

# Parker Unified School District #27

## Le Pera Elementary School

“Endeavor To Persevere”

2011-2012

19121 Tahbo Road

Parker, AZ 85344

(928) 662-4306

Fax (928) 662-4308

“Home of the Rebels”



This Student Handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**Parker Unified School District # 27**  
**District Administration**

Superintendent..... James Lotts  
Assistant Superintendent ..... Brad Sale  
Executive Secretary ..... Denyce Cribbs  
ESS Director..... Ryan Olson  
Transportation Director ..... Robb Cozby

**Administrative/Support Staff**

Principal.....J. Daniel Wolfe  
School Secretary..... Renea Tartaro  
Home School Coordinator..... Gloria Cruz  
Cafeteria Manager ..... Linda Chrismer  
Library Aide ..... Dawn Jacobson  
ELL Director ..... Armando Heredia  
Maintenance Supervisor.....Melvin Lee

**Telephone Directory**

Le Pera Office..... 928-662-4306  
Le Pera Office Fax..... 928-662-4308  
Principal's Office.....Ext. 4100  
Maintenance .....Ext. 4146  
Home School Coordinator .....Ext. 4101  
Nurse's Office .....Ext. 4102



**Le Pera Elementary School**  
**Mission Statement**

**“Where Children Come First”**

To educate all Le Pera students in a  
nurturing,  
challenging, and disciplined environ-  
ment, so that through their develop-  
ment and performance they become  
assets to themselves, their community,  
and society.

The following are school-wide rules that will be adhered to throughout the school:

- 1. Walk on the sidewalks, in the classrooms, and in the cafeteria.*
- 2. Be respectful of all people; do not interrupt learning.*
- 3. Keep your hands, feet and objects to yourself.*
- 4. Listen and follow directions the first time they are given.*
- 5. Treat others the way you want to be treated.*

## General Information

### **School Hours:**

The office at Le Pera School is open from 7:30 a.m. in the morning until 4:00 p.m.

Breakfast is served from 7:30 a.m. until 7:45 a.m.

Regular classroom hours start at 7:55 a.m. and run until 2:50 p.m. The buses arrive at Le Pera at 7:30 a.m. and depart the campus at 2:55 p.m. Students who walk or are transported by parents are to arrive **no earlier than 7:30 in the morning**. Students should report directly to the playground or to the cafeteria. Students are expected to leave at dismissal time and cannot be on campus unsupervised. Students who ride the bus will be escorted to the bus loading area by their teachers. Students who walk must have a permission form on file in the office and wait in the office area until all buses depart.

A school calendar is included in this handbook.

Parents should review this calendar and note the days that are designated as Early Release Days. Normal early release time is at 1:30.

### **Students Leaving Campus:**

**Le Pera Elementary School has a “closed campus.”** Students may not leave the school grounds after they arrive in the morning for any reason. **All students must be signed out through the office in order to ensure the safety of your child. Proper I.D. may be requested of a parent or the designated adult. Students will only be released to those people who are listed on the check out form. A person/s desiring to check out a student must be 18 years of age or older.**

### **Attendance:**

Regular school attendance is the way to assure your success as a student. Arizona law requires daily attendance for all children from 6-16 years of age. Parents are legally responsible for making sure that their children attend school per A.R.S. 15-803. **Good attendance is very important. THREE OR MORE UNEXCUSED ABSENCES WILL BE REPORTED TO EITHER THE LA PAZ COUNTY PROBATION OR TO THE CRIT PROSECUTOR’S OFFICE FOR FURTHER INVESTIGATION.**

Daily attendance records are kept on each student. A parent or guardian must contact the school whenever their child is absent. A note, written, dated and signed by the parent/guardian, which states the reason for the absence, is to be brought from home the day the student returns to school.



### **Parents Right to Review Teacher Qualifications:**

As a parent of a student at Le Pera Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires us to give you this information in a timely manner if you ask for it.

Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

- Whether the Arizona Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arizona Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

### **Hazing**

Hazing or solicitation of hazing at Le Pera Elementary School is strictly prohibited.

All forms of hazing are strictly prohibited. For the purposes of this policy, hazing is defined as any attempt by a single student or a group of students to extort something of value, threaten injury, harass, intimidate, or to cause or attempt to cause physical or emotional injury or behave in such a way as could be reasonably expected to cause physical or emotional injury to any person:

- On the school grounds.
- Off the school grounds at a school activity, function, or event.
- On any form of transportation by which students are conveyed to and from school activities.
- Off the school grounds when the prohibited behavior is a consequence of or directly related to causes or event that originated on the school grounds.

Students who are determined to be in violation of this policy will be immediately subject to the disciplinary action, up to and including expulsion, in accordance with District’s disciplinary policies.

LEGAL REFERENCE: A.R. S. 15-2301

# LE PERA REGULAR BELL SCHEDULE

## SCHOOL YEAR 2011-2012

### Morning

Take-up Bell 7:55

Tardy Bell 8:00

### Morning Recess

K-3 10:00 10:15

4-6 10:20 10:35

### Lunch

Kindergarten 10:50 11:45

1-3 11:00 11:45

4-6 11:50 12:35

7-8 11:35 12:10

### Afternoon Recess

K-3 1:10 1:25

### Dismissal

K-3 2:40

4-5 2:45

6-8 2:50

### All buses will leave at 2:55

#### Health Aide Office:

The health aide's office is open from 7:30 a.m. until 3:00 p.m. The health aide may be contacted at 662-4306. During class time, a student must have a pass signed by the teacher to see the nurse (except in an emergency). The health aide will not transport students home due to liability issues.

