Grade	pintia@canonsd50.com
Merce Joy L. Faburada	Eighth Grade	mfaburada@canonsd50.com
Laura Leis	PE/Art	lleis@canonsd50.com

BOARD INFORMATION

Board Members:
Jeannie Glover (President), Shawn Snelling, Lisa Corneau, Krystal Rossi, and Sharon Kelly.

Board Meeting Dates:
Cañon Elementary School District No. 50 Governing Board meetings are normally held at 5:00 pm on the **first Monday** of each month in the school library. Scheduled meetings are subject to change or cancellation. Special meetings are held periodically. Notices of all meetings are posted at the Post Office and on Cañon School's front door 24 hours in advance.

To have an item placed on the agenda, contact Deanna Brown at the District Office 374-5588 Ext: 502 at a minimum of ten (10) days in advance of the regular meeting.

ADMISSION OF CHILDREN

A CHILD SHALL BE ELIGIBLE FOR ADMISSION TO KINDERGARTEN IF S/HE IS FIVE (5) YEARS OF AGE BEFORE September 1 of the current school year (A.R.S. 15-821.B). The Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children will reach the required age of five by October 15 of the current school year (Cañon District Policy JEB). Children should feel comfortable, competent, and confident as they learn in a classroom setting. Therefore, a child presented for early admission to the kindergarten program must receive a development assessment of the child by an experienced early childhood educator at Cañon and receive scores within a required range. Kindergarten early admission students will be on a 30-calendar-day trial period. During this time, the classroom teacher will observe the progress of the child for student readiness. The final assessment will be provided by the classroom teacher. Additionally, promotion decisions for early admission kindergartners to first grade will be based on performance during the kindergarten year.

The parent or surrogate of each new enrollee in the District, except homeless pupils, will be asked to produce one of the following proofs:

- A certified copy of the child's birth certificate
- Other reliable proof of the pupil's identity and age, such as a baptismal certificate, application for Social Security Number, or original school registration records
- Immunization records required for attendance of any child in any District school.
- A letter from authorized agency having custody of the pupil certifying that the pupil has been placed in custody of the agency.

REQUIRED ACADEMIC RECORDS

All initial grade placement for students whether new, returning, or home schooling are temporary until academic records are provided or an evaluation for proper grade placement is conducted. Any child without official academic records from the current or previous school year will complete a placement test in both Math and English Language Arts. Based on the results of the placement test, the child will be enrolled in an appropriate grade level.

OPEN ENROLLMENT STUDENTS ARE NOT ACCEPTED AFTER MAY 1.

IMMUNIZATION OF STUDENTS

Immunization records are required for attendance of any child in any District school. As of January 1, 1992, schools shall forbid attendance of any student not meeting the requirements for immunization or exemption from immunization and shall suspend such student pursuant to A.R.S. 15-843 (Cañon Policy JLCB and JLBC-R). The laws and rules governing school immunization requirements are Arizona Revised Statutes §15-871-874; and Arizona Administrative Code, R9-6-701–708. Students must have proof of all required immunizations to attend school. Parental recall or verbal history of any disease is not accepted; therefore, these students must submit an ADHS medical exemption form. **Specifically with varicella (chickenpox), measles, or rubella disease a medical exemption with attached laboratory evidence of immunity is required**. Arizona law allows K-12 immunization exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Parents/guardians who wish to exempt their child(ren) from school-required immunizations for personal belief reasons must take the ADHS online *Immunization Education Course* in order to obtain information about immunizations, including the risks and benefits of immunizations and the potential risks of non-immunization. The course will then generate a personal beliefs exemption form which indicates that they have viewed the required education, which the parent then signs and provides to the school.

Homeless students and children in foster care are allowed a 5-day grace period to submit proof of immunization records (assuming that all other students have their immunization records submitted prior to attendance at school).

Parents will be notified of any immunizations that are needed.

CHILD CUSTODY
If you have a court order that limits the rights of one parent in matters such as custody or visitation, please furnish a current copy to the office. Equal rights must be provided to both parents unless a court order stating otherwise is on file in the school office (Cañon Policy JEDB) and filed in Yavapai County. Parents should keep the school informed concerning the status or change of custody issues.

HOME ADDRESS/PHONE NUMBER
Please notify the school immediately when there is a change of address or telephone number or a change of employment or a change in the emergency telephone number used. A phone number is required if your child becomes injured and requires medical treatment. Even though you may have an unlisted telephone number, the school **MUST** have the phone number to call in case of emergency.

ADMISSION OF ENGLISH LANGUAGE LEARNER CHILDREN
In September 2006 the provisions of HB 2064 became law. This bill affected the way ELL students were to be identified, tested and instructed in the State of Arizona. A.R.S. ***15-751—757*** requires that Cañon District have a Structured English Immersion (SEI) program. A.R.S. 15-756 requires the primary or home language of all new students who enroll in a school district be identified in a manner prescribed by the Arizona State Superintendent of Public Instruction. Cañon School District will use the PHOTE survey provided by the State of Arizona and also ask the prescribed questions as required by the State of Arizona on our school enrollment form. The primary home language of all students will be identified by the student's parents or legal guardians on the enrollment form and/or the home language survey. These documents will inform parents that the response to this question will determine whether their student will be assessed for English Language Proficiency using the AZELLA assessment.

The parents will be notified within the first 10 days of their student enrollment that the student will be tested. The AZELLA test will be given within 30 days of the beginning of the school year or within the first two weeks of enrollment.

Parents of a limited English proficient student identified using the AZELLA assessment will be notified not later than 30 days by the district receiving the AZELLA results. If the student is enrolled after the start of the school year within the first two weeks of the school receiving the AZELLA results the parent will be notified.

Parents of a limited English proficient student will be sent letters requesting placement or refusing placement in Cañon School District's English language education program. These letters will be sent in both English and Spanish.

All students who are placed in Cañon School District's English language education program will be monitored by the AZELLA test at the end of each academic school year. Parents of those students who are reclassified as English proficient will be notified of the reclassification. The students who are reclassified will be monitored using the AZELLA assessment for each of the two years following reclassification. If an English Language Learner pupil fails to demonstrate English proficiency on the reassessment test in the two years following their exit from the English language education program or is not making satisfactory progress compensatory instruction will be given, with parental permission. Those students who are identified as needing compensatory instruction will have an ELL Compensatory Instruction for English Language Development Written Individualized Compensatory Plan (WICP) form filled out by Cañon School

ATTENDANCE POLICY
Regular school attendance is required pursuant to Arizona's compulsory attendance laws. Each student is expected to be in attendance every day that school is in session, except for illness or other unusual circumstances. The education of each student is the joint responsibility of the home and the school. Only through cooperation can the student be assured of receiving all educational advantages available. Student participation in class activities, listening to presentation, clarification and explanation, and attendance at school programs are considered integral parts of the educational program. It is impossible to gain the full significance of any class experience through make-up work. In addition, when an absent student returns to school, teaching time is interrupted for the other students as the teacher must take time to catch up the student who has been absent. If a student is absent, make-up work will be allowed the same number of days the student was absent. All absences affect state funding; and therefore, affect our budget**. Cañon School policy is that students must attend school 94% of the school year. Any student who misses over 9 days of school MAY be retained and over 14 days of school WILL be retained.**

Excused absences will include:
- Illness (after three days, a doctor's excuse is required)
- Death of close relative
- Religious holidays/events applicable to your religion
- Court summons
- Emergency health care
- Roadway/flooding/fire hazards
- Pre-approved competitions (Independent Study Packet must be done).

Illness
Although attendance is highly valued, please do not send an ill child to school. To try and keep contagious illnesses out of the classrooms, please keep your child at home if your child:

- Has had nausea or vomiting within the past 24 hours
- Has had a temperature of 100 degrees or higher within the past 24 hours
- Has a persistent cough
- Has possible pinkeye
- Has possible strep throat

State law mandates that children under sixteen (16) regularly attend school, and legally they can only be absent in very limited circumstances, such as illness, bereavement, religious observances, family emergencies, and other exceptional situations. When those exceptional circumstances occur or arise, the school must be contacted in advance to verify and excuse the absence of the student. By definition of state law, absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in 15-802, subsection B, paragraph 1. Fourteen days is ten percent of the required attendance days. When your child exceeds this amount that child is considered to be "habitually truant" and may be adjudicated an incorrigible child as defined in state statute 8-201. **Any student who misses over 9 days of school MAY be retained and over 14 days of school WILL be retained.**

Parents of students who are retained may file a written request to the Governing Board to review the decision. The request must be filed in the Superintendent's office the Monday following the last day of school. All requests should go through the Superintendent's office (extension 502).

ALL OTHER ABSENCES WILL BE CONSIDERED UNEXCUSED ABSENCES.

Cañon Elementary School is on a modified-year-round calendar that starts in late July/early August and ends in early June. Since you have chosen to attend our school district, you must abide by these dates. Students who are withdrawn prior to the end of the school year and who are unable to meet the District's required minimum instructional days will be retained, even if they have transferred from another District with a traditional calendar and have met the transfer District's minimum number of instructional days.

We encourage parents to schedule appointments with doctors and dentists for non-school hours/days (Fridays) or during the two-week breaks. We realize that this is not always possible. If it is necessary to take a student from school during the day, please follow the procedures for absence and release from school. Removing a child before the end of the school will count as a partial absent day. This will count against perfect attendance.

ABSENCES/TARDIES/TRUANCY
The following procedure is designed to keep the school and parents informed about absences:

- Notify the school before 9:30 AM, if your child is to be absent or sick. Send a note with another child or phone the school office on the attendance line at extension 1.
- When a child is absent and no message has been received from the parent, someone from the school office will attempt to phone the parents.
- If your child goes home with you for lunch and will not be returning, please notify the school office.
- If the child is out of school due to serious illness or more than three days, please get a doctor's excuse and send it to the school.

An absence without a parent note or phone call is considered unexcused. Three unexcused absences by state law are considered truancy.

Excessive absences*:* According to state law "habitually truant" means that a child can be reported if s/he is absent five (5) days. Three tardies will count against a perfect attendance award.

Tardies
If it is necessary for your child to be late for school, please call the school office or send him/her with a note of explanation. The child MUST CHECK INTO THE SCHOOL OFFICE for a tardy slip before going to class. It is preferred that a child come to school for part of the day rather than miss the entire day. It is important that students arrive at school on time whenever possible as our teachers strive to begin instruction quickly each day. If a student has a chronic problem with tardiness, parents will be asked to confer with the teacher or administrator.

Truancy
Arizona Revised Statutes §15-803 states:

A. It is unlawful for any child between 6 and 16 years of age to fail to attend school during the hours school is in session, unless excused pursuant to 15-802, subsection D or 15-901, Subsection A, Paragraph 6, Subdivision (c) or the child is accompanied by a parent or a person authorized by a parent; or the child is provided with instruction in a home school.

B. A child who is “habitually truant” as defined in this section may be adjudicated an incorrigible child as defined in 8-201.

C. As used in this section:

1. "Habitually Truant" means a child who is truant for at least five (5) school classes within a school year.
2. "Truant" means an unexcused absence for at least one class period during the day.
3. “Truant Child” means a child who is between 6 – 16 years of age who is not in attendance at public or private school during the hours that school is in session, unless excused as provided by this section.

