

Wallace Elementary School

Mustangs



2009-2010

This handbook belongs to: _____

Grade: _____

Teacher: _____

Homeroom Number: _____

Purpose of Your Mustangs Handbook

This is a compilation of information about your school giving you and your parents a resource for general information about how your campus is organized.

Table of Contents

<u>Chapter</u>	<u>Page(s)</u>
Confidentiality Statement	3,4
PPRA Statement	5,6
Procedures and Policies	7,8
General Campus Information	8-10
Dress Code	10,11
Nuisance Items	11
Daily Schedule	11
Arrival Departure	12
Attendance	12
Tardiness	12
Make-up work	12
Address Change	12
Gift and Flower Deliveries	13
Bicycles	13
Meal Programs	13
Food and Beverages	13
Closed Campus	13
Campus Security	14
Honor Roll, Quarterly Tests	14
Report Card/Progress Reports/Parent Conferences	14
Medication/Illness/Accidents	15
Withdrawal of Students	15
Equal Educational Opportunities	15
Freedom of Expression and Speech	15
Cafeteria Rules	16
Transportation Rules and Consequences	16-17
Prohibited Conduct/AZSAFE	18
Explanation of Commonly Used Disciplinary Terms	18-20
Search and Seizure	20
Due Process	21-22
District Wide Discipline Plan	22
Refusal to Readmit	23
Arizona Nutritional Standards (ARS 15-242)	24-26
District's Position on Religion, Religious Activity & Prayer	26
Student Concerns, Complaints, and Grievances	27-29

Annual Notification to Parents Regarding Confidentiality of Student Education Records

Confidentiality of education records is a right of public school students and their parents. Four federal laws, the Individuals with Disabilities Act (IDEA), the Family Educational Rights and Privacy Act (FERPA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA Patriot Act), and No Child Left Behind Act of 2001 (NCLB) provide for this right. Under these laws, “educational records” means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student’s and parents’ names, address, and telephone number; the student’s date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student’s parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student’s parents and the maintenance of accurate records of the student’s progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free and Appropriate Education (FAPE) in accordance with the state and federal special education laws.

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

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent’s rights under FERPA.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the rights to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (ie. attorney, auditor medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

An agency reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the students are transmitted for consideration by the appropriate authorities to whom it reports the crime. An agency reporting a crime may transmit copies of the student's special education and disciplinary records only to the extent permitted by FERPA.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participating in officially recognized activities and sports, weights, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are under age eighteen or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas:
 - Political affiliations or beliefs of the student or student’s parents;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents;
 - Income other than as required by law to determine program eligibility.

- Receive notice and opportunity to opt a student out of:
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State Law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Receive/Inspect, upon request and before administration or use:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

Parker Unified School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or distribution purposes. Parker Unified School District will also directly notify parents and eligible students, such as through registration materials, the U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Complaint Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Procedures and Policies

One of the purposes of this handbook is to ensure that all students, parents, educators, and community members are aware of the rights and responsibilities of each student. The handbook also specifies the rewards and the consequences that may be applied when students follow the High 5 or when school rules are violated.

The essence of discipline is respect—respect for self, respect for others, respect for authority, and respect for rules. Discipline is an attitude that begins in the home, is reinforced at school, and is applied throughout one’s life.

Student Responsibilities

1. Students are responsible for protecting their own rights and the rights of others to study and learn. Students attend school for an education that will allow them to be contributing, productive citizens. An individual may decide not to take advantage of this educational opportunity. However, no one should interfere with another’s right to an education.
2. Students are to attend school daily, unless ill or excused by a parent or guardian. Children in Arizona are required by law to attend school from age 6 until the age of 16 or until completion of the 10th grade.
3. Students should be on time for all classes. Students who enter a classroom after instruction has begun are depriving themselves, and others, of the opportunity to study and learn.
4. Students must complete all in-class and homework assignments when due. All information that must be learned cannot always be accomplished during the school day. Homework will be assigned. It is the student’s responsibility to complete homework when it is assigned. It is also the student’s responsibility to request and complete class work assigned for excused absences. Education is an on-going, lifetime process.
5. Students should come to class with the necessary materials to fully participate in the classroom activities. A teacher should not have to delay starting class because a student has come unprepared for the class.
6. Students must respect public property. It should be used carefully and for the purposes intended. All borrowed materials and equipment must be returned.
7. Students must obey school rules. Rules are designed to allow a school to meet its obligation to educate its students. Students who obey these rules allow themselves and others to have the proper environment in which to learn.