*Please remember that the health aide is not a substitute for proper medical care and cannot diagnose illnesses or prescribe medications for your child. Sick children should stay home or be taken to the doctor. The school does not provide transportation for routine medical care.*

*The health aide is prohibited by law from dispensing medication of any kind, including Tylenol, at school without a written authorization from a doctor or the parents/guardian, which must be updated yearly. All medications are to be kept in the health aide's office. They must be stored in the original prescription container with the student's name on it. Students may not have medication of any type in their possession while at school, with the exception of a student who has written permission from a physician to carry an inhaler for asthma or other breathing related problems.*

#### School Insurance:

The Parker School District does not carry any type of accident insurance on students. This is the responsibility of the parent or guardian. The school board has selected a private insurance company in which parents may purchase accident insurance for their child at a reasonable rate. If you do not have accident insurance for your child, we would encourage you to carefully read the insurance information which will be sent home with each student at the beginning of the year. If parents choose to purchase insurance, please fill out the application and mail it directly to the company. Please DO NOT return the application back to the school.

**Bus Regulations:**

During the course of the year, most students are passengers on a school bus for field trips or transportation to and from the school. Appropriate student behavior on the bus is necessary. The bus driver is responsible for the actions of the students on the bus and has the same authority as any teacher in the classroom. It should be remembered that bus transportation *is a privilege*, and only through the cooperation of those riding the busses, can the school furnish the best transportation and keep the the equipment in good condition.

**The following behavior is prohibited:**

- Failure to remain seated
- Fighting
- Creating fire hazards
- Disorderly boarding procedures
- Spitting objects out of the bus
- Throwing objects out of the bus
- Throwing objects at the bus
- Hanging objects or body parts out of the window
- Getting off of the bus at any stop other than the one authorized by the school and parents/guardians.
- Insubordination
- Vandalism
- Harassing others
- Improper exit
- Unnecessary noise
- Smoking on the bus
- Laying down in the seat
- Violating any state, federal or local law while on the bus or at the bus stop
- Other infractions which are deemed by the bus driver to be dangerous to the safety of the passengers.

If rule infractions occur, the following actions will be taken:

- **First Offense:** Warning—communication with parents in writing
- **Second Offense:** Removal of riding privileges for up to three school days
- **Third Offense:** Removal of riding privileges for up to ten school days
- **Fourth Offense:** Removal of riding privileges for up to nine school weeks
- **Fifth Offense:** Loss of riding privileges for the rest of the year

*If an offense constitutes a major safety hazard, no warning will be given to the rider and the rider may have riding privileges suspended with written notification to parents.*

*In the event that the majority of the bus riders are causing rowdy or disorderly conduct, so that the driver cannot determine a single individual causing the disturbance, the bus may be held or service to that area may be discontinued.*

**Bus Changes:**

Permission for your child/children to return to a different location other than his/her home must be requested in writing or by phone **before 2:00 p.m. by the parent/guardian only.** On Early Release Days, please contact the office before 12:30 p.m. The note or phone call must state the date, the exact location, and the number of days the bus pass is to be in effect. **We request that bus changes be made in cases of emergency only.**

If your child/children is/are/ not home by the “usual time” or by 4:00 p.m., please call the school office at 662-4306.

**No one under the age of 18 may check out students.**

**Parking Lot/Drop-Offs:**

**For safety reasons, students may not be dropped off in the bus loading zone at any time for any reason.** Students arriving at school in vehicles other than a bus must be dropped off in front of the office in the parking lot. **If you plan to see a teacher or go to the office, please do not park in the drop-off zone, park in the parking lot, PLEASE! Please be very cautious when picking up or dropping off students.** There is a very real danger that a student may forget something and run back to a vehicle that is leaving and the driver may not realize it. Please be extra careful!

**Contraband:**

Among the items considered to be contraband are: ***laser pointers, “sharpies” or markers of any kind, I-Pods, MP-3, dice, glitter, lighters, matches, shaving cream, water balloons, water pistols, handcuffs, hand-held electronic games, pagers, cell phones and any other item (s) that may be considered to be dangerous or disruptive to the learning environment .*** These items found on campus shall be confiscated, to be returned to the parent/guardian or to the student at the end of the school year. Any exceptions or additions to this list shall be determined by the administration.

◆ **Disciplinary action will result if a student:**



- ◆ Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to ***cell phones***, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator. ***Use of contraband during school time, including on the bus, will be treated as a Disorderly Conduct offense.***

## Guidelines for Students At Le Pera Elementary School

### **Make-up Work:**

Students will be given a reasonable length of time to complete assignments missed due to an absence. Full credit is allowed for work completed after an excused absence. Teachers may allow partial credit for assignments missed as the result of an unexcused absence.

### **Demographic Form:**

Every year parents/guardians will be asked to complete an updated demographic form. Please provide the information requested. **THERE MUST BE SOMEONE LISTED ON THE FORM WHO CAN BE CONTACTED BY THE SCHOOL ON THE TELEPHONE DURING THE DAY.** This form is used by the nurse and the office to contact parents in case of absences, illnesses or accidents. It is important that all information be accurate. If your information changes during the year, please contact the school to update the information.

### **Le Pera's expectations for it's students:**

Each student will:

1. **report problems that pose a health or safety concern.**
2. take part in school activities.
3. learn appropriate conduct for a variety of social environments.
4. develop and strengthen a work ethic that will be appropriate for future success.
5. develop the necessary moral, social and ethical values required as a contributing citizen of the United States.
6. develop an understanding and appreciation for the curriculum including; history, art, music and traditions of the United States.
7. learn about global relationships and the relationship of the United States to the rest of the world.