RELEASE FROM SCHOOL

All children must be signed out from the student office. They will not be released from the classroom or to an unauthorized person (not identified on the parent/guardian or emergency contact list). This is a safety precaution to ensure that unauthorized persons may not take any child.

BASIC CAMPUS RULES

Each student has the right to safety and respect from others regarding his/her person or property. The student must also respect the person and property of staff members, visitors, and other students. These rules apply at school, on the buses, and at all district-sponsored events whether on campus or off-campus.

- State laws prohibit student use or possession of tobacco, alcohol, or illegal substances at school.
- State laws prohibit profane or foul language or gambling at school (A.R.S. 15-345, 15-841).
- School policy prohibits **using** the following items on campus:
    - hats and sunglasses that are worn inside buildings (except under doctor's written orders);
    - markers of any kind unless under the direct supervision of a teacher;
    - hair spray or other aerosols, perfumes or spritzers
    - electronic devices including, but not limited to, **cellular phones**, **smart watches,** or cameras. Any exceptions must be approved by district/school administrators;



School policy prohibits **having** the following items on campus:

- weapons of any kind including, but not limited to, simulated toy handguns, explosives, firecrackers, matches, lighters, box cutters, knives;
- smoking devices and/or paraphernalia including cigarettes, e-cigarettes, vapes, pipes and any other paraphernalia deemed inappropriate by Cañon administrators.
- items displaying gang graffiti, drugs, alcohol, or sexual connotations.
- gum, sunflower seeds, caffeinated or power drinks, etc.
- candy unless for an authorized event by a school representative (teacher, etc.)

- Cañon School is a closed campus.
- Smoking devices and/or paraphernalia are not to be used on Cañon campus.
- The sale of candy, drinks or other items is prohibited by students unless it is an approved school-sponsored event.
- Water is the only approved drink to be used by students in the classroom or playground.
- Students will be respectful at all times.
- Attire or activities that are objectionable or unsafe will not be allowed at school including spitting on the school campus.
- Students who bring valuable items to school for a special class are encouraged to have them kept in the office until class time and then return them to the office immediately after use.
- Prescription and non-prescription drugs must be kept in the student office.
- Upon request, students must give their correct name to any staff member or substitute teacher.
- When sent to the office, students must report immediately.
- Bicycle riding, skateboarding, skating, or roller blading are not permitted on campus.
- Gang graffiti will not be allowed on any personal or school property. Any items displaying gang graffiti will be confiscated.
- Repeated violations of basic campus rules can result in a student contract between student and staff members.

DISORDERLY CONDUCT TO AND FROM SCHOOL

Arizona law allows school districts to hold students accountable for their behavior at school, on the way to and from school, and during any school-sponsored activity.

DISPLAY OF PUBLIC AFFECTION

While friendships are encouraged and fostered within the school setting, it is expected that students will conduct themselves in a responsible manner. Displays of affection such as holding hands, necking, kissing, sitting on laps, or other physical displays of affection constitute inappropriate behavior and are subject to disciplinary action.

BREAKFAST/LUNCH PROGRAM

Breakfast and lunch are available in the cafeteria each day. Each menu is planned according to U.S.D.A guidelines for food groups and serving portions. **LUNCH MUST BE ORDERED BEFORE 9:30 AM.** If a student is late to school, a lunch two (peanut butter and jelly sandwich meal) will be ordered for that child.

MEAL PRICES (subject to change according to state and federal guidelines)

Breakfasts and lunches are provided to all students grades K-8 at no cost. Adult meal prices are $2.25 for breakfast and $3.75 for lunch. Due to federal guidelines, parents may not eat from their child's plate. **Adults** (Parents) are welcome to join their children for breakfast or lunch any time. Please inform the school office by 9:30 AM if you wish to purchase a lunch. **Milk** is included with each student meal. Extra milk may be purchased for $.35.

BULLYING PREVENTION AND INTERVENTION POLICY

The bullying prevention and intervention policy provides for the prevention and active intervention in cases of student-to-student bullying. All complaints of bullying are promptly investigated and appropriate protective measures are taken to prevent further harm.

The Governing Board of the Cañon Elementary 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, harassment, or intimidation in any form will not be tolerated.

According to stopbullying.com, an official website of the United States government, bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose (https://www.stopbullying.gov/bullying/what-is-bullying).

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 lists, 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 orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by 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 of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation 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, harassment, or intimidation 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. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated 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, harassment, or intimidation 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, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

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

BUS REGULATIONS/CONSEQUENCES

BUS REGULATIONS

Riding the school bus is a privilege granted by the school district and is not the right of the student. It is the student's responsibility to do the following:

- be on time for the bus
- respect private property at bus stops (no littering, trespassing or vandalism)
- enter and leave the bus in an orderly manner
- keep the bus aisle clear at all times with no body parts in the aisles
- follow the driver's directions the **first** time they are given

- stay in the assigned seat at all times (no changing seats or standing)
- remain on the bus and follow instructions in the case of an emergency

Students may not:
- use loud voices, swearing, rude gestures, gang signs, cruel teasing, or abusive language
- **use or turn on a cell phone or electronic device inside the bus without specific permission from the bus driver or administration.** A warning will be issued on the first offense. Subsequent use will result in the device being confiscated, taken to the front office, and require a parent or guardian to pick up the device.
- eat, chew gum, or drink anything except water
- engage in any act (i.e., fighting, teasing, or abusive language) that may endanger students in route to or from their bus stop
- transport insects, reptiles, or other animals on the school bus without prior approval
- have pens, pencils, markers, crayons, or toys out of a backpack

Any item that could cause a safety hazard cannot be transported on the bus.

Permission from parents (preferably a note), approved by the school office, is needed to get off the bus at any location other than the student's regular bus stop. The school will make every effort to deliver messages to the bus drivers in a timely fashion.

If a child misses his/her bus stop or a kindergarten student does not have an adult present at the drop-off, he/she will be returned to school for parent pick-up at the end of the bus route.

All bus stop notices must be in the office by 1:20 PM for all grades.

BUS CONDUCT CONSEQUENCES
To ensure the safe transportation of all students who are transported in a district vehicle, the Cañon School District utilizes the following discipline actions:

Violations

1 and 2	Warning by the driver, with points not earned, seat moved, if needed
3	Zero points and a parent conference to review rules
4	Step 4 with Transportation Staff and possible loss of bus rights (suspension or other)
5	Long-term loss of bus rights

Any repeated bus infractions will result in a bus suspension for a minimum of one day. Permanent suspension may occur at the discretion of the administrator.

SEVERE CLAUSE: Immediate action will be taken if the incident is serious and/or jeopardizes the safety of the passengers or bus driver. Any gang activity is considered severe.

CONDUCT ON SCHOOL PROPERTY BY THE PUBLIC

Conduct Expected of All Persons On or Using District Property: (Cañon District Policy KGB)

THIS POLICY IS STRICTLY ENFORCED.
All visitors to the school campus must report to the office first.

Persons on or using school property for any purpose shall not engage in:
- Conduct intended to obstruct, disrupt, or interfere with teaching
- Physical abuse, verbal abuse or threat of harm to any school personnel or school property
- Forceful or unauthorized entry or occupation of school or district facilities
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, drugs, or other illegal contraband
- Conduct or speech that violates commonly accepted standards of the District
- Carrying or possessing a weapon on school grounds, except peace officers
- Any conduct constituting an infraction of any federal, state, or county law or policy/regulation of the Board
- Visiting a classroom or other school activity without the approval of the Administrator
- Drinking of alcoholic beverages

Persons who engage in disorderly conduct may be subject to removal from the facility and/or arrested. Smoking devices and/or paraphernalia of any type are not to be used on Cañon campus. This includes cigarettes, e-cigarettes, vapes, pipes and any other paraphernalia deemed inappropriate by Cañon administrators.

ABUSE OF SCHOOL EMPLOYEES

Arizona law makes it illegal to insult, abuse, or assault a teacher or other school employees while engaged in the execution of official duties. The district will not tolerate such action and will prosecute individuals who violate this law (A.R.S. 13-2911. A-B).

DATING ABUSE PREVENTION POLICY

The dating abuse prevention policy provides information to our students regarding abusive behaviors that can occur during adolescent dating. It also ensures that any criminal activity occurring during student dating will be reported to law enforcement.

DISCIPLINARY ACTIONS AND DUE PROCESS

MAKE YOUR DAY STEPS 4 - 5

While steps 4 and 5 are part of the Make Your Day program and, as such, are consequences of choices rather than discipline, they can lead to disciplinary action. Please refer to the Make Your Day section of this handbook.

PROBATION

Probation implies an unsatisfactory condition exists and must be corrected. A student is placed on probation for two reasons: (1) to inform the student that a serious deficiency exists and must be corrected; and, (2) to restrict the student's activities.
A student may be placed on disciplinary probation for any of the following reasons:

- Involvement in a serious breach of school rules, state law, or board policy.
- Repeated infraction of school rules.
- Repeated step 4s and/or step 5s.
- As an alternative disciplinary action at the administrator's discretion
- Excessive unexcused absences (under a 90% attendance rate)

Probation shall be for a period of time not to exceed 18 weeks. A student placed on probation is ineligible from participating in extracurricular activities and field trips. The student will be subject to separation from the other students. A student will be taken off probation when he/she has demonstrated correction of the original problem and compliance with school rules. At the time a student is placed on probation, the terms of the probation will be spelled out in a written document. These terms shall include the extent of the probation and the means by which the student may be removed from probation. A copy will be given to the parents, the student, and the student's teachers. A copy will be placed in the student's file.

Administrative Judgment: The school administrator may exercise discretion regarding the above disciplinary provisions as deemed warranted by individual circumstances.

SUSPENSION

Emergency Suspension

A student may be immediately removed from school without prior use of due process procedures if an emergency exists such that the student's presence in school poses a danger to person or property or is an ongoing threat of disruption to the academic process. The due process procedures for a short-term suspension will be provided to the student as soon as practicable following the student's removal from school under emergency conditions.

Short-Term Suspension

Definition: Short-term suspension is for 10 school days or less.

A. Due Process for short-term suspension:
   1. Before a short-term suspension is imposed, a school administrator authorized to suspend a student, shall inform the student of the alleged misconduct and describe generally the evidence known at that time to support the allegations of misconduct. This notice may be given orally or in writing. If the student is suspended, the student's parents shall be notified of the suspension.
   2. At the request of the parents, the administrator may convene an informal hearing to review the matter. If a hearing is held, the student, parents, and referring employee shall be invited to appear. The decision of the administrator to uphold or modify the terms of the suspension shall be final, and a summary report shall be provided to the governing board.

Long-Term Suspension

A. Definition: A long-term suspension is one that exceeds ten school days in duration and may extend through the balance of the school year. If a long-term suspension is imposed in the final semester of a school year, the long-term suspension may extend through the first semester of the following school year.
B. Due Process for Long-Term Suspension and Expulsion

1. When the administrator determines that a long-term suspension should be imposed, they shall immediately arrange for a long-term suspension hearing in accordance with governing board policy.
2. Notice will be mailed to the student and his parents at least five working days prior to the hearing. The notice shall contain the following:

   - ♦ The time, place, and date of the hearing.
   - ♦ The name of the hearing officer, usually the governing board.
   - ♦ Description of the alleged misconduct and the standards of student conduct allegedly violated.
   - ♦ A statement that the student and his parents are entitled to certain procedural rights at and before the hearing as described in board policy.
   - ♦ A statement that written notice must be given the hearing officer at least twenty-four hours before the hearing if the student or his parents will have an attorney present.
   - ♦ A statement that the hearing will be closed to the public unless the parents demand that it be open pursuant to ARS 15-843.