8. Students are to cooperate with school staff in disciplinary matters, according to Parker Unified School District's Policy Manual and Wallace Elementary Student Handbook.

9. Students will see that school correspondence intended for parents and guardians reaches them. Often students will be asked to be the messenger. Students are asked to accept the responsibility of taking informational announcements, progress reports, attendance information, and report cards home promptly.

10. Arizona Revised Statutes, Section 15-210, states that pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers and Governing Board.

General Campus Information

Student Conduct

The information contained in this portion of the student handbook is provided to:

- (1) identify conduct which may result in disciplinary action;
- (2) identify commonly used disciplinary measures; and
- (3) explain student rights (due process) as provided by Governing Board Policy.

Students at Wallace Elementary School should feel that they are given the opportunity to learn in an atmosphere that provides physical safety and security, freedom from unnecessary distraction, and interpersonal relationships that are based on fairness, mutual respect, and courtesy.

Students will:

1. Show respect and courtesy as it will be shown to each student, teacher, and school employee.
2. Engage in safe, appropriate playground activities. Students are not allowed to engage in physical contact sports during recess periods.
3. Share the school's playground equipment. Students are discouraged from bringing their own equipment, as it may be lost or stolen and the school is not responsible to replace it.
4. Walk in the hallways and on the sidewalks. Students should not walk on the grassy areas. Bicycles, skateboards, scooters, or roller blades are not to be ridden on campus at any time.

5. Follow the High 5:

Be Safe
Be Responsible
Be Respectful
Be There
Be Ready

In the Classroom:

Be Safe: Keep hands and feet to self. Stay in assigned area.

Be Responsible: Take care of school materials. Turn in homework on time. Use class time for classroom activities.

Be Respectful: Treat others how you want to be treated. Wait your turn to speak.

Be There: Be on time for school and each class.

Be Ready: Bring the required materials to class.

In the Hallway:

Be Safe: Walk in a straight line without touching anyone else.

Be Responsible: Have a pass when in the hallways during class time.

Be Respectful: Only talk when necessary, and do so quietly.

Be There: Follow your teacher's directions.

Be Ready: Stand in line when the bell rings.

In the Cafeteria:

Be Safe: Walk in line quietly without touching anyone else.

Be Responsible: Keep the cafeteria neat and clean by throwing away their trash and other garbage.

Be Respectful: Listen for directions from cafeteria staff and teachers.

Be There: Stay in alphabetical order while in line.

Be Ready: Have lunch arrangements made by paying in advance or having joined the lunch program.

On the Playground:

Be Safe: Play without hurting anyone else.

Be Responsible: Use the equipment in the appropriate manner.

Be Respectful: Share space and equipment with other students.

Be There: Stay within assigned playground boundaries.

Be Ready: Line up with your class when the bell rings.

In the Bathroom:

Be Safe: Be Cautious of wet floors when walking in the bathroom.

Be Responsible: Use restrooms quickly and return to class.

Be Respectful: Quietly wait your turn, and leave the bathroom clean when you finish.

Be There: Use the restroom during your class's bathroom breaks or your recess.

Be Ready: Rejoin your class when finished.

On or Near the Busses:

Be Safe: Stand behind the white lines, in the safe zone.

Be Responsible: Watch for vehicles.

Be Respectful: Listen to directions from staff and bus drivers.

Be There: Use the crosswalks, and stay in your seat when on the bus.

Be Ready: Bring your materials and homework with you.