### **RESPECT AND RESPONSIBILITY**

The most important thing to remember about the rules and policies of Le Pera Elementary School is that they are based upon the basic premise of:

**"Respect Yourself...**

**...Respect Each Other...**

**...Respect This Place"**

We are a community of learners—learning in a community where the climate of our school is built and maintained by us alone. We are going to have a climate that is safe, purposeful, pleasant, comfortable and enjoyable. We must all adhere to the lifelong guidelines of trustworthiness, truthfulness, active learning, no put-downs and "personal best." If we each do our part and accept responsibility for our actions we will be able to have a school that does not focus on punishment, but rather on success.

We expect all students to act and look like they are concerned about success, both now and in the future. Our school expectations reflect the expectations held by your future workplaces and the business community in order that students can begin to develop habits of mind and action that will foster success in adult life.

A "no excuses" approach to responsibility must exist in our school if students are to be treated as the young adults they are. Come to class prepared, participate in learning, treat every person with whom you interact with dignity and respect, appreciate this wonderful school that has been provided for you, seek to be a part of the solution rather than a part of the problem—and you will have a positive and pleasant learning experience here. This handbook has been prepared to inform you of basic expectations held for students, as well as, daily operating procedures and policies to assist you in having a positive school experience and achieving maximum success.

## Guidelines for Students At Le Pera Elementary School

### Cafeteria Information:

Every student must have a lunch form turned into their teacher as soon as possible after school begins. Breakfast is available to students in the cafeteria from 7:30 until 7:45 a.m. daily. The cost of a full priced student breakfast is \$1.50 (Lunch is \$2.00). Students are expected to eat as soon as they arrive at school so they will not be late to class.

#### **Cafeteria rules:**

1. Always walk to and from the cafeteria.
2. No food or drinks are to be taken from the cafeteria. Staff members on duty will remove such food from a student's possession.
3. Students are to remove trays, papers, food etc. from their table area before leaving the cafeteria. Leave the seating area and table area clean.
4. Reasonable quietness is expected of all students in the cafeteria.
5. **Food, milk cartons or other items will not be thrown in the cafeteria. Throwing food will be treated as Disorderly Conduct.**
6. There is no "cutting" in lines.
7. Students are to leave the cafeteria and go directly to the playground after being excused by the staff member on duty.
8. Parents having lunch with their child *must* notify the office by 9:00 a.m.. An adult lunch is \$2.75. Breakfast is \$1.75. Meals are served by tray only.
9. **Cafeteria workers are to be treated with respect at all times.**

### Library:

*The library is an exciting, adventurous place. Students are expected to draw from it's wealth of materials as often as possible. The following guidelines are to be followed:*

1. *Use a low tone of voice while in the library. The library is a place to study. Visiting, playing games and eating are prohibited.*
2. Students must have permission when using the library.
3. Students should return materials to the library as soon as they finish reading them to allow others to check them out.
4. Students who do not return books on time will not be allowed to check out additional books.
5. **Students will be expected to pay for any library books or bar codes they damage or lose.**
6. Students are encouraged to ask the librarian for assistance with library materials and equipment.
7. Students are expected to read and share their readings with their families.

### Assemblies/Guest Speakers:

Assemblies and performances are held for several purposes: to teach, to entertain, to honor, or to display school spirit. There is a specific type of behavior expected from the audience, depending on the type of program being presented. There is always an obligation of courtesy that each student accepts when he/she attends an assembly:

1. Students will be expected to remain seated politely and respectfully throughout the course of the assembly.
2. Students will show appreciation in an appropriate manner to the tone of the assembly. (Performances and classical music assemblies require different demonstrations of appreciation on the part of the audience.)
3. Students will not bring food or drink in the gymnasium during an assembly.

### Spitting/Littering:

Spitting on the grounds of Le Pera Elementary School is prohibited, this includes sunflower seeds.. All trash is to be deposited in trash cans located throughout the campus.

### Personal Items at School:

The school is not responsible for money or personal items that are lost or stolen. Students are advised to bring only enough money to school to cover lunch expenses. As previously stated, contraband items should not be brought onto the campus. **Such items will be confiscated and must be picked up by the parent of guardian.** Bicycles, "wheelies", roller-blades, skateboards and ATV's are not to be ridden on campus. **Exception: MP-3 Players and I-Pods may not be used at any time during the regular school day,** but may be used on school grounds only during after school hours and activities and on the bus as long as they do not cause disruptions or distractions.

### Harmful Items:

Articles that can be used in a harmful manner are not to be brought to school, **this includes fireworks of any type.** School personnel will confiscate such articles and parents will be notified. Such items must be picked up by the parent or guardian.

### Fire Drills:

State laws require periodic fire drills. Students are to file out of the building in an orderly manner and stay in a group with their teachers.

### Band and Choir:

Students participating in band or choir are expected to continue in the program until the end of the semester.

**Liability of Parents:**

Any student who cuts, defaces or otherwise injures any school property may be suspended or expelled upon complaint of the Governing Board. The parents/guardians of such child shall be liable for such damage. (ARS 15-842)

**Homework and Study Habits:**

Good study habits will aid you the rest of your life. Often, there is not enough time in class to complete the assignment work, so you must learn good study habits. To supplement work in class, teachers often give additional assignments to aid you in understanding the subject. You can gain personal satisfaction from well done homework assignments. Parents and students need to work together finding a suitable time and place at home to do homework.