C. A long-term suspension may be appealed to the governing board in accordance with board policy.

EXPULSION

A. Expulsion is the permanent withdrawal of attending Cañon School. The authority to expel is vested in the governing board.

B. After receiving a report recommending expulsion, the board will conduct an appropriate due process hearing. In such event the board, after giving five working days' notice and observing necessary constitutional requirements of notice and opportunity to prepare and be heard, makes the final decision. The procedures for expulsion are the same as for long-term suspension.

DISTRICT WEB SITE

The district has a web page at www.canon50.org. This page contains information about the district and the school. A copy of the Student Handbook, calendar, breakfast and lunch menus, employee phone numbers and e-mail addresses, links to information, and other items of a general nature are on the web site. News items from the classrooms, including pictures of students and teachers may also be included. Additionally, the district may post current news and student activities to Facebook at "Canon School and cougar pride."

DONATIONS

TAX CREDIT DONATIONS

Funding classroom field trips, sports programs, and after-school events is always a challenge. One excellent option to fund these is the Tax Credit Donation (TCD) that all Arizona taxpayers are eligible for each year. This allows an individual taxpayer to donate **any amount** up to $200 per year and married taxpayers to donate **any amount** up to $400 per year to a school for extracurricular activities. Although the initial cost is out of pocket, as soon as your taxes are filed, these funds are **credited back to you**, **dollar for dollar**. If $200 is donated, $200 will be credited to you. A tax deduction, such as a donation to a charity, simply adjusts your income for your tax base. However, a tax credit is subtracted from the actual tax due and may result in a tax refund (see examples).

Example 1:	State Tax Refund 2020 without TCD	$300.00
	With Tax Credit Donation	+400.00
	Total Refund	$700.00
Example 2:	State Tax Owed 2020 without TCD	$420.00
	With Tax Credit Donation	- 400.00
	Total Tax Owed	$ 20.00

The Tax Credit Donation allows you to make the decision about what you want your tax dollars to fund. Any donation you can make will be sincerely appreciated. You may designate specifically where you would like to contribute your donation or leave it to the school's discretion on the form available in the school office. A receipt for your donation will be provided. Credit-eligible fees paid and contributions made to a public school from January 1 through April 15 of the next calendar year may be used as a tax credit to either the current or preceding taxable year and is considered to have been made on the last day of that taxable year. Make checks payable to Cañon Elementary School District and complete the tax credit donation form available from the office if you would like to donate.

DRESS CODE

A dress code promotes a more serious atmosphere which emphasis academics and promotes good behavior. Dress codes help increase student achievement by encouraging students to concentrate more on their education and less on their wardrobe. As opposed to uniforms,

dress codes allow students to wear what they want which leaves the students with a sense of choice and expression. However, they must follow the parameters of the dress code (koshercasual.com).

Students should be dressed in clothing appropriate for school. Students may **not** wear clothing which disrupts or interferes with the educational process of those who are on the school premises for the lawful purpose of pursuing or providing a public-school education (Cañon District Policy JICA**). Immodest or indecent attire is not acceptable. The school dress code will be in effect for all school activities such as field trips, dances, etc.**

The following guidelines must be followed:

- For safety reasons, only shoes or sandals with straps only may be worn (no flip flops).
- Fashion-ripped jeans may be allowed as long as skin is not visible in areas above the fingertips of a standing student with arms by sides.
- Sunglasses are not to be worn in the classroom except by doctor's orders.
- Hats and caps are not to be worn in school rooms or buildings.
- Shirts or other clothing painted or written upon with inappropriate or objectionable or may be considered objectionable lettering or design are not permissible.
- Clothing, jewelry, and buttons promoting weapons, sex, tobacco, drugs, racial slogans, spiked jewelry, spiked belts, obscene materials or alcohol are not permissible.
- Any dress, hand signs, gestures, or other adornments proclaiming gang membership or affiliation **or** that may be interpreted as such are prohibited.
- **No visible tattoos or piercings are allowed** except for earrings (no hoop earrings or body piercings for P.E class and recess breaks)

Tops: Halter, tank, tube, half shirts, sleeveless, holes, slits, low cut (front or back), see-through, spandex/bathing suits, bare mid-drifts, spaghetti straps, and/or excessively loose or baggy clothes are not permitted. Shirts may not be tied around the waist. Shirts must be buttoned properly. Display of undergarments is not permitted.
Shorts, Pants, and Skirts: No short shorts, hip-hugger pants, mini-skirts, spandex, oversize and/or excessively loose pants or shorts, bagging and sagging, overalls with straps hanging or no belt to hold up clothing, any display of undergarments, pajamas, boxer shorts as outerwear; holes and slits in pants and shorts are not permitted with the exception of fashion-ripped jeans as noted above. Belts are not allowed to hang from pants; they must be secured to belt loops or secured to the waist. **Leggings/tights/or similar should only be worn with dresses or long tops that hit mid-thigh or lower. You may wear leggings under shorts that reach mid-thigh.**
Hats: Hats are not to be worn in buildings. No bandanas, doo-rags, belts, hair nets, sweatbands, visors, beanies, stocking caps. No names are allowed on caps and headwear other than a professional or college team or legitimate logo.
Bag and Sag: Loose pants or shorts must be secured to the waist with a belt. Belts are not allowed to hang; they must be secured to the waist with belt loops or otherwise. Pants and shorts that are excessively baggy or loose, or that have a low hanging crotch are not allowed, nor are excessively loose shirts. Any dress that may be considered gang attire is prohibited.
Chains: Chains are not allowed, including wallet chains.

If a student violates the dress code, points will not be earned. **Continual infractions of the dress code may lead to a student contract, possible parent-administrator conferences, Step 4s, removal from peers at lunch, and/or suspension. ON THE DAY OF THE INFRACTION, alternative clothing will be loaned to the student in order to keep parents working and students in the classroom.**

PHYSICAL EDUCATION (P.E.) CLASS DRESS
Safety factors (type of shoes, clothing, etc.) must be considered for participation in classes such as P.E. Tennis shoes and comfortable fitting clothes are required for participation in P.E. class. If a parent excuses a child from P.E. class, it must be for medical reasons provided in written documentation by a medical provider to the administrator.

DRUG ABUSE BY STUDENTS

The non-medical use, possession, distribution, possession of paraphernalia, or sale of drugs 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 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 (Cañon District Policy JFCI). For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law
- All alcoholic beverages
- Any prescription or patent drug, except for prescribed inhalers for asthma
- Any over-the-counter medication, except as provided to the office by the parent
- Hallucinogenic substances

DRUG FREE SCHOOL ZONE
Cañon School's campus and the surrounding 300 feet are covered under the Drug-Free School Zone Act. This Act is part of Arizona Revised Statute 13-341. The Legislature has revised this law to ensure that criminal gang activity and drugs in our community will not be tolerated. People prosecuted for drug crimes committed around our schools will face stronger penalties.

EMERGENCY PROCEDURES AND DRILLS

Fire drills and lockdown drills are conducted on a regular basis. In the event we need to evacuate the school, students will be transported to the medical building near the fire department or High Country Market (formerly The Spot), depending on the emergency. Parents must sign students out at that location.

EXTRACURRICULAR ACTIVITIES

NOTE: In order to participate in any extra-curricular activity, a student must be in attendance on that day, may not be waiting for a Step 4 conference and may not be on probation or suspension. Regular school rules will be in effect during all extracurricular activities. If the rules are violated, students may be banned from further participation in these activities. These activities include athletics, clubs, dances, and field trips. No student will be denied access to extracurricular activities because of a lack of payment. **A student may not have more than two Step 4s within a four-week in-session period prior to the event or s/he will not be allowed to participate in extracurricular activities. If a student receives a Step 5 during the four-week period, an individual consequence will be determined at administration's discretion.**

A student may not participate in extracurricular activities if they are on disciplinary or academic probation or currently have an unresolved Step 4 or are on a Step 5 on the day of the activity.

The fee to participate in any athletic club is $1.00 per student with a $5 cap her student per school year. The fee to participate in any after school club is $1.00 per student. The approved fee is in compliance with legislation passed in 1995, A.R.S. 15-342-24, enabling schools to assess reasonable fees for optional extra-curricular activities and programs. These fees collected will help defray the expenses of operating the programs.

SCHOOL DANCES
Students must have WRITTEN PERMISSION from parents or guardians to attend dances. VERBAL PERMISSION WILL NOT BE ACCEPTED. Students must remain at the dance until the scheduled end or until the parent picks up the child. All dances end at 5:00 PM, at which time the students are dismissed. **PARENTS SHOULD PICK UP THEIR CHILDREN ON TIME.** Dances are open for students in grades 5 through 8. Grade 5 students will be dismissed at 2:30 PM and must go home at that time. They may return at 3:30 PM to attend the dance.

FIELD TRIPS
Students must have WRITTEN PERMISSION from their parents or guardians to attend field trips. VERBAL PERMISSION WILL NOT BE ACCEPTED. All school rules apply on field trips. Students are not allowed to bring toys, electronic devices, etc. Any prohibited items a student brings is the responsibility of the student.

Field trips are specifically for Cañon School students and usually for educational purposes. The policy of the school has always been that chaperones will be invited at the teacher's request. The purposes of the chaperones are to help support the teacher with the students. The teacher and administrator have the discretion of who will attend field trips. As a parent, please do not call the school and ask the teacher if you may chaperone. The teacher will contact you. School-sanctioned field trips are for Cañon students only. For the safety of the students, chaperones may not bring other children (i.e., brothers and sisters, etc.) on the field trip.

The fee to participate in a field trip within 45 miles of the school is $5.00 per student ($10 cap per student per school year.). The fee to participate in a field trip further than 45 miles of the school is $7.00 per student ($14 cap per student per school year.). The approved fee is in compliance with legislation passed in 1995, A.R.S. 15-342-24, enabling schools to assess reasonable fees for optional extra-curricular activities and programs. These fees collected will help defray the expenses of operating the programs.

CLASSROOM PARTIES
Room parties may be held on special occasions. Parties for teachers or students are not allowed during the regular school day **unless approved by the administration**. All party beverages and food must abide by Cañon School's Wellness Policy according to Public Law 108-265. Anything brought to a party by parents must be bought from a commercial kitchen (Ron's, Safeway, Frys, etc.). **Gift exchanges are not permitted.** In order to avoid embarrassment to all concerned, please do not allow your child to distribute personal party invitations at school.