Wallace Elementary School enjoys providing rewards for students who follow the High 5. The following are some of the activities/rewards that students may receive when following school rules.

Student of the month: Each teacher selects one student each month to be the “Super Kid.” These students are chosen for a variety of reasons, including good behavior, good attendance, good classroom performance, good grades, and getting their homework done. In short, Super Kids are kids who follow the High 5.

Attendance Drawings: At the principal’s discretion, students with perfect attendance are placed in a raffle for movie theatre tickets.

Dress Code

Wallace Elementary School is an educational facility. Students have the responsibility to dress appropriately for an educational setting. Students, with the help and guidance on their parents, should develop a tasteful wardrobe to be worn on campus. All students are expected to conform to basic hygiene standards of neatness and cleanliness. The following is a guide that will assist students and parents in clothing choices.

1. Students are asked to wear shorts at mid-thigh length. Dress and skirt length should not be above mid-thigh.
2. It is inappropriate to wear pants, shorts, or tops that permit undergarments to show. (This includes boxer shorts). Students may not wear any type of swimming suit.
3. The length of tops worn by individuals must be at least to the top of the pants, skirt, or shorts the student is wearing. No midriff should be exposed.
4. Students may not wear any type of clothing that is excessively tight or revealing. This includes muscle shirts (boys) and skimpy tops (girls). Tops that are excessively low in the front or back are considered too revealing for the educational setting.
5. Clothing and/or hats which have printed messages containing profanity or references to alcohol, drugs, sex, gang related materials or messages, or racial slurs are strictly prohibited. Included here are bandanas and wallet chains.

6. Sunglasses or hats may not be worn in the classroom. Hats are for protection from the sun's rays, so all ball caps should not be worn backwards or sideways while on the Wallace Elementary School campus.

7. Shoes or sandals must be worn at all times (no bare feet).

8. In addition, any attire that is considered indecent or distracts from the school's learning environment will not be permitted.

A student in violation of the WES dress code will be required to make a clothing change before returning to the classroom. If a clothing change is necessary, students will have the opportunity to contact their home for a change. Students may also be allowed to select a piece of apparel from the clothing donations in the nurse's office. Confiscated hats will be kept by the teacher or in the office until the end of the day or another set time. Students reported for dress or hygiene concerns will be privately conferenced by an administrator, school psychologist, or the school's health aide.

Nuisance Items on Campus

In addition to those items not permitted in the classroom, anything which detracts from the educational process of the school and/or may lead to injury or property damage is not permitted. This includes, but is not limited to the following: **cell phones, bicycles, skateboards, roller skates, roller blades, hand-held video games, walkmans, mp3 players, balloons, hard balls, candy, seeds, and gum.** Teachers may hold these items for return at the end of the day, or the item may be forwarded to the principal who will make arrangements with the family to return the nuisance item and clarify the item's restriction from campus.

Healy's (Roller Shoes): These shoes are not allowed at school with the wheels inside of them. Students found with Healy's will be subject to discipline.

Daily Schedule

7:30-Staff and teachers arrive. School offices are open.

7:30-Breakfast service begins.

7:45-Campus supervision begins

8:00-Warning bell

8:05-Tardy bell

11:15-12:30-Lunch Rotation

2:57-Grades 4-6 are dismissed

4:00-Offices close

Arrival/Departure

Students should plan to arrive between 7:45 and 8:00 unless they eat breakfast here, ride busses, or have made arrangements to meet with teachers before school. There is no ground supervision until 7:45 each morning. Unless participating in an organized after-school activity, students are expected to leave the school campus after dismissal. There is no ground supervision after 3:15 each afternoon, although the office is open until 4:00 and teachers are usually working in a special program or in their classroom.

Attendance

Arizona State Law requires daily school attendance for all children between the ages of 5 and 16. Parents are legally responsible for making sure their children attend school. Daily attendance records are kept on each child enrolled at Wallace Elementary School. A parent or guardian must contact the school whenever his child is absent. Parents may contact the school at 669-2141 ext. 1300 for grades 4-6. A parent or guardian may also write a note explaining an absence. Students who miss ten (10) consecutive instructional days are withdrawn from school rolls unless the parent or guardian contacts the school. School officials are responsible for contacting the appropriate authorities if it becomes evident that parents are not insuring the regular attendance of their student.