**Progress Reports and Report Cards:**

Teachers are encouraged to keep parents informed of students progress and behavior at all times. Pupil progress reports will be sent home at midterm of each grading period if necessary and when significant changes are observed by a teacher. **Parents are strongly encouraged to attend a parent/teacher conference in September and February in order to pick up progress reports and meet with their students teachers.** Teachers will work with parents to schedule a convenient time to come in for the conference. Report cards will be sent home at the end of the each quarter. Parents are invited and encouraged to observe and participate in their student's progress by visiting the classroom. **\*Please make arrangements with the Principal in advance to visit a classroom.**

**Promotion:**

The teacher will make the decision for promotion or retention based on student achievement for all students. Parents will be notified and a conference will be set up to discuss the possibility of retention.

**Restroom Breaks:**

Students should use only the restroom assigned to their area. Only one student at a time may leave the classroom. Remember to wash your hands before you leave the restroom. **Students, please help keep the restroom clean.** Do not throw spit wads or climb the restroom stalls. **Please flush toilets and throw trash in the trash cans.**

**Candy, Gum and Soda:**

Candy, gum, soda and other "munchies" are not to be brought to school. They are not to be eaten in the classrooms. Any item purchased in the cafeteria must be eaten there (except as approved by the classroom teacher). Any food items that a student earns as a reward or that is given by the teacher must be eaten in the classroom and is not to be taken from room to room. The teacher will confiscate any candy, gum or other listed items that a student should bring to school without approval.

**Use of Le Pera Computers:**

The computers and their systems are for the use of students, faculty and staff. Le Pera Elementary School's computers are to be used solely in support of the school system's educational mission. All computer work must be curriculum related. All other uses are strictly prohibited. Computer systems around the world have access to the computers at Le Pera with Internet access; therefore, Le Pera Elementary School cannot control the information available on them. Even though an Internet filtering system has been installed, students may still be able to access information that is inaccurate, defamatory, obscene, profane, sexually explicit, threatening, racially offensive or otherwise objectionable. Parents should caution their children not to access such materials, and students should use good judgement in not attempting to access such materials.

Unauthorized use of the computers or any failure to comply with the local and system wide provisions will be grounds for loss of computer use and other disciplinary and/or legal action.

**Students are prohibited from:**

1. Unauthorized/unsupervised use of the Internet
2. Unsupervised use of computers
3. Giving any password issued to you to others
4. Attempting to log in using another person's password
5. Using the computer for non-curriculum related activities
6. Gaining access to "Administrator" directories
7. Accessing chatrooms on the Internet
8. Using e-mail unless under the direct supervision of a teacher and the activity is related to the curriculum
9. Adding software of any kind to a computer or network
10. Abusing copyright rules
11. Intentionally wasting limited resources such as paper and printer cartridges
12. Loading/retrieving files from personal diskettes/CD's
13. Accessing inappropriate material from the Internet
14. Computer vandalism; creating viruses, interfering with the performance of the system, harming or attempting to harm or cause damage to the computers, network, hardware, software, peripheral devices or data

The computers, networks, hardware, software and peripheral devices are the property of the Parker Unified School District. Use of this property is a privilege that may be discontinued at any time.

A computer and/or Internet agreement *must be* signed by each student and parent/guardian indicating that the parties understand the Terms and Conditions, and their significance before the student will be given authorization to use the computers and related equipment and systems at Le Pera Elementary School.

**Student Dress Code:**

Le Pera Elementary School is an educational institution. As such, students have the responsibility to dress appropriately for school.

The administration at Le Pera Elementary School will not interfere with the right of students and their parents to make decisions regarding their appearance *except* when their choices affect the educational program at the school or the safety and well-being of others. Therefore, the following will be guidelines for student dress:

- It should not present a hazard to the health or safety of the student or to others in the school.
- It should not cause an interference with school work, create disorder, or disrupt the educational program in any way.
- It should not cause excessive wear or damage to school property.
- It should not prevent students from achieving their educational objectives.
- It should not represent membership in a gang.
- It should not include obscene language or symbols, or symbols of sex, drugs or alcohol in any way shape or form.

**Please note: The administration at Le Pera Elementary School reserves the right to deem an item of clothing inappropriate if it violates any of the above mentioned guidelines or interferes with the educational program in any way.**

If the principal or designee determines that a student's attire violates these guidelines, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take the appropriate corrective and disciplinary action.

Exceptions for special activities or health considerations may be pre-approved by the administrator. Students who participate in extracurricular activities, such as athletics, band, chorus etc., are subject to the standards of dress as defined by the sponsor of those activities.

**Upon the first violation** of the student dress code reported to the principal's office, the student will be assigned 5 Class C demerit points.

**Parents/guardians and students also need to be aware of the following guidelines:**

- A student's clothing should be clean, neat and modestly appropriate for the educational activity for which it is worn. Parents/guardians and students should understand that when students are on a field trip, they must dress in appropriate attire.

**Playground:**

Playground rules provide safety and security for all students. Teachers will instruct their students on how to use the playground. It is important that students get involved in an activity, game or sport while on the playground.

**General playground rules:**

1. Use common sense and show **respect** for others.
2. Do not throw **anything** ( examples: sand, mud, rocks, sticks, weeds or bugs ).
3. Stay outside until the teacher/sub comes out to bring you in.
4. Do not stand on the "monkey bars."
5. One basketball per basket.
6. No tag games; do not pull or drag on others.
7. No flips on the bars or hanging upside down.
8. Do not "climb up" the slide or tunnel.
9. Do not twist the swings and then attempt to jump off. This is very dangerous!
10. **"Bullying" will not be tolerated on the playground.**

**Closed Campus:**

Le Pera Elementary School is a "closed" campus. This means that students are required to stay on campus from the time they arrive at school until school is dismissed.