SPORTS
A variety of sports activities are scheduled throughout the year. School teams are organized in sports played by other schools of our size. All students enrolled in fifth through eighth grades may join a team provided they meet all eligibility requirements. **A student may not have more than one probationary period or s/he will be dropped from the team. Students may not have more than two Step 4s per season to remain on the team and may not choose to switch sports mid-season after receiving more than two Step 4s. If a student receives a Step 5 during the sports season, an individual consequence will be determined at administration's discretion.**

STUDENT COUNCIL
This club is the governmental body for students. These students represent the student body and are an elected position.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES
Parents or guardians of students identified as ineligible to participate in extracurricular activities shall be notified by means of the progress reports and report cards. All students in grades 5-8 who wish to participate in any extracurricular activity must meet eligibility requirements as determined by the school board. Grade 5 students will be dismissed at 2:30 PM and must go home at that time. They may return at 3:30 PM to participate in the extracurricular activity. **To be eligible, a student must be passing each class with 70% or higher**. When a child fails to meet the academic requirements s/he is placed on probation for the next period. During this period, s/he may continue to participate in extracurricular activities and attend practices/meetings; however, s/he may not play in any game or attend any club event other than regular meetings. If, at the end of the probationary period a child is still not meeting the eligibility requirements, s/he is dropped from the club or team. Eligibility periods are bi-weekly. **A student may not participate in extracurricular activities if they are on disciplinary or academic probation.**

GRADES/PROMOTION/RETENTION

The following grades are used on report cards and progress reports:

A	90% – 100%	E – Excellent
B	80% – 89%	S – Satisfactory
C	70% – 79%	I – Improving
D	60% – 69%	N – Needs Improvement
F	0% – 59%	U – Unsatisfactory

To be promoted to the next grade or to high school, the following must be in place:

- 94% attendance – Attendance will be monitored closely by the administrator and letters will be sent home to notify the parent(s) of the number of absences. If a child does not meet 94% attendance, they may appeal to the superintendent.
- If a student has more than 14 absences, he/she may **NOT** be promoted to the next grade. This may be appealed to the superintendent and then the school board.
- The student may only fail one class with 60% or above in rest of the core subjects – math, reading, language, science, social studies.

State law ARS 15-342.11 states that the student has the burden of proof to overturn the decision of a teacher to promote, retain, pass or fail the pupil. Parents of students who are retained may file a written request to the Governing Board to review the decision. The request must be filed in the Superintendent's office the Monday following the last day of school. All requests should go through the superintendent's office (extension 502).

PROMOTION/RETENTION
Students must meet the attendance requirements and pass all classes with at least a sixty percent (60%) or above, except one of the core subjects (math, reading, writing, science, social studies).

Eighth Grade: An eighth-grade student must be passing in the attendance and academic requirements before they are eligible to participate in the Promotion Ceremony (walking on stage) from eighth grade at the end of the school year. Those students who have earned the right to participate in the Promotion Ceremony will be allowed to wear caps and gowns and have their picture taken with the eighth-grade class. Final grades for 8th grade will be determined 2 weeks prior to the last day of school.

Eighth-grade students must also be eligible in attendance and academic requirements and not be on disciplinary probation before they may attend the Eighth-Grade Fun Day. The eighth-grade class must raise money for this event. Otherwise, this event will not occur.

HONORS AND AWARDS

Awards will be presented after each grading period. The following core subjects will be considered: reading, language, math, social studies, science, P.E./Health, and MYD Citizenship Award.

High Honor Roll: 90% or above average in each core class (Science, Social Studies, Math, Reading, Language/Spelling).
Honor Roll: 80% or above average in each core class.
Valedictorian: The highest grade point average (minimum 90% average of all core classes) by an 8th grader.
Salutatorian: The second-highest grade point average (minimum 80% average of all core classes) by an 8th grader.
To become a valedictorian or salutatorian, the student must be enrolled in the eighth-grade and present at Cañon School a minimum of ninety (90) days.

INSURANCE FOR STUDENTS

The school does not offer student insurance. Parents are strongly encouraged to have insurance on their children. Accidents to students are not covered by the District insurance unless school negligence is proven. Students who participate in interscholastic sport programs are required to show proof of insurance coverage.

INTERROGATIONS AND SEARCHES

INTERROGATIONS

The district has legal custody of students during the school day and during approved curricular and extracurricular activities (Cañon District Policy JIH). It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials. A parent may, or a school administrator shall, be present during these interrogations, except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-224(B) and 8-546.01(C)(2).

When a student is taken into custody (arrested), the arresting officer may notify the student's parents or guardians. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer" (Cañon District Policy JFG-E (2) & (3)). School personnel shall make every reasonable effort to notify parents that a student has been taken into custody. The personnel of the district shall cooperate fully with the police. When the arrest is formally made, the district and its employees no longer exercise jurisdiction over the student.

SEARCHES

When there is reason to believe that some material or matter is detrimental to the health, safety, and/or welfare of the student(s) exists, the administration has the right to search and seize property, including school property temporarily assigned to 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 expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel (Cañon District Policy JIH).

Whenever school personnel have reasonable suspicion that a student has contraband, the student will be taken to a private area, told why the search is being conducted, and asked to empty his/her pockets, purse, backpack, etc. Failure to do so is insubordination and will result in immediate suspension from school and a law enforcement officer may be called. If the student is found with contraband, weapons, or drugs, s/he will be turned over to a Yavapai County Sheriff's Deputy.

MEDICAL CONDITIONS/DISPENSING OF DRUGS TO STUDENTS

ADMINISTERING MEDICINE TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met (Cañon District Policy JHCD):

- There must be a written **order from the physician** stating the name of the medicine, the dosage, and the time it is given.
- There must be **written permission from the parents** to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the **prescription container** or, if it is patent or propriety medication, in **the original container with all warnings and directions intact.**
- **All medications, except for inhalers which may be carried on a child, prescriptions or over-the-counter drugs, are to be given to the school office for administering.**

ANY STUDENT VIOLATING THE ABOVE PROCEDURES IS SUBJECT TO IMMEDIATE SUSPENSION FROM SCHOOL.

MEDICAL CONDITIONS

Acquired Immune Deficiency Syndrome (AIDS)

Decisions regarding the type of educational setting for a child who is infected with the HIV virus shall be based on the behavior, neurological development, and physical condition of the child. The superintendent shall decide appropriate educational placement after

reviewing the recommendation of the school administrator and the school nurse. The recommendations shall be formulated after consultation with the Public Health officials, the child's physician, and the parents. The district has established guidelines for dealing with students who have AIDS. These are available for review upon request.

Communicable Disease
Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is past or until a physician recommends a return, in accordance with A.R.S. 36-629 and A.R.S. 36-629.01; appropriate regulations of the State Department of Health Services; and policies of the County Health Department. (Cañon District Policy JHCC (1)).

Pediculosis (Lice Infestation)
Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated. The student must bring proof of treatment, such as the bottle or box end, to the school office upon his/her return to school. Upon report of a lice problem, ALL students will be checked and those showing infestation will be excluded from school until they are free of all lice and nits. Upon reentering school, the students will be checked thoroughly. If this problem is persistent, the absences occurred from this will become unexcused and/or may be reported to the Department of Child Safety (DCS).

Vision and Hearing
The District provides vision and hearing screenings each year. Parents will be notified by the school nurse if any deficiencies are noted.

Scoliosis
The school nurse screens students for scoliosis. Only students whose parents sign permission will be allowed to participate in these screenings.

Emergency Medical Problems/Conditions
The school will attempt to contact the parents in the event a child becomes ill or injured while at school. If a parent is unable to be contacted, the school will try to contact the person(s) named on the emergency form. If none of the persons named can be reached, reasonable measures will be carried out to deal with the situation in the best interests of the child. If the parent(s) are unavailable, the school reserves the right to call in emergency medical technicians from the local fire department or other medical professionals (i.e. ambulance, helicopter, etc.) when school personnel feels this action is warranted. **The parents or guardians will be responsible for any and all costs involved in the treatment and/or transport of their child.**

MOTORIZED VEHICLES

Motorized skates, bikes, or vehicles may not be driven to school by Cañon students.

PARKING AND DRIVING IN THE SCHOOL ZONE

The entire School Loop Road is a School Zone. **The speed limit is 15 MPH and strictly enforced by the Sheriff's Department**. Parents must observe all parking regulations as indicated by the signs. Parents may not drive through or park in the bus lanes near the cafeteria that are marked with red curbs as a fire lane.

PROGRAMS/SERVICES OFFERED

SPECIAL EDUCATION
Special education program is available for all qualified pupils including ELL students. A child must be recommended by a teacher or parent in order to be tested for Special Education. A screening is done at the beginning of each school year. If you have any questions about what programs are available and how to have a child tested, contact the Special Services Director, Margaret Easton x111

GIFTED
Services for gifted students are provided to all qualified students including ELL students in a mainstream atmosphere. All students who take the standardized tests are screened for recommendations for gifted testing. A screening is done three times a year. Students may also be recommended by teachers or parents for gifted testing. To qualify as being "gifted," a student must score 97% or greater in one of the three areas tested (quantitative, verbal, and nonverbal). If you wish to know more about this program, please contact Ms. Jessica Smith at x101.

SECTION 504
Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. In order to be eligible, a student does not qualify for special education, but does have a mental or physical impairment, which substantially limits one or more major life activities.

TITLE I
Title I is a School-Wide Program. Cañon School offers a before-and-after school tutoring program (Cougar Club) for students qualifying for educational assistance. Parent, teacher, test scores, and student input may result in placement for this program. Approximately 45

minutes in math and reading are set aside for Title I students before or after school. This program provides supplemental education for all children including ELL students qualifying for Title I services to ready them for the next grade. Cañon's Family Engagement Plan is attached to the student handbook.

Cañon Title I Parental Involvement Compact – See entire document on page 19
The Cañon School-Level Parent Involvement Compact provides an understanding of the joint responsibility of the school and parents/guardians for improving student academic achievement and school performance. The school provides opportunity for parent/guardian to be involved.

- At the beginning of the school year a Title I Parent Meeting will be held. All parents/guardians of Title I students who are eligible to participate in the Title I program are invited and encouraged to attend, to inform parents/guardians of Cañon School participation under Title I and to explain the requirements of Title I, and the right of the parents/guardians to be involved. At this meeting the School representative shall:
    - Invite all parents/guardians of Title I eligible children to the annual Title I meeting at Cañon School
    - Explain the rights of parents/guardians to be involved in establishing this compact.
    - Introduce and involve Cañon School representatives on the District/School Advisory Council.
    - Provide an overview of Title I and give parents/guardians an opportunity to express questions and concerns.
    - Indicate the mechanisms by which the committee work will be communicated.
    - Seek the involvement and input of parents/guardians; invite them to join the District/School Advisory Council.
    - Provide child care so that all parents/guardians who would otherwise be unable to attend.
    - Provide drinks and snacks.
- Cañon School will provide a flexible number of meetings, such as meetings in the morning or evening and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. The School shall:
    - Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance. At least two Parent-Teacher Conferences are placed on the school calendar. Other meetings can be scheduled at parent or teacher request.
    - Engage the Parent Teacher Organization, or the District/School Advisory Council to assist with communication and implementation needs.
    - Use the Black Canyon City Community Organization meetings to involve community groups and organizations.
- The District/School Advisory Site Council will annually evaluate the Cañon Elementary School Title I program, using direct information from parents/guardians of Title I students, or the annual Title I survey.
- School representatives will provide parents/guardians of participating students timely information about the Title I program.
- Communicate updates through use of school newsletters, the district web site, e-mail and telephone contact, and home visits if needed.
- The Cañon School administrator will provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
- At the end of the school year a Title I Parent Meeting will be held. All parent/guardian of Title I students who participated in the Title I program are invited and encouraged to attend, this meeting is to gather information from parents/guardians of participating students on the Title I program for that year. Surveys will be handed out to evaluate the Title I program, if parents/guardians of Title I students are not in attendance a survey will be mailed to them.
- Explain to parents/guardians if they have any questions they are encouraged to contact the classroom teacher or the administrator. Any time problems become evident or parents/guardians have any questions or concerns they have the right to contact the teacher, the Title I Director, administrator, or the District Superintendent to discuss the situation.