Tardiness

Students are considered tardy if they are not in their assigned classroom, or assigned seats, when the tardy bell rings. The office or teacher may assign detentions for excessive unexcused tardies. Students arriving at school after 8:00 A.M. must sign in at the office.

Make-up work from Absences

Students will be given a reasonable amount of time to complete make-up assignments for excused absences (a general guideline is one day for every day missed). The **individual teacher** will determine the make-up work and the amount of time allotted to complete the work. Full credit is allowed for work completed after an excused absence. Teachers may allow partial credit for work completed after an unexcused absence.

Address Change

Parents are required to alert the school office of any address changes, changes of home or employment phone numbers, emergency contact phone numbers, or change of employer.

Gift and Flower Deliveries

These items are a nice way to communicate that you care about your child. Unfortunately, it can be distracting in the educational setting. Please do not deliver these items to the school nor have them delivered. If you wish to celebrate a special occasion with your child's classroom, please schedule this with the teacher for an appropriate time when it will not interfere with your child's education.

Bicycles

Wallace School does not assume responsibility for bicycles that are lost or stolen from campus. We recommend that all bicycles be registered with the appropriate police department and that a lock be used to secure the bicycle while at school. Metal racks are available for student use. Wallace Elementary School stresses safe riding practices from our students. Students riding in an unsafe manner may be placed on restriction and asked not to ride the bike to school for a period of time. Bicycle helmets are suggested.

Meal Programs

Breakfast and lunch are provided at reasonable prices in our cafeteria. The District participates in the USDA Child Nutrition Program that offers meals free of charge or at a reduced prices to students who qualify. Application forms are sent home the first week of school. Students may also bring sack lunches.

Food and Beverages

Please leave gum, candy, sunflower seeds, canned or bottled drinks at home. These items may be confiscated if on campus. The exception to these items is if the student that brings a sacked lunch. Carbonated beverages are prohibited in sack lunches. Bottled water is allowed at the individual teacher's discretion but must be handled appropriately and not disrupt the educational process.

Closed Campus

Wallace Elementary School is a closed campus. **STUDENTS WHETHER TOWN OR BUSSED ARE REQUIRED TO STAY ON CAMPUS FROM THE TIME THEY ARRIVE UNTIL SCHOOL IS DISMISSED.** This includes the lunch period unless a student has written parental permission to go to his/her own home to eat lunch. Students are not allowed to go home or out for lunch with other students. The principal must approve any exception to this.

If a student must leave campus during the school day, parents must give written permission or come to the office personally for the child. The student must sign out through the office and sign back in through the office upon returning. If an emergency arises and the parent or legal guardian is sending someone to pick up the student, Wallace Elementary requires that the office be contacted in writing or by telephone before the child will be allowed to leave.

Campus Security

The safety of your child is very important to the Wallace Elementary staff. In order to monitor the arrival of students and visitors on campus, access to the campus will be near the office on 16th Street. We welcome parents to visit the campus and the classrooms. Please report to the office on 16th Street to sign in and receive a visitor's pass before you go to your child's classroom.

Honor Roll

Wallace Elementary students may earn one of two honor roll distinctions. The Principal's Honor Roll requires all A's with no U's or N's. The Honor Roll requires A's and B's with no U's or N's. The Honor Roll is determined at the end of each grading period after report cards have been issued. Assemblies are held to recognize Honor Roll students with a certificate.

Report Cards/Progress Reports/Parent Conferences

Progress reports for academics and citizenship are prepared at the mid term of each nine-week quarter. Parent conferences are scheduled for the mid-term of the first and third quarters. Specific dates can be located on the school events calendar. Report cards will be prepared at the end of each 9-week period to be sent home with each student. Wallace Elementary staff encourages parents to call, visit, or drop a note any time if there are questions or concerns.