Whenever a student must leave campus during the school day, he/she must have parental permission and must be signed out through the office. We also require students to sign back in when they return to school.

Students will not be called from class to leave campus unless a parent or legal guardian arrives to take the student. If an emergency arises and the parent or legal guardian is sending someone to pick up the student, we require that the office be contacted by letter or telephone before the child will be allowed to leave.

In the event of a divorce, the child should only be released to the custodial parent. The office **MUST** have a copy of the document stating **WHO** the custodial parent is. This is necessary for the safety and well-being of your child. The office personnel will be happy to make a copy of the document to place in the file with your child's records. This is an extremely important situation and your prompt attention will certainly be appreciated.

**Immunizations:**

Parents of new enrolling students are required to present VERIFIABLE DOCUMENTATION OF IMMUNIZATION. Exemptions from immunization due to personal beliefs are acceptable. A notice will be sent home regarding the status of your child's immunizations.

LEGAL REFERENCE: A.R. S. 15-872

**SCHOOL-WIDE DISCIPLINE PLAN**

*The teacher is the front-line authority in the scope of discipline. The teacher's classroom procedures and policies will be exercised before a student is referred to the principal.*

The purpose of this plan is to: 1) define behavior by a student that will result in disciplinary consequences and 2) set forth a due process procedure for various types of behaviors. A student who engages in a behavior outlined by this plan will be disciplined.

The following is a guideline for maintaining an orderly learning environment at Le Pera Elementary School, students who choose not to follow the rules below will be dealt with according to the guidelines listed. The teacher or administration may consider extenuating circumstances when carrying out the following plan. A teacher may develop an individual behavior plan including consequences for a student who violates the rules in his or her class.

The first step in establishing an organized and methodical environment conducive to learning is to establish and implement school wide rules, so that the students come to depend on finding the same expectations throughout the school. **Demerit Points.** *These points are cumulative per class of offense for the semester.* The demerit point system is one which makes it possible for the administration to keep an objective record of all offenses committed by each student, providing for *equal and fair* treatment of all students. When a teacher, as part of the classroom discipline plan, refers a student to the office, the student will be assigned the number of demerit points listed for the given offense and will receive discipline as outlined in the plan for that number of points. For each subsequent visit, the student's points will be tallied and he/she will receive the consequence of having accumulated the given number of points.

OFFENSE	CLASS/#	DEFINITION	POINTS
<b>Excessive Tardiness</b>	C1	This occurs when a student is recorded in any teacher's records as being tardy three or more times in a week.	5
<b>Minor Aggressive Act / Disruption</b>	C2	Behavior of such a nature that it interrupts the learning process, orderly conduct or any activity in which students are engaged. (i.e. Horseplay)	5
<b>Profanity/Vulgarity/Gestures</b>	C3	The use of profanity in conversation or in a manner which is not intended to provoke a fight or retaliation.	5
<b>Improper Dress</b> <i>See a more detailed definition on page 9.</i>	C4	This occurs when a student is caught wearing clothing on campus or on a school-related trip or activity which is in violation of the school dress code.	5
<b>Public Display of Affection</b>	C5	This occurs when students display any other form of physical affection other than handholding.	5
<b>Littering</b>	C6	This occurs when a student deposits trash any place other than a designated trash receptacle.	5
<b>Defiance of Authority</b>	C7	This occurs anytime that a student directly defies an order given to him/her by a teacher or staff member.	10
<b>Lying to School Officials</b>	C8	This occurs when a student attempts to mislead a school official in any way.	10
<b>Written/Verbal/Gestures ( Provocation ) Toward Other Students</b>	C9	This occurs when a student writes, speaks or makes a gesture to another student in a way that is understood to be offensive, but not necessarily with the intent to provoke retaliation OR in a way that is understood to be threatening to the student.	10
<b>Truancy</b> Ref: A.R.S. 15-803	C10	This occurs when a student has an unauthorized absence from school. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. It also includes any after-school, special help session or disciplinary session that the student has been directed to attend.	15
<b>Off Campus Without a Pass</b>	C11	This occurs if a student leaves campus for any period of time after his/her arrival at school without the permission of the school and/or his/her parent or guardian.	15
<b>Plagiarism / Cheating / Forgery</b>	C12	This occurs when a student makes unauthorized use of another person's work and claims it as his/her own. To influence or lead by deceit or trickery. When a student signs someone else's name in an attempt to mislead in some way.	20
<b>Bullying</b>	B1	The act of systemically and chronically inflicting physical harm and / or psychological distress on others (to include but not limited to fear, anxiety, psychological and emotional harm.	25
<b>Threat / Intimidation / Harassment</b> Ref: A.R.S. 13-1202	B2	Verbal or physical threats toward another person made with the intent to inflict fear, injury, or damage to property. The continued or repeated annoyance or humiliation of another based on race, ethnicity, gender or other characteristics.	25
<b>Use of Profanity/Vulgarity or Gestures to Solicit a Fight or Retaliation (other aggression)</b>	B3 B4	This occurs when one student makes use of profanity, vulgarity or gestures with the intent of drawing another person into a fight.	25 (if it does not result in a fight) 40 (if it does result in a fight)