Cañon Elementary School Capacity for Involvement
To ensure effective involvement of parents/guardians and to support a partnership between parents/guardians and the school, Cañon Elementary School shall:

- We will provide assistance to parents/guardians of Title I student in understanding the state's academic achievement standards, state and local assessments, monitoring a student's progress by providing progress reports midway through each of the four terms. The staff will provide ample opportunity to work with them to improve the achievement of Title I students.
- Cañon staff will provide materials and training to help parents/guardians work with their children.
- Organize staff meetings in the value and utility of contributions of parental/ guardian and how to effectively communicate with and work with parents/guardians as equal partners.
- Ensure that all documents and information is sent to the parents/guardians of participating students in a format and language that parents/guardians can understand.
- Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs to enable parents/guardians to participate in school-related meetings and training sessions.

Parent Notification Regarding Certification and Licensure Status Of Teacher
The Federal Every Student Succeeds Act of 2015 (ESSA) requires schools who receive Title I, Part A funds to notify parents or legal guardians when their child has been taught for four consecutive weeks by a teacher who has not met state certification/licensure requirements. In Arizona, this notification requirement will go out for any teacher with a limited certification. In some cases, we have had to fill teaching assignments in core academic subjects with teachers holding emergency certification or certifications in another specialty area when certificated teachers were not available to hire. If this is applicable to your child's classroom teacher, a notice will be mailed to your address.

If you have questions concerning any of these programs you are encouraged to contact the classroom teacher or the administrator. Any time problems become evident or parents/guardians have any questions or concerns they have the right to contact the teacher, the Title I Director, Administrator, or the District Superintendent to discuss the situation.

PROGRESSIVE DISCIPLINE

Progressive discipline is a continuation and acceleration of consequences for the same infraction from year to year during the student's enrollment in the District. For example: If a student has been disciplined for bringing a dangerous item to school, the same infraction in the following year will warrant more severe consequences than the minimum listed in the Discipline Procedures section of this handbook.

SAFETY AND SECURITY OF STUDENTS

NO TRESPASSING signs, alarms, gates, and a front door buzzer are installed on campus to discourage individuals from wandering around the campus. We have the safety of children foremost in our minds and wish to assure parents and others that they are always welcome on our campus. Visitors need to sign in at the front office.

STUDENT BELONGINGS

Books, purses, notebooks, jackets, and all personal belongings should be permanently marked with a student's name. Such items left at school without being claimed will be disposed of at the discretion of the district. All personal belongings shall remain in the classroom during school hours and be placed in a designated area away from desks (backpacks, purses, and book bags). The school is not responsible for lost, broken or stolen items.

SUICIDE PREVENTION POLICY

The suicide prevention and intervention policy provides for the prevention and active intervention in cases of at-risk students. All referrals for suicide prevention are promptly investigated and appropriate protective measures are taken. If parents are interested, a brief video titled "Not My Kid: What Every Parent Needs to Know" from the Society for the Prevention of Teen Suicide is available for parents to view that helps determine if a child is at risk (www.sptsusa.org).

STUDENT DIRECTORY INFORMATION

During the school year, Cañon School may keep on file and use non-confidential student information containing students' names, photographs, grade placement, extracurricular participation, and achievement awards or honors. These files may also include monthly school newsletters, graduation programs, activity programs, the District's website, and the yearbook. Student information will be released without prior consent for in-district publications and to recognized news media. If you do not wish any of the above listed information released about your child/ren, please submit written notification to the student office or request a copy of the Student Directory Information form. If such notification is not received, it is assumed that your permission is given to use your child/ren(s) directory information as described above.

SUPPLIES /BOOKS

Cañon Elementary School District maintains a policy of providing free books and workbooks as well as in school technology for its students. Parents are responsible for all books and school property assigned to students and will be charged if items are lost, stolen, or damaged. **A REPLACEMENT FEE WILL BE CHARGED FOR LOST, STOLEN OR DAMAGED ITEMS INCLUDING TECHNOLOGY (such as computers, calculator, electronic tablets, and cameras SRS and other items provided by the school).**

GRADES 6-8 STUDENT SUPPLY REQUIREMENTS

All students in grades 6-8 are required to purchase a set of personal headphones for use with classroom technology and in the computer lab. The student is responsible for maintaining and keeping a set at school at all times. The headphones should be marked with the student's name.

VISITORS/PARENT VOLUNTEERS

The use of parent volunteers allows for the expansion of programs and provides more individualized attention for all students. **We encourage parental and community involvement in the educational program at the school**. According to Board Policy, an agreement (found in the District Office) must be signed between the school and the volunteer. Also, the school will have the volunteers fingerprinted as per the state mandates. Cañon School District wishes to welcome and encourage parents and other community members to visit the

school at any time**. <u>Anyone having business to conduct on campus must first report to the office. Identification will be required</u>** (Cañon District Policy KK-R). Please keep in mind that the slight inconvenience imposed by this policy is necessary to ensure that the school and your children will be as secure as we can make them.

Because visitors have an effect on the classroom atmosphere, child/employee's friends/relatives of the students will not be allowed to visit classes while school is in session. Legal guardians, please set up an appointment prior to your visit.

STUDENT MANAGEMENT (CITIZENSHIP) PROGRAM/MAKE YOUR DAY

PROGRAM PHILOSOPHY

The philosophical foundation of MAKE YOUR DAY at Cañon School District is that each student is responsible for her/his actions and is responsible for coming to school ready to learn. Outstanding citizenship is promoted through this emphasis on self-responsibility. The MAKE YOUR DAY program provides a consistent school-wide citizenship and management structure. Cañon School District staff and community members hold high expectations for all students on the way to school, while at school, and on the way home from school. MAKE YOUR DAY is a citizenship program that actively involves students in learning life skills important for long-term success.

The Cañon MAKE YOUR DAY citizenship program centers on one rule: NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY OR WELL-BEING OF OTHERS. This rule places the focus on academics, with the understanding that a teacher's job is to teach and a student's job is to learn. Behaviors that negatively affect learning are dealt with immediately and privately. Because each student's self-esteem is of the utmost importance, teachers and students learn to give honest feedback to each other in a thoughtful, caring manner.

MAKE YOUR DAY encourages students to take responsibility for their actions. Students are expected to follow school-wide guidelines throughout their day, including attendance and academic performance. In meeting these expectations, students are challenged to work to their potential. Students' efforts are monitored and rewarded frequently throughout the school day. Mistakes in academics and behavior are viewed as learning opportunities. Problem solving skills are developed as students are given the opportunity to analyze their behavior and develop strategies that lead to success.

STUDENT BEHAVIORAL EXPECTATIONS

"Do what is expected, and do it the best you can" is what the Cañon staff expects of each student. The following behaviors are expected from students on the way to school, at school, and on the way home from school:

- Students are expected to exhibit positive behaviors as the result of respecting the rights and feelings of self and others.
- Students are expected to foster a physically and emotionally safe environment thereby respecting school and personal property.
- Students are expected to be in class on time with the necessary materials, assume responsibility for staying on task, do their personal best, and complete all assignments.
- Students are expected to choose positive alternatives to inappropriate behaviors.
- Students are expected to adhere to all standards that are set and explained in the Cañon School District Parent/Student Handbook.

DAILY EVALUATION

Points are used as a measure of a student's effort to "DO WHAT IS EXPECTED AND DO IT THE BEST YOU CAN" in every school setting. In order for students to make positive changes in their behaviors, they learn to review and evaluate their efforts. Assigning a point value to a student's effort helps her/him understand if s/he is meeting school and personal expectations or if there is room for improvement. Points require a few minutes each period and provide an opportunity for students to enhance their decision-making and problem solving skills. The MAKE YOUR DAY Point procedures are explained in the following paragraphs.

- Students' start each period with 0 points and **earn points** by doing what is expected the best they can. At the conclusion of designated periods, students review their academic and behavioral performance. Students in grades K-5 have the opportunity to earn a maximum of 10 points, while students in grades 6-8 have the opportunity to earn a maximum of 45 points for each academic period.
- After all students have evaluated their own performances fellow students have an opportunity to provide feedback to each other if that student's behavior directly affected their right to learn or their right to have a safe environment. The teacher may have concerns that will address academic and behavioral concerns. Concerns are expected to be given in a thoughtful, caring manner. Actual point values are not determined until the point/concern period is completed. TEACHERS WILL MONITOR CONCERNS CLOSELY AND WHEN NECESSARY MAKES THE FINAL DETERMINATION CONCERNING POINTS. The teacher is cognizant of "get backs" from students, and this process is monitored closely.
- Students have the opportunity to earn extra Points during P.E. or recess. First through fifth grade students can earn a maximum of 13 points, while sixth through eighth grade students can earn 50 points in this class. These point periods vary in that the special area

teacher assigns points and there are no concerns from the students. If students have a problem in these areas, they are expected to go to the appropriate adults with their concerns.

- Lunch/recess is also a period in which students can earn extra points (maximum of 13 points for grades K-5 and 50 points for grades 6-8). Concerns are not allowed for these periods unless the following steps have been completed:
  a. The student(s) has made a clear and honest attempt to solve the problem with the other student(s) who are involved.
  b. A responsible adult staff member, such as a lunch time aide, has been informed of the conflict.
- Some students may not assume responsibility during Points and/or Concerns. If students do not responsibly evaluate their academic and behavioral performance, they are OFF POINTS. The teacher then models how to appropriately evaluate one's effort by determining the students' points for them. The students are given the opportunity to re-earn this privilege by showing that they have learned how to use Points appropriately. If students use Concerns irresponsibly, they will lose this privilege until they can demonstrate that they are able to use Concerns responsibly.
- A student may choose to place her/himself on Step 1. While on Step 1, the student can earn all Make Your Day points but will receive no academic credit for that period.

MAKING YOUR DAY
Adhering to MAKE YOUR DAY's philosophy of learning by making mistakes, students are **not** expected to earn all possible points in order to "make their day". Students in grades K-5 may not earn 6 points and will "make their day", while the students in grades 6-8 may not earn 10 points and will "make their day". The exceptions to these guidelines are those students who choose to be placed on Step 4. They automatically forfeit the opportunity to Make Their Day.

PROCEDURES AND EXPECTATIONS OUTSIDE OF THE CLASSROOM
Students are given the opportunity to practice their citizenship skills in a less structured environment before school, at lunch and recess, and after school. However, the students are monitored during these times in order to provide a safe environment for all students. Outside of the classroom, students are expected to respect the rights, safety and well-being of others.

PROCEDURES FOR INAPPROPRIATE BEHAVIOR
Behavior that interferes with the learning, safety or well-being of others is dealt with through Steps. The systematic enforcement of Steps gives students the opportunity to review their behavior, think of positive, alternate behaviors, and make a decision on their next course of action.