Quarterly Tests

Once every quarter, usually the last two weeks, the students will be given a quarterly assessment in writing, reading, and math. These assessments are based on the state standards that the student has learned for the quarter in which the tests are given. To make sure all students try their hardest on these assessments teachers will be allowed to use them as a grade towards the student's final grade for the quarter.

Medication, Illness, Accidents

Students who take medication during the school day must leave the medication with the Nurse/Health Aide along with instructions for its administration. Students will report to the Health Office to take the medication. Parents must complete the “Request for Giving Medicine at School” form, available from the Nurse/Health Aide or office staff, for distribution of aspirin-free pain reliever at student request.

Should a student become ill or is injured at school, school personnel will call the home number, then the work numbers listed on your emergency information card. If no response is received, the school will contact the emergency numbers from the card. If no one on the cards can be reached, we will contact whoever is necessary to help with the welfare of the child.

Withdrawal of Students

Students moving or withdrawing for any reason must complete a student withdrawal form to satisfy all textbook, library, and school accounts. Parents may call or stop by the school office prior to the withdrawal date to inform the school and allow ample time for the student to complete the withdrawal paperwork.

Equal Educational Opportunities

The school must provide all students a chance to get an education. This means free admission to school and the obligation to attend school until the age of 16, or upon completion of the 10th grade. A student also has the right to attend school until the age of 16, or upon completion of the 10th grade. A student also has the right to attend school until he/she graduates from high school. No student can be prevented from participating in any program based on his/her race or sex. Students have the right to equal educational opportunity without interference from other students and people who do not belong on campus.

Freedom of Expression and Freedom of Speech

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

Cafeteria Rules

Students should use good manners while eating in the cafeteria. The following rules will apply:

1. Stand in line correctly. Students will be in alphabetical order.
2. No running. No pushing others while in line to be served.
3. No throwing food or other items.
4. No roaming around the cafeteria. Students will ask for permission to get up after they have taken their seats at the table.
5. There is no talking while in line, or once seated at the tables.
6. Always be courteous to others.
7. Keep hands and feet to one's self.
8. Follow the directions of the supervising adults and cafeteria staff.

Transportation Rules

BUS RIDING IS A PRIVILEGE, NOT A RIGHT. When school transportation rules are violated causing the potential for danger or injury to students, bus driver, or other motorists, the district will take the appropriate disciplinary action to remedy the situation. Each bus student will be given a set of bus rules for student and parent to read and sign. The signature section is designed to be removed and returned and returned to the appropriate driver. The drivers will alert students to the date for returning the signatures before transportation privileges are revoked.

STUDENTS ON THE BUS ARE UNDER THE AUTHORITY OF THE BUS DRIVER AND MUST OBSERVE THE FOLLOWING RULES:

1. Obey the driver's instructions.
2. Keep the aisles clear and sit in assigned seat facing forward.
3. Be courteous. Keep hands to one's self.
4. Do not throw anything while on the bus.
5. No food, drinks, or gum on the bus.
6. No weapons or items that could endanger the safety of self or others.
7. No alcohol, drugs, tobacco products, or imitation items.
8. Remain seated until the bus has come to a complete stop.
9. Keep all items inside the bus. This includes hands and upper body.
10. Talk quietly. No profanity.
11. A student must have a written pass from the school office to get off at a stop other than the regular stop. A student who does not usually ride a bus must have a bus pass issued by the office before he/she will be allowed to ride.

Consequences of Bus Discipline Referrals

Since the safety and well being of all the students who ride district transport is of a major concern, misbehavior on the bus will not be tolerated. The matrix below will outline what will happen to students who choose to misbehave on the bus while the administration reserves the right review each and every case.

1. Warning, parent contacted by either phone or letter.
2. Warning, parent contacted with next write up being a bus suspension
3. 3 days loss of bus privilege plus parent contact.
4. 5 days loss of bus privilege plus parent contact.
5. Loss of privilege for rest of quarter, semester, or school year.