OFFENSE	CLASS/#	DEFINITION	POINTS
<b>Vandalism or Criminal Damage</b> Ref: A.R.S. 13-1604	B5 B6 B7 B8 B9	This occurs when a student commits damage by intentionally, knowingly, or recklessly 1) defaces or damages property of another student 2) tampers with property of another student to the effect that it substantially impairs its function or value 3) drawing, writing a message, slogan, sign or symbol on any school building, structure, vehicle or surface, except the ground, and that is done without permission of a school official. Property damage over the amount of \$250 is considered criminal damage.	15 (up to \$30) 20 (\$30-\$59) 25 (\$60 - \$99) 30 (\$100 or \$250) 45 (\$250 or more)
<b>Verbal/Written/Gesture Abuse Toward School Personnel</b>	B10	This occurs when a student directs profanity, vulgarity, or other words or gestures, which are deemed to be offensive toward school personnel.	35
<b>Theft</b> Ref: A.R.S. 13-1802	B11	This occurs when a student takes the property of another, knowing to whom it belongs or "finds" property of an unknown other and does not take reasonable measures to find the owner. (Turning the property in to the office or a teacher).	35
<b>Sexual Harassment</b> <i>See a more detailed definition on page 12. Consider the information on page 12 to be valid here.</i>	B12	This occurs when a student directs comments to, makes gestures, writes comments or touches another student in a way that is understood to be sexual and offensive in nature, and the student continues to make such advances after being told that such advances are not wanted.	35
<b>Tobacco Possession or Use</b> Ref: A.R.S. 36-798.03	B13	This occurs when a student has in his/her possession (including backpack, purse or locker) tobacco or is caught using the substance on school property or at a school-sanctioned event.	40
<b>Fighting</b>	B14	This occurs when one student strikes another in retaliation to profanity/vulgarity or gestures designed to solicit such a response OR two students engage in an altercation in which blows are exchanged for reasons other than retaliation to profanity/vulgarity or gestures.	40
<b>Hazing</b> Ref: A.R.S. 15-2301	B15	This occurs when any risk of potential physical injury, mental harm or degradation is committed on another student in connection with an initiation into or an affiliation with membership in any organization affiliated with the school..	40
<b>Disorderly Conduct</b> Ref: A.R.S. 13-2904	B16	This occurs when a student commits an act which disturbs the peace and orderly function of the school. Included are any serious behaviors, unreasonable noises, abusive or offensive language or refusal to obey a reasonable directive.	40
<b>Assault</b> Ref: A.R.S. 13-1203	B17	This occurs when a student knowingly, intentionally or recklessly causes any physical injury to another person or touches another person with the intent to injure, insult or provoke such person.	45
<b>Alcohol Possession or Use</b>	A1	This occurs when a student has in his/her possession (including backpack, purse or locker) alcohol or is caught using the substance on school property or at a school-sanctioned event.	50
<b>Alcohol Providing or Selling</b>	A2	This occurs when a student is engaging in the activity or providing or selling alcohol to students on school property or at a school sanctioned event.	50
<b>Drug Possession or Use</b> Ref: A.R.S. 13-3415	A3	This occurs when a student has in his/her possession (including backpack, purse or locker) narcotics, or paraphernalia or is caught using the substance on school property or at a school-sanctioned event. This could include prescription drugs.	50
<b>Drug Providing or Selling</b> Ref: A.R.S. 13-3415	A4	This occurs when a student is engaging in the activity or providing or selling narcotics, prescription drugs or paraphernalia to students on school property or at a school sanctioned event.	50
<b>Weapon and Dangerous Items Possession/Threat or Use</b> Ref: A.R.S. 13-3101, 13-3111, 13-105.11	A5	This occurs when a student threatens, verbally or in writing, to bring on campus any weapon that in the eyes of school officials may be deemed a deadly weapon OR if a student does bring on campus and/or use or attempt to use any weapon that in the eyes of school officials may be deemed a deadly weapon.	50
<b>Arson</b> Ref: A.R.S. 13-1703, 13-1704, 13-1701.2	A6	This occurs when a student is caught in the act of starting or attempting to start a fire on school property—intentionally or recklessly.	50
<b>Extortion</b> Ref: A.R.S. 13-1804	A7	This occurs when a student obtains or seeks to obtain the property or services of others by means of a threat to do any of the following: 1) Cause physical injury to in any other way. 2) Cause damage to property. 3) Perform or cause to be performed any other act which is calculated to do harm to the victim either physically or materially.	50
<b>Trespass/Burglary</b> Ref: A.R.S. 13-1503, 13-1506, 13-1507, 13-1508	A8	This occurs when a student enters or remains in school structures at a time when unauthorized to do so; especially with the intent to commit theft or do damage to school property. Entering the building with the intent to commit theft.	50
<b>School Threat</b> Ref: A.R.S. 13-2911	A9	<b>This occurs when a student causes an interference with or a disruption to the educational institution.</b> This would include threatening to cause physical injury to any employee or student, threatening to cause damage to the educational institution or any act that would result in the evacuation of or closure to the educational institution.	50
<b>Physical Assault on School Personnel</b>	A10	This occurs when a student attempts to cause physical injury or does cause physical injury to any school employee on school grounds or while the teacher or employee is in any way engaged in the course of their employment.	50

**CONSEQUENCES OF DEMERIT POINTS**

Demerit Points	Consequence
Up to 10	<b>K-8</b> Warning/conference with Principal
15	<b>K-4</b> 3 Days of Missed Recess <b>5-8</b> 1 Day of After School Detention
20	<b>K-4</b> 5 Days of Missed Recess <b>5-8</b> School Service Detention
25	<b>K-8</b> 1 Day of In-School Suspension or <b>5-8</b> 5 Days of A.S.D.
30	<b>K-8</b> 1 Day Out of School Suspension or 2 Days of In-School Suspension
35	<b>K-8</b> 2 Days of O.S.S or 4 Days of I.S.S.
40	<b>K-8</b> 3 Days of O.S.S. or 6 Days of I.S.S.
45	<b>K-8</b> 5 Days of O.S.S. or 10 Days of I.S.S.
50	<b>K-8</b> 10 Days Out of School Suspension Long-Term Suspension or Expulsion