The Five-Step Process
Step 1
If a student's behavior interferes with the learning, safety or well-being of others, s/he will be asked to take a seat that faces away from the academic environment. For a short period of time, the student is given the opportunity to quietly think about her/his behavior. If the student is able to verbalize her/his inappropriate behavior and indicates a willingness to behave appropriately, s/he returns to her/his seat. If the student believes s/he was mistakenly placed on Step, s/he is able to discuss it when the student is off Step. The teacher makes the final decision as to the reasonableness of the student being on Step.

Step 2
If a student fails to take advantage of Step 1, s/he chooses to stand facing away from the academic environment in order to make a decision about behaving appropriately. After a brief time, if the student is able to verbalize the inappropriate behavior and indicates a willingness to behave appropriately, s/he returns to Step 1.

Step 3
If a student continues to behave inappropriately on Step 2, s/he is choosing to focus on the school rule (NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY OR WELL-BEING OF OTHERS), which is placed in front of her/him. This helps the student focus and concentrate on the decision-making process. After a brief time, if the student is able to verbalize his/her inappropriate behavior and indicates a willingness to behave appropriately, she/he returns to Step 2.
Note: Steps 1, 2, and 3 follow in succession. A STUDENT MAY NOT BE PLACED ON STEP 2 OR 3 WITHOUT STARTING ON STEP 1. At Step 3 a student makes the choice to behave appropriately or continue to Step 4. Repeated offenses during the same period may result in longer times on steps.

Step 4
If a student chooses to continue to Step 4, s/he will be given a Step 4 Conference Referral and sent to a phone to contact her/his parent. With an adult present, the student is expected to explain to her/his parent why s/he has chosen to call a parent conference. The student will remain out of class until the parent and the student are available to meet with the staff member in order to determine if the student is ready

to return to class for the purpose of learning. The student then returns to Step 3, 2, then 1. If a parent cannot be contacted within 30 minutes, the student will sit on Step 4 in another classroom as directed by the administration.

Note:

School suspension may be a consequence of the Step 4 conference. If a student exhibits inappropriate behavior while waiting for the Step 4 conference to occur, the student may choose to advance to Step 5 by the administrator. A student with repeated Step 4s may be required to enter into a contract to aid in their making their day.

Step 5

A student chooses to advance to Step 5 when s/he is out of control, exhibits behaviors that are totally inappropriate for school. At this point, an administrator or designee will contact the parent so that the child will be immediately removed from school. If a parent cannot be contacted the pupil will sit on Step 5 for the remainder of the day and may be suspended. If the child misbehaves while on Step 5 s/he may be referred to the Sheriff's Office.

CONFERENCE PROCEDURES FOR STEP 4

The purpose of Step 4 conference is to help the student understand what is expected at school and make a commitment to try to fulfill Cañon's expectations. Because it was the STUDENT'S CHOICE to have the conference, the STUDENT IS EXPECTED TO CONDUCT THE CONFERENCE. The student must (a) state the problem, (b) offer acceptable alternatives to making future choices, and (c) request permission to return to class. The parent must determine that the student has conducted the conference appropriately and is ready to return to the classroom

BEHAVIORS CONSTITUTING IMMEDIATE ADVANCEMENT TO STEP 4 AND POSSIBLE ADVANCEMENT TO STEP 5 (SEVERITY AND/OR REPETITION OF OFFENSE WILL DETERMINE ADVANCEMENT).

1. Willful tampering with, abusing, or destroying of school or private property. Students and parents will be held responsible for the replacement or repair of damaged or destroyed property.
2. Fighting
    - Premeditated: “play fighting”, intended, "thought out", planned or planning, retaliation
    - Non-premeditated: impulsive, unable to deal with anger, no forethought, retaliation (In the case of fighting, all parties involved will be subject to consequences regardless of who initiated the fight.)
3. Defiance or disrespect of valid authority.
4. Leaving assigned area or campus without permission
5. Acts of "dishonesty" (stealing, cheating, lying, etc.).
6. Threatening others.
7. Inappropriate and/or abusive language or actions.

BEHAVIORS CONSTITUTING IMMEDIATE ADVANCEMENT TO STEP 5 and/or SUSPENSION

1. Severity and/or repetition of any Step 4 offense can be considered an automatic Step 5 by the administration.
2. Inappropriate behavior while waiting on Step 4.
3. Out of control behavior.
4. All offenses which would normally constitute suspension as described in the Cañon Parent/Student Handbook such as, BUT NOT LIMITED TO the following:
    a. Fighting
    b. Threatening others.
    c. Possession and/or use of tobacco, alcohol, illegal drugs.
    d. Possession and/or use of weapons, knives, firecrackers, paraphernalia, or other dangerous objects.
    e. Thefts or vandalism.
    f. Leaving campus without permission.

ADDITIONAL NOTES ABOUT STEPS

Students who are on Steps during Points may give their points and defend themselves during Concerns. However, while on Steps, they have forfeited the opportunity to voice their concerns with another student's points.

When another student responds or interacts in any manner to a student on Steps, s/he has chosen to be on the same Step as that student. This is called Shadowing.

Occasionally, a student may ask to go to Step 1 to remove her/himself from the current situation. This is recognized as a positive step toward self-control and the student has the opportunity to earn full points if s/he behaves appropriately.

A student who chooses to go to Steps frequently during a class period is interfering with the learning process. The teacher will point out that the behavior is a problem and the next infraction will result in remaining on Steps for the remainder of the period. If this type of problem continues, the teacher will contact the parent in order to discuss it.

COMMUNICATION BETWEEN HOME AND SCHOOL
An important part of Cañon's MAKE YOUR DAY citizenship program is that it affords the opportunity for parents, students, and teachers to communicate often. If the student makes her/his day, then the parents know that s/he has done what was expected and has done it the best s/he could. Please congratulate your child on a job well done.

If the student does not make her/his day, s/he will have a note to take home. Parents are asked to sign the "I Did Not Make My Day because" note and have the student return it to the teacher the next day. ***These notes give parents an opportunity to discuss productive decision-making and positive choices.***

PARENT COMMUNICATION WITH THE SCHOOL

What if I, as a parent, disagree with the Make Your Day slip? Please do not write a response directly on the slip. This can undermine your student's relationship with the staff member, if the student believes you do not support the school policies. Instead, directly contact the staff member who gave the slip by email or phone. This allows you to get all the details of the incident and to express any concerns you have. If you are not satisfied with how the staff member resolves the situation, you should then contact an administrator about the issue.

In any citizenship program, parent concerns will arise throughout the school year. Just as teachers should directly communicate with parents when concerns arise, we invite our parents to directly communicate with teachers and administrators as concerns arise. We will do our best to work with you to solve problems in order to enhance each student's success at Cañon School. Please follow these steps if you have a concern as necessary:

1) Contact the teacher.
2) Request a scheduled meeting with the Administrator.
3) Request a scheduled meeting with the Superintendent.
4) Request to speak to the school board.

OTHER INCIDENTS OUTSIDE OF MAKE YOUR DAY
While Make Your Day Program covers most incidents and situations that occur during school hours, there are occasions and incidents that are outside of Make Your Day Program. For instance, if a child is caught with drugs, they are immediately suspended for ten (10) days. That child is then taken to the Governing Board for Expulsion. The following pages are definitions of incidents and discipline procedures.

DEFINITIONS OF INCIDENTS

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

Alcohol violation (sale or distribution) is the sale or distribution of alcohol.

Alcohol violation (use, possession, under the influence) is any intoxicating beverages or substances represented as alcohol. This include being intoxicated at school, school-sponsored events, and on school-sponsored transportation.

Assault is (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person.

Assault, Aggravated is an assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity.

At School means in a school building, on school property (school parking area, play area, school bus, etc.). Includes activities happening in school buildings, on school buses and at places that are holding school-sponsored events or activities. This includes on the way to or from school.

Bomb threat is threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.

Bullying is defined as repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attaching those who are less powerful. Bullying can physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology.

Cheating or Plagiarism is intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.

Computer/Network Infraction/ Telecommunication Device is the failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption in the district or school environment. This includes tampering or unauthorized access of any computer, computer system, or network.

Dangerous Items includes any device that under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

Death Threat is the act of stating an intended action, written, oral, or electronic, that could cause death.

Defamation is wrongfully injuring another person's reputation through a written, spoken or electronic communication that is not otherwise privileged under law.

Defiance or Disrespect Towards Authority is intentionally resisting or disregarding the authority of District personnel. Includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self, when requested to do so.

Disorderly Conduct is any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others.

Disrespect is threatening District personnel or any others with contempt or rudeness.

District Sponsored Event is any event, which is sponsored or supervised by the District or District personnel.

Drugs are chemical substances, narcotics, prescription or non-prescription medication, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. Over the counter non-prescription pharmaceuticals fall into this definition, unless the students has complied with the school district's policy for such medication. Medication for cessation of smoking needs to be checked through the office; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a-like drug. The term "drugs" includes anything that looks like drugs.

Drug Paraphernalia is any equipment, products or materials of any kind which are used, intended for use or designed for use in growing, processing, packaging, concealing, containing or ingesting a drug as defined below.

Drug Violation (over the counter) Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication.

Electronic Smoking Device (Vaping) The possession or use of any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. Electronic Smoking Device includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. This category includes possession of any component, part, or accessory of an electronic smoking device. NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offence. "Petty" offense is punishable by a fine up to $300. (A.R.S. 36-798)

Endangerment is recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.

Expulsion is the permanent removal of a student from school and District. Expulsion requires action from the Governing Board.

Extortion is the act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (l) cause physical injury; (2) causes damage to property; (3) engage in illegal conduct; or (4) make false accusations.

Fighting is when two or more persons engage in any violence toward each other in an angry or quarrelsome manner.

Fire Alarm Misuse is intentionally ringing a fire alarm when there is no fire.

Firearm/Explosive Device is any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes, guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage. This is to include all fireworks.

Forgery/Falsification is the act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying).

Gambling is to risk money or anything of value on the outcome of anything involving chance.

Gang is an ongoing loosely organized association of three or more person, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in violent or other forms of illegal behavior.

Graffiti or Tagging is writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.

Harassment, Non-Sexual is the persistent or repeated annoying or tormenting of another.

Harassment, Sexual is the unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Harassment, Sexual with Contact is sexual harassment that includes unwanted physical contact of non-sexual body parts.

Hate Speech/Gang Activity is any written, oral, or electronic communication that manifests malice towards others based on their race, gender, gender identity, gender expression, or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech, gang paraphernalia, symbols or gestures.

Hazing means any intentional, knowing or reckless act committee 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, an 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.

Horseplay/Roughhousing means rough boisterous play or behavior.

Indecent Exposure or Public Sexual Indecency Fr definition of Indecent Exposure, refer to A.R.S. 13-1402. For definition of Public Sexual Indecency, refer to A.R.S. 13-1403.

Insubordination is being disobedient, refusing to identify self, or failing to follow the directions of authority of a school, a District staff member, or an individual placed in authority by the school or the District, i.e., volunteers, substitutes.

Loitering occurs if a person is intentionally present on school grounds after a reasonable request to leave and does not have any specific reason for being there or does not have written permission to be there from anyone authorized to grant permission.

Long-Term Suspension is a suspension from school for more than ten (10) days. Due process rights shall be extended to any student suspended.

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.

Physical Aggression is tussles, minor confrontations, pushing and/or shoving.

Pornography is the use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.

Profanity is the use of inappropriate or obscene language or gestures to the extent that offends or disturbs the educational environment.