General Considerations: The administration reserves the decision to advance consequences based on the situation.

Major Transportation Violations Include:

1. Physical contact: aggression toward another student or adult.
2. Alcohol, drugs, tobacco products-possession or use.
3. Vandalism- destruction of school property or another's property.

For major violations, a minimum 3-day suspension will be imposed. Any violation of state or federal law occurring at the bus stop, on the bus, or any transportation provided a student by PUSD, may be reported to the appropriate law enforcement agency. Extreme and uncorrected misbehavior by an individual student or group of bus students, which endangers the safety of others on the bus, may demand removal from the bus by a law enforcement agency.

Remember, bus riding is a privilege offered by this school district. School provided transportation is not a student's right. This privilege will be revoked if a student's behavior is consistently inappropriate. If that occurs, parents/guardians will assume the responsibility of providing transportation to and from school. The WES administration retains the right to deny bus privileges at any time should a student's actions seriously endanger others or be excessively disruptive in nature.

Prohibited Conduct

The following areas violate state laws, federal laws, and/or adopted board policy, in addition to violating the disciplinary policies of Wallace Elementary School. School officials may notify the appropriate police authorities for such violations. If any violation occurs, school officials will contact the parent(s) or legal guardian(s) by telephone or letter. Any action the police authorities take will be in addition to the action taken by the school. Police authorities will be called to investigate serious violations only. Prohibited conduct and an explanation of term and definitions follow the definitions and incidents as stated by AZSAFE. Please refer to these websites for more information.

Definitions: <http://www.ade.state.az.us/sa/health/Downloads/TermsandDefinitons09-18-08.doc>

Violations: <http://www.ade.state.az.us/sa/health/Downloads/AZSAFEViolationDefinitions05-08-08.doc>

Restitution-Please Note:

UNDER ARIZONA LAW PARENTS ARE LIABLE FOR DAMAGE DONE TO SCHOOL PROPERTY BY THEIR CHILDREN. IN ANY SITUATION IN WHICH DAMAGE TO SCHOOL PROPERTY OCCURS, THE STUDENT AND/OR HIS/HER PARENTS ARE REQUIRED TO PAY FOR DAMAGES AFTER DUE PROCESS HAS OCCURRED. SEVERAL OPTIONS INCLUDE: (A) FULL PAYMENT FOR DAMAGES, (B) PAYMENT ON A WEEKLY BASIS UNTIL COMPLETED, (C) WORK OFF DEBT, (D) COMBINATION OF THESE. A CONTRACT WILL BE SIGNED BE THE STUDENT AND PARENTS. IF THE DAMAGES ARE NOT PAID FOR AS PER CONTRACT, EXCLUSION FROM CAMPUS WILL BE RECOMMENDED.

Explanation of Commonly Used Disciplinary Actions

Students who choose to become involved in conduct that violates accepted school conduct shall be subject to certain disciplinary actions. Depending on the nature of the misconduct, one or more of the following actions shall be taken by the school officials:

Informal Talk/Conference

A school official(teacher or administrator) will speak with the student to reach an agreement regarding how the student must behave and shall identify the appropriate behaviors expected.

Recess Detention

Students may be assigned recess detention to complete homework, for misbehavior in the classroom, or misbehavior on the playground. Students serving recess detention are assigned places to sit or stand along the playground fence for a period of time determined by the staff member assigning the detention. Recess detentions may also be served by doing make-up work at the shaded outdoor tables. During periods of excessive temperatures, students will serve detention in a shaded area or a supervised classroom.

Lunch Detention

Students may be assigned detentions during the lunch recess as the result of classroom misconduct. Such detentions are assigned by the individual teachers according to the grade level's discipline system.

Morning Restriction

Students may be asked to sit in the bleachers in the Dome upon their arrival or after they have eaten the school breakfast.