**Sexual harrassment:**

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

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

**Sexual harrassment may include, but is not limited to:**

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

**VIOLATION OF ARIZONA STATE LAW**

**In the event that a law of the State of Arizona is violated on the campus of Le Pera Elementary School, parents and students are advised that the student who violates that law MAY be arrested and taken into custody.**

**Due Process:**

This section of the handbook has explained the major disciplinary problem areas and the action that will result for those students who cannot live by the rules.

All students are entitled to due process. This means there are certain appropriate disciplinary actions. There are also procedures which students must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, the student, if he/she is eighteen years of age or older, or the student's parents have the right to appeal a potential suspension or expulsion.

An appeal for a formal hearing at the district level must be made within three (3) school days after notice has been received regarding a potential suspension or expulsion. Students may present witnesses at all district level hearings and have the right to cross-examine any persons participating in the hearing at this level. The student may be represented by an attorney only at a hearing.

**Police Involvement:**

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement authorities. If law enforcement authorities are notified, parents will be contacted by telephone **OR** certified letter. Any action taken by law enforcement authorities will be in addition to action taken by the school.

**Freedom of Expression and Freedom of Speech:**

Students are entitled to express verbally, their personal opinions as long as that expression shall not interfere with the right of others to express themselves or with the conduct of school and classroom activities. With respect to written expression, or circulation of petitions, students are entitled to express, in writing, their personal opinions. These opinions should be signed by the author and meet standards prohibiting libel, pornography, and intentional distortion or reckless disregard of facts.

**Corporal Punishment:**

Corporal punishment is the intentional spanking of the buttocks of the student by a school administrator for the purpose of discipline. An adult witness shall be present when corporal punishment is imposed. Unreasonable force shall not be used. The spanking shall not be of such force as to cause injury and shall cause no more than temporary pain. No more than two (2) swats shall be given. Corporal punishment shall be administered to a student only after the administrator has provided written notification to, and received written permission for its use from a parent or legal guardian. This requirement shall be met for each instance. Parents or guardians of the student shall be notified promptly when corporal punishment has been administered.

**Exclusions and exemptions from school attendance:**

**Chronic health conditions**

The district will provide appropriate educational opportunities for any student identified by a licensed physician as having a chronic health condition that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education program to the extent that their health permits. Staff members responsible for physical education activities programs shall develop and implement such guidelines. Students with a chronic health condition should have paperwork on file in the E.S.S. office.



**Truancy:**

**A child between the ages of six and sixteen failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S.15-803.**

***Truant means an unexcused absence for at least one class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.***

**Unexcused absence for at least five school days within a school year constitutes habitual truancy. The Superintendent has established procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.**

Legal Ref.:  
A.R.S. 15-803

**Lunch / Recess Detention:**

**Individual teachers may assign lunch or recess detention as part of their classroom discipline plan. The principal will not become involved with this detention unless the student reacts in a disruptive or defiant manner. If this type of behavior should occur, a disciplinary referral will be submitted to the principal's office for further action.**

**Promotion and retention of students:**

**Regular Education:**

The district is dedicated to the continuous development of each student. Promotion from year to year will be based upon standards for each subject area as identified in the course of study. The district standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science and social studies adopted by the State Board of Education. In addition to these standards, test scores, grades, teacher-principal recommendations and other pertinent data will be used to determine promotion. Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level. When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful. In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with A.A.C. R7-2-301 and R7-2-401.

**Special Education:**

Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. The programs for such students may include adaptations. Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an IEP team on an individual basis. Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

Ref: 15-203, 15-341, 15-342, 15-521, 15-701, 15-701.1, 15-715

## ☑ **Bullying:**

### **What it looks like and who gets bullied:**

To bully means to single someone out for deliberate and repeated harassment. Bullying is a serious matter—one out of every schoolchildren is either a bully or someone who gets bullied.

### **Bullying can be:**

**Verbal:** name-calling, threatening, teasing, taunting.

**Physical:** hitting, taking or damaging possessions, making someone do things he or she doesn't want to do, pushing and shoving.

**Emotional:** spreading rumors, ignoring or excluding others, making someone uncomfortable or scared.

Both boys and girls can bully, although most bullying is done by boys. Boys usually prefer swift and effective physical aggression. Girls tend to favor verbal and emotional intimidation or humiliation as bullying tools.

### **Who gets bullied:**

Kids who tend to get bullied are not necessarily children who are overweight, wear glasses or braces, or speak with an accent. What victim's do have in common is emotional vulnerability.

They are also the ones who are less outgoing, the ones who prefer to stand back and watch before joining in, or lack the social skills to enter into active play or group situations. These less assertive children are often looked on by their aggressive peers as potential victims.

### **Signs that your child might be bullied:**

Often children who are bullied are ashamed to admit to it or afraid that if they tell they will become a victim of retribution. But if bullying is kept a secret, the torment won't end and things will only become worse for your child. It's important to keep an eye out for signs that your child might be bullied so you can help take steps to prevent and eliminate it.