Public Display of Affection is kissing, hugging, fondling or touching in public.

Refusal to Identify Self is the refusal of a student to give correct name upon request of school personnel, or the use of another person's name or identity.

Restitution is providing an equivalent replacement or compensation for damages or loss of personal District property.

Robbery is the taking, or attempting to take, any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.

School Grounds/Property includes the school building and immediate grounds, school transportation, stadiums, gymnasiums, and other facilities.

Short Term Suspension is a removal from school for one (l) to ten (10) days, but not to exceed ten (10) days. Students may be suspended from school by administrators, the district superintendent, and/or other administrative officials granted this power by the District's Governing Board.

Simulated Weapon is an instrument displayed or represented as a weapon.

Tardy is failure to be at a designated location at a specified time.

Technology Misuse/Computer Tampering is the failure to use hardware, software, electronic devices, web pages and networks to the intended educational use or in a manner that causes disruption at the school.

Theft is taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instrument, radios, etc., are not covered by district insurance.

Threatening/Intimidating Behavior is to frighten, compel, or deter by actual or implied threats.

Tobacco refers to smoking tobacco (e.g. .cigarettes, cigars,) smokeless tobacco (e.g. dip, chew, snuff, or twist). NOTE: Possession of tobacco products on K-8 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty offense. "Petty" offense is punishable by a fine of up to $300.00.

Trespass occurs when a person(s) enters upon, or in, school property with legal justification or without the implied or actual permission of the administration.

Truancy is being absent from class or school ten percent of the school year or having five unexcused absences.

Unexcused Absence is being absent from class or school without permission.

Vandalism is the willful act of defacing or destroying any building, fixture, vegetations, or property.

Verbal Abuse/Profanity is the use of profanity or any derogatory language stated publicly.

Weapons (no threat) may include but are not limited to the possession of billy clubs, brass knuckles, knife with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101.

Arizona Revised Statutes References (A.R.S.):

- Abuse, Verbal Abuse – A.R.S. § 15-507 (includes profanity) and physical abuse (assault)
- Bullying – A.R.S. § 13-33620
- Computer Tampering – R.R.S. § 13-2316
- Disorderly Conduct – R.R.S. § 13-2904
- Disruption – A.R.S. § 13-2911
- Expel – A.R.S. § 15-841
- Hazing – A.R.S. § 15-2301
- Loitering – A.R.S. § 13-2905
- Suspension - A.R.S. § 15-843
- Tobacco - A.R.S. § 36-798
- Trespass - A.R.S. § 15-841
- Vandalism - A.R.S. § 15-842
- Weapons - A.R.S. § 13-31022 (11)

DISCIPLINE PROCEDURES

Administrative Judgment: The school Administrator/Superintendent may exercise discretion regarding the disciplinary provisions as deemed warranted by individual circumstances. An asterisk (*) indicates that the violation must be reported to law enforcement. Administration may report any violation to law enforcement based on the circumstances. Any infraction directed at a staff member may warrant a more severe consequence. If the same infraction is incurred repeatedly over the course of more than one school year, consequences may be based on the number of incidents over the course of enrollment.

Discipline Procedures: Grades K – 8

Infraction	1st Referral	2nd Referral	3rd Referral
Alcohol Violation (sale or distribution)	▫up to Ten (10) Day Susp.	▫Long Term Susp ▫Expulsion	Expulsion
Alcohol Violation (use, possession, under the influence)	▫up to Five (5) Day Susp.	▫Long Term Susp ▫Expulsion	Expulsion
▫Arson	▫Long Term Susp ▫Expulsion ▫Restitution	▫Expulsion ▫Restitution	
*Assault	▫ Step 4/5 ▫Three (3) Day Susp	▫Five (5) Day Susp ▫Ten (10) Day Susp	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
*Assault (Aggravated)	▫Long Term Susp.	▫Expulsion	
Bullying	Step 4/5 One to Three Day Susp.	Step 4/5 Five Day Susp. Ten Day Susp.	Ten Day Susp. Long Term Susp. Expulsion
*Bomb Threat	▫Long Term Susp ▫Expulsion	▫Long Term Susp ▫Expulsion	
Cheating or Plagiarism	▫Step 4/5 ▫One (1) Day Susp. ▫Loss of Credit for Assignment	▫Step 4/5 ▫Three (3) Day Susp. ▫Loss of Credit for Assignment	▫Five (5) Day Susp. ▫Loss of Credit for Assignment
Computer / Network Infraction / Telecommunication Device	▫Points Not Earned ▫Student Pick-Up ▫Conference ▫Restitution	▫Restitution ▫Step 4/5 ▫Confiscation ▫Parent Pick-Up ▫Five (5) Day Susp.	▫Step 4/5 ▫ Up to Three (3) Day Susp. ▫Confiscation ▫Ten (10) Day Susp. ▫Long Term Loss of Priv
Dangerous Items	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp ▫Long Term Susp.
*Death Threat	▫Step 4/5 ▫Up to Ten (10) Day Susp. Pending Consultation with Review Team	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Evaluation by Review Team ▫Expulsion	▫Expulsion
Defamation	▫ Step 4/5 ▫One (1) Day Susp. ▫Three (3) Day Susp.	▫Step 4/5 ▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
Disorderly Conduct	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp.
Disrespect/Defiance/Insubordination	▫Step 4/5	▫Step 4/5 ▫One (1) Day Susp. ▫Three (3) Day Susp.	▫Three (3) Day Susp. ▫Five (5) Day Susp. ▫Ten (10) Day Susp. ▫Long Term Susp.
Disruption of the School Environment	▫Step 4/5	▫Step 4/5 ▫Three (3) Day Susp.	▫Step 5 ▫Five (5) Day Susp. ▫Ten (10) Day Susp. ▫Expulsion
Disruption	▫Step 4/5	▫Step 4/5 ▫Three (3) Day Susp.	▫Step 4/5 ▫Five (5) Day Susp. ▫Ten (10) Day Susp. ▫Long Term Susp.
Dress Code Violation	▫Points Not Earned	▫Points Not Earned	▫Step 4/5 ▫One (1) Day Susp.

Infraction	1st Referral	2nd Referral	3rd Referral
	▫wear school provided attire	▫wear school provided attire	▫Three (3) Day Susp.
Drug Paraphernalia	▫Ten (10) Day Susp. ▫Long Term Susp.	▫Long Term Susp. ▫Expulsion	▫Expulsion
Drug Violation (over the counter)	▫Three (3) Day Susp.	▫Five (5) Day Susp. ▫Long Term Susp.	▫Expulsion
*Drug Violation (use, possession, under the influence)	▫Ten (10) Day Susp. ▫Long Term Susp.	▫Long Term Susp. ▫Expulsion	▫Expulsion
*Drug Violation (sale or distribution)	▫Long Term Susp.	▫Long Term Susp. ▫Expulsion	▫Expulsion
Electronic Smoking Device (Vaping)	▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp.
Endangerment	▫Step 4/5 ▫One (1) Day Susp.	▫Three (3) Day Susp. ▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp.
*Extortion	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp.
Fighting	▫Step 4/5 ▫Three (3) Day Susp.	▫Step 4/5 ▫Five (5) Day Susp.	▫Step 4/5 ▫Ten (10) Day Susp.
*Fire Alarm Misuse	▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp.
*Firearms	▫Expulsion		
Forgery/Falsification	▫Step 4/5 ▫One (1) Day Susp.	▫Step 4/5 ▫Three (3) Day Susp. ▫Five (5) Day Susp.	▫Five (5) Day Susp. ▫Ten (10) Day Susp.
Gambling	▫One (1) Day Susp. ▫Restitution	▫Three (3) Day Susp. ▫Restitution	▫Expulsion/Restitution
Graffiti or Tagging	▫Step 4/5 ▫One (1) Day Susp.	▫Three (3) Day Susp.	▫Five (5) Day Susp.
Harassment, Nonsexual	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
Harassment, Sexual	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
*Harassment, Sexual with Contact	▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp.	▫Long Term Susp. ▫Expulsion
Hazing	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
*Hate Speech/Gang Activity	▫Step 4/5 ▫Up to Three (3) Day Susp.	▫Step 4/5 ▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
Horseplay/Roughhousing	▫Step 4/5	▫Step 4/5 ▫One (1) Day Susp.	▫Step 4/5 ▫Three (3) Day Susp.
*Indecent Exposure or Public Sexual Indecency	▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
Instigating Violence / Bullying	▫Step 4/5 ▫One (1) Day Susp.	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp. ▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
Leaving Campus Without Authorization	▫Step 4/5 ▫One (1) Day Susp.	▫Three (3) Day Susp.	▫Five (5) Day Susp.
Physical Aggression	▫Step 4/5 ▫One (1) Day Susp.	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp. ▫Ten (10) Day Susp. ▫Long Term Susp.
Pornography	▫Step 4/5 ▫One (1) Day Susp.	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp. ▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
Public Display of Affection	▫Points Not Earned	▫Step 4/5 ▫One (1) Day Susp.	▫Three (3) Day Susp. ▫Five (5) Day Susp.
*Robbery	▫Five (5) Day Susp.	▫Ten (10) Day Susp.	▫Long Term Susp.

Infraction	1st Referral	2nd Referral	3rd Referral
	▫Restitution	▫Restitution	▫Restitution
Sale or Distribution of Dangerous Instruments	▫Ten (10) Day Susp. ▫Long Term Susp.	▫Expulsion	
*Sale or Distribution of Drugs	▫Long Term Susp.	▫Expulsion	
Sale or Distribution of Non-School retailed items	▫Step 4/5 ▫one Day suspension	▫one day suspension ▫up to 5 Day Susp.	▫up to 10 day suspension ▫long term suspension.
*Sale or Distribution of a Weapon	▫Long Term Susp.	▫Expulsion	
Sexual Misconduct	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion
Simulated Weapon	▫Step 4/5 ▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp. ▫Long Term Susp.
Tardy	▫Points Not Earned	▫Points Not Earned	▫Step 4/5 ▫One (1) Day Susp. ▫Becomes one (1) Unexcused Absence
Technology Misuse/Computer Tampering	▫Step 4/5 ▫One (l) Day Susp.	▫Step 4/5 ▫Loss of Technology Use Privileges ▫Three (3) Day Susp.	▫Five (5) Day Susp. ▫Ten (10) Day Susp.
Theft	▫Step 4/5 ▫Restitution	▫Five (5) Day Susp. ▫Restitution	▫Ten (10) Day Susp. ▫Restitution
Tobacco	▫Step 4/5 ▫One (l) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp.
Tobacco Paraphernalia	▫Step 4/5	▫Three (3) Day Susp.	▫Five (5) Day Susp.
Trespassing/Loitering	▫Step 4/5 ▫One (1) Day Susp. ▫Three (3) Day Susp.	▫Three (3) Day Susp. ▫Five (5) Day Susp.	▫Five (5) Day Susp. ▫Ten (10) Day Susp.
Truancy	▫Step 4/5 ▫Referral to YCSO	▫Step 4/5 ▫One (1) Day Susp. ▫Referral to YCSO	▫Step 4/5 ▫Referral to Yavapai County Attorney for Disciplinary Action
Vandalism	▫Step 4/5 ▫Three (3) Day Susp. ▫ Restitution	▫Five (5) Day Susp. ▫Restitution	▫Ten (10) Day Susp. ▫Long Term Susp. ▫Expulsion ▫Restitution
Verbal Abuse/Profanity	▫Step 4/5 ▫One (l) Day Susp.	▫Step 4/5 ▫Three (3) Day Susp.	▫Three (3) Day Susp. ▫Five (5) Day Susp.
Verbal Abuse/Profanity to an Adult	▫Three (3) Day Susp.	▫Five (5) Day Susp.	▫Ten (10) Day Susp.
Weapons (no threat)	▫Ten (10) Day Susp.	▫Suspension	▫Expulsion
*Weapons (w/threat)	▫Long Term Susp. ▫Expulsion	▫Expulsion	