Parent Contact

Parents will be contacted by telephone, notes sent home, letter, or personal contact. This contact may be initiated by the teacher or by administrative personnel. The contacting person will maintain a record of such contacts. Conferences may be scheduled at the request of the parents or school personnel.

Privilege Restriction

A student may be denied the opportunity to participate in a future school activity. Such restrictions shall be recorded in the student's disciplinary file. Examples of activities that may be restricted are attending school recess times, and field trips.

Conference

A formal conference may be held between the student and school officials. Parents shall be informed of such conferences and encouraged to attend. During such conferences the student must agree to correct his/her behavior. Behavioral contracts may be written indicating expected behavioral change and defining future disciplinary consequences. Formal conferences shall be recorded in the student's disciplinary file.

After School Detention

ASD will be assigned by WES administration. It will be assigned on specific days corresponding with after school tutoring (3:00-4:00 pm). Therefore, transportation will be available for those students. Students assigned ASD will follow the rules set forth by the administration and the ASD supervisor. Failure to successfully complete ASD will result in being assigned additional days, possible placement in BMC, or possible off campus suspension.

Behavior Modification Center (BMC)

The Behavior Modification Center is an alternative classroom setting. Students are assigned there by the principal or through arrangements previously made with an administrator for a short removal period. Students may be assigned for the balance of the school day, a class period, or up to ten days. Students will complete the work which is being presented in the regular classrooms as well as activities assigned by the BMC supervisor. Work completed in BMC will be credited by the student's teacher(s). Students who misbehave in BMC will be assigned additional time or suspended off campus.

Off-Campus Suspension (Short Term)

A student may be suspended off-campus for a period of one to ten days. Off-Campus suspensions shall be used when students engage in behavior that is dangerously or severely disruptive. Misconduct in BMC or continued misconduct on campus may also result in short-term, off-campus suspensions. Students will be afforded due process and parents are contacted. Such suspensions are recorded in the student's disciplinary file. A record of such suspensions is also sent to the Governing Board of Parker Unified School District #27.

Off-Campus Suspension (Long Term)

Students may be suspended off-campus for periods that exceed ten days and may extend to the end of the school year or up to one hundred and eighty days. Students will be afforded full due process rights, including the right to a hearing. Parents will be contacted and provided with information regarding such suspensions as required by law.

Expulsion

Expulsion means that the privilege of attending school in this District is permanently withdrawn. Only the Governing Board may expel a student and only the Governing Board may reinstate the privilege of school attendance. Parents will be contacted and informed of all due process rights as required by law.

Corporal Punishment

Corporal punishment is the spanking of the buttocks of the student by an administrator for the purpose of discipline.

Each teacher will contact parents when he/she has assigned a detention. The contact will be made by phone when possible, or with a detention notice sent with the student. Parents are asked to sign the detention notice and have the child return it to the teacher. Any student who receives a BMC assignment for more than one day or an Off-Campus suspension assignment will be restricted from field trips for that grading quarter of the assignment.

Search and Seizure

Students possess the right of privacy of persons as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all of its students.

Designated school employees may conduct searches when they have reasonable suspicion to suspect that the health, safety, or welfare of a student or school personnel may be in danger. Any search of a student's property will be justified at its inception. The school official will have reasonable grounds, based on personal knowledge, observation, or specific reports for initiating a search and will explain that to the student before the search. Searches will be confined to outer clothing, purses, book bags, equipment bags, and/or lockers. Items that may disrupt or interfere with the educational process may be

removed from the student. Items may be returned to the student's parent or guardian. Items that are illegal may be turned over to the appropriate law enforcement agency.

Guidelines for Making a Search and/or Seizure:

1. General searches of school property (including personal items found in school property) may be conducted at any time when there is reasonable suspicion for the designated employee to believe that something which violates a law or a school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, alcohol, drugs) or other possessions reasonably determined to be a threat to the safety or security of others, or that might possibly interfere with school purpose, will be seized by the designated employee and may be turned over to the appropriate law enforcement agency.
3. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.
4. A student's person may be searched by designated school employees when there is reasonable suspicion to believe that