### **The signs:**

- Feeling ill in the morning
- Not wanting to go to school
- Change in the route to school
- Not wanting to ride the school bus
- Refusal to talk about the day at school
- Unexplained bruises
- Drop in school performance
- Change in friendships
- Coming home from school with torn clothes or destroyed property
- Unexplained crying, especially before going to sleep
- Nightmares
- Lack of confidence
- Change in behavior towards friends and siblings—becoming more violent and becoming a bully

### **Help your child handle bullying:**

When you kids are being bullied, it's natural to want to rush to the rescue. But children need to learn they are not powerless, and can choose how to respond. Here's how you can help:

#### • **First get the facts:**

Find out what's going on without giving your child the third degree. Bring out the facts by making simple observations, and then waiting for a response.

#### • **Next, tell your child, "Here are some things you can try."**

1. **Give an assertive response.** Tell the bully, "Don't do that, I don't like it." Then walk away.
2. **Respond with an emotional shrug.** Ignore the remark—shrug your shoulders, say, "Whatever," and walk away.
3. **Avoid the bully.** Leave as soon as you see the bully, choose a different route, or keep in a crowd.
4. **Use self-talk.** Tell yourself, "I can handle this," to boost self-esteem.
5. **Laugh it off.** Use humor to defuse the situation. For example, when someone calls you "Brace-Face," say, "Aren't these wires great? They keep me in touch with outer space."
6. **Get help.** If you feel uncomfortable confronting the bully yourself, it's okay to call on a friend or friends to back you up without using violence. There's safety and comfort in numbers. **You can also ask a grown-up for help.**

### **Teach your child assertiveness skills:**

Aggressive behavior from a bully can be daunting because power is the bully's goal. An assertive response sends a message—it says, "you have no power over me!" Here are four steps to assertiveness your kids should know. Remember practicing beforehand helps.

#### **Step 1: State your position firmly and clearly.**

Say how you feel and what you want, and walk away.

"Stop spreading rumors about me."

"I don't like to be teased. I want you to stop."

"Don't touch me."

#### **Step 2: If the harassment continues, repeat your position.**

Stay calm, but show that you mean what you're saying. Look the bully in the eye and don't accept the bully's excuse, "I was only kidding."

"Look, don't say that stuff about me anymore."

"I've told you, you're not funny. Don't say that again."

"Back off and keep your hands to yourself."

#### **Step 3: Take the offensive.**

Be assertive, but don't be aggressive. Ask:

"What's your problem? I've said to quit that."

"Why are you still teasing me when I've asked you to stop."

"I've told you to back off. What don't you understand?"

#### **Step 4: If nothing else works, get help.**

There's safety in numbers, so call on friends to back you up. However, if violence threatens, always seek help from a grown-up.

## **Bullying, Intimidation, and Harassment**

The Parker Unified School District Governing Board is committed to providing all students with a safe school environment where everybody is treated with respect. Students have the right to be free from any form of bullying, intimidation, and/or harassment while on school grounds, school property, school busses, school bus stops, or at any school sponsored events and activities. Students shall not encourage, solicit, aid, or abet another student in the bullying, intimidation, or harassment of anyone.

### **Types of prohibited bullying behavior include, but are not limited to:**

- Intimidation / threatening behavior
- Any form of physical abuse, e.g. punching, kicking
- Verbal abuse - shouting at, insulting, "putting down"
- Anonymous letter or spreading rumors that are designed to upset
- Demanding money
- Stealing, hiding, or damaging belongings
- Teasing people about their physical appearance or other personal characteristics
- Intimidating or threatening e-mail or text messages

### **Reporting and Investigation:**

The school principal shall promptly investigate all reports of bullying, intimidation, or harassment. Any student who has knowledge of or feels they are a victim of bullying, intimidation, or harassment shall immediately report their concerns to any District employee. This report may be made anonymously. Any District employee who receives a complaint or has knowledge of an incident of bullying, intimidation, or harassment shall immediately report this to the school principal. A parent whose child has been the victim of bullying, intimidation, or harassment is encouraged to report the behavior to the school principal.

- Students should report any incidents of bullying, intimidation, or harassment to a District employee.
- It is mandatory that District employees report any incidents of bullying, intimidation, or harassment to the appropriate school administrator in a timely manner.
- Failure to report an alleged incident of bullying, intimidation, or harassment may subject the District employee to disciplinary action.
- The District employee shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or as otherwise required by law.
- Instances of reported or observed bullying, intimidation, or harassment that are in violation of the laws or involve possible child abuse must be reported to the appropriate agency.

### **Procedures for making Formal Reports / Complaints**

A student who believes he/she has been the victim or is a witness to bullying, intimidation, or harassment shall immediately notify any teacher, counselor, health aide, school administrator, or any other District employee (i.e. bus driver, SRO, food service employee, custodian, etc.) Students who cannot immediately make a report must do so within ten (10) calendar days of the last incident.

The District employee receiving the report/complaint or personally witnesses bullying, intimidation, or harassment shall immediately report the incident to the appropriate school administrator no later than the next school day following the day of the report/complaint.

A parent whose child has been a victim of bullying, intimidation, or harassment or who has otherwise become aware of such behavior is encouraged to report the behavior to the school administrator.

### **Procedures for Investigation of Report/Complaint:**

The school principal shall promptly investigate all allegations of bullying, intimidation, or harassment. The investigation may include interviews of students involved, including the alleged victim (s), perpetrator (s), and witnesses, if known. The identity of all students involved in the investigation shall be maintained confidentially. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in district policies related to the conduct and discipline of students. Those students who are found to be in violation of this policy are subject to disciplinary action in accordance with Policy JIC, Student Conduct.