IMPORTANT DOCUMENTS

School-Parent Compact

The school distributes to parents and family members of Title I, Part A students, a school-parent compact (Compact). This Compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This Compact describes specific ways the school and families will partner to help children achieve the state's high academic standards. This Compact addresses the following legally required items, as well as other items suggested by parents and family members of Title I, Part A students:

- The school's responsibility to provide high-quality curriculum and instruction (ESSA Section 1116[d][1]).
- The ways parents and family members will be responsible for supporting their children's learning (ESSA Section 1116[d][1]).
- The importance of ongoing communication between parents and family members, and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents and family members to volunteer and participate in their child's class; and opportunities to observe classroom activities (ESSA Section 1116[d][2]).
- Parent-teacher conferences in elementary schools, at least annually, during which the Compact shall be discussed as it relates to the individual child's achievement (ESSA Section 1116 [d][2][A]).
- Frequent reports to parents and family members on their children's progress (ESSA Section 1116[d][2][B]).
- Reasonable access to staff, opportunities for parents and family members to volunteer and participate in their child's class, and observation of classroom activities (ESSA Section 1116[d][2][C]).

How does the school address this?

- **Annual Meeting**
  Canon's annual meeting is held to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

- **High-Quality Curriculum and Instruction**
  Cañon's curriculum is aligned to state standards and includes the following programs as well as others:

  - ELA—Grades K-5 use the Amplify CKLA program that includes interactive learning and access to teaching resources as well as student digital access to textbooks; Grades 6-8 use the Amplify ELA program that includes these resources as well.
  - Math—Grades K-5 use the Savvas Envisions program that includes interactive learning and access to teaching resources as well as student digital access to textbooks; Grades 6-8 use the Savvas Envisions 6-8 program that includes these resources as well.
  - Science—The Lab-Aids Science program for grades 6-8 and the Mystery Science program for grades K-5 are designed for classroom instruction as a whole group and individually. Scholastic News and Science Spin magazines are used as instructional resources.
  - Social Studies—Social Studies Weekly through American Legacy publications provide state-aligned curriculum for all grade levels that is designed for classroom instruction as a whole group and individually.
  - Parents are provided with a notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

- **Parents and Family Members Responsibilities for Supporting their Children's Learning**
  - Cañon School engages Title I, Part A parents and family members to improve the achievement of their children in meaningful interactions with the school. This Compact supports a partnership among staff, parents and family members, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:
    - Meet the Teacher Event at the beginning of the school year provides an opportunity for each parent to meet with their child's teacher and learn the expectations for their child and input to their child's success.
    - Title I Parent Event will be held on the third Wednesday after in-person instruction for the school year begins. Parents may attend in person or virtually. Parent Event provides information to the parents/guardians regarding the Title I program and gives them opportunities to ask questions informally about student academic

achievement and school performance.
    - Any schoolwide program plan will be developed in conjunction with parents after notification is provided to all parents of Title I eligible children.
    - A Title I Exit Event is held on the last Monday (school in session) in May to provide opportunities for parents/guardians to plan, review, and recommend improvements to the Parent Involvement Compact.

- **Ongoing Communication with Parents**
    - Parent-teacher conferences are held three times per year in September, November, and February. During these conferences, the Compact will be discussed in relation to their child. These conferences offer flexible meeting times that include meeting outside of regular school hours and on non-school days.
    - Parents are welcome to schedule a meeting with individual staff members or the administrator.
    - Synergy ParentVue is an online site that provides parents with the opportunity to view their child's grades at any time.
    - Email addresses for staff are provided in the Student Handbook at the beginning of the year. Responses are typically sent within 24 hours.
    - Parents are encouraged to volunteer in the classrooms and during extracurricular activities.
    - Parents may visit and observe their child's classroom with notification to the front office.
    - Parents are contacted on a regular basis using the Make Your Day program sheets when necessary, if a student's grades fall below a C, if a student is injured, or other circumstances that warrant direct contact.

The school provides Title I, Part A parents and family members with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]) in which ways?

- During the Title I Parent Event, curriculum and assessments are discussed with parents and family members. Individual teachers provide grade appropriate methods for monitoring and improving the achievement of their children.
- Synergy ParentVue is an online site that provides parents with the opportunity to view their child's grades at any time.
- Parents are provided with the flyer "My Scores Matter!" and sign a confirmation sheet for receipt that is returned to the school.

The school provides Title I, Part A parents and family members with materials and training to help them improve the achievement of their children (ESSA Section 1116[e][2]) in which ways?

- During the Title I Parent Event, curriculum and assessments are discussed with parents and family members. Individual teachers provide grade appropriate methods for monitoring and improving the achievement of their children.
- During parent-teacher conferences three times each year, teachers provide detailed information about their child's progress on assessments, such as NWEA MAP benchmark tests. Materials and training on assisting their child in improving proficiency levels are provided as needed and based on individual need.
- Parents are provided with the flyer "My Scores Matter!" and sign a confirmation sheet for receipt that is returned to the school.

With the assistance of Title I, Part A parents and family members, the school educates staff members in the value of parent and family member contributions, and how to work with parents and family members as equal partners (ESSA Section 1116[e][3]) in which ways?

- Orientation training is provided to all staff members at the beginning of each school year.
- Parents are welcomed and invited to volunteer at the school during the day, on field trips, or during special events.
- Staff members receive training on meeting with parents on discipline issues, including a mentor during initial conferences.

The school coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as resource centers, to encourage and support parents and family members in more fully participating in the education of their children (ESSA Section 1116[e][4]) in which ways?

- Parents are encouraged to volunteer at the school during the day, on field trips, or during special events.
- Synergy ParentVue provides an online site that provides parents with the opportunity to view their child's grades at any time.
- Meetings are scheduled at varying times to allow for all parents of different schedules to interact with the school. Refreshments are provided at the meetings.

The school distributes information related to school and parent programs, meetings, and other activities to Title I, Part A parents and family members in a format and language that the parents and family members can understand (ESSA Section 1116[e][5]) in which ways?

- Notices to parents regarding meetings, progress reports, etc. are provided in an understandable language and format.

The school provides support for parent and family member involvement activities requested by Title I, Part A parents and family members (ESSA Section 1116[e][14]) in which ways?

- The school allows parent and family member involvement at the school with certified staff supervision.
- Fingerprinting is completed at the district office on-site for volunteers.
- Parents are welcomed and invited to volunteer at the school during the day, on field trips, or during special events.

The school provides opportunities for the participation of all Title I, Part A parents and family members, including those with limited English proficiency, disabilities, and migratory students; and that the information and school reports are provided in a format and language that parents and family members can understand (ESSA Section 1116[f]) in which ways?

- Notices to parents regarding meetings, progress reports, etc. are provided in an understandable language and format. The Primary Home Language Other Than English (PHLOTE) Home Language Survey is reviewed as new students are enrolled to determine if documentation needs to be translated for home. Parents with disabilities are provided with alternative formats for information upon request.

This Compact was adopted by Cañon School in June 2026 and will be in effect for the remainder of the school year 2026-2027.

The school will distribute the Compact to all parents and family members of students participating in the Title I, Part A program on TBD and ongoing.

_____

Signature of Authorized Official

_____

Date

Notification of Rights Under FERPA for Cañon School

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

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

   Parents or eligible students who wish to inspect their child's or their education records should submit to the school administrator a written request that identifies the records they wish to inspect. The school official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask Cañon School to amend their child's or their education record should write the school administrator, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a

volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically 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 school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

BEGINNING DATES

First Day of Term 1	August 3, 2026	35 Days
First Day of Term 2	October 19, 2026	33 Days
First Day of Term 3	January 4, 2026	38 Days
First Day of Term 4	March 29, 2026	38 Days

PROGRESS REPORTS/REPORT CARDS

Term 1 Progress Report	September 2
Term 1 Report Card	October 1
Term 2 Progress Report	November 10
Term 2 Report Card	December 17
Term 3 Progress Report	January 27
Term 3 Report Card	March 11
Term 4 Progress Report	April 28
Term 4 Report Card	June 3

FULL RELEASE DATES

Labor Day	September 7
Fall Break	October 5-October 15
Veteran's Day	November 11
Thanksgiving Break	November 25-27
Winter Break	December 21-December 31
Civil Right's Day	January 18
President's Day	February 15
Spring Break	March 15-March 25
Spring Day	April 26
Memorial Day	May 31

IMPORTANT DATES

Open House/Meet the Teacher Dinner	July 30
1st Day of School	August 3
Parent/Teacher Conferences	September 10 and 11
40th Day	October 26
Parent/Teacher Conferences	November 19 and 20
Parent/Teacher Conferences	February 4 and 5
100th Day	March 2
State-Mandated Testing	Last week of March/All of April- state testing

Cañon School

2026-2027 School Calendar

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jul 7	Child Find
Jul 28-Jul 30	Planning/Development Days
Jul 30	Meet the Teacher Night

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 3	**First Day of School**
Aug 18	Child Find

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sep 7	Labor Day - no school
Sep 10-11	Parent Teacher Conferences
Sep 29	Child Find

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 1	End of Term 1/Report cards/Awards
Oct 5-15	Fall Break - no school
Oct 22	Fall Festival
Oct 26	**40th Day of School**

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 11	Veteran's Day - no school
Nov 10	Child Find
Nov 19-20	Parent Teacher Conferences
Nov 25-27	Thanksgiving Holiday - no school

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 15	Child Find
Dec 17	End of Term 2/Report cards/Awards
Dec 21-Dec 31	Winter Break - no school

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 21-Dec 31	Winter Break - no school
Jan 18	MLK/Civil Rights Day - no school
Jan 26	Child Find

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 4-5	Parent Teacher Conferences
Feb 15	Presidents' Day - no school

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 2	100th Day of School
Mar 9	Child Find
Mar 11	End of Term 3 /Report Cards/Awards
Mar 15-25	Spring Break - no school
Mar 29-Apr 29	AASA/AzSCI Testing

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Mar 29-Apr 29	AASA/AzSCI Testing
Apr 20	Child Find
Apr 22	Field Day K-4
Apr 26	Spring Day - no school
Apr 29	Field Day 5-8

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 31	Memorial Day - no school

Grading Periods		
1st Quarter	10/01	35 days
2nd Quarter	12/17	33 days
3rd Quarter	03/11	38 days
4th Quarter	06/03	38 days

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jun 1	Child Find
Jun 2	8th Grade Promotion
Jun 3	**End of Term 4 /Awards**
	Last Day of School

SC School Closed
Child Find

SD Planning/Development Day (no school)
Report Cards

Parent Teacher Conferences
First and Last Day of School

Adopted by Cañon Elementary School Board 02/10/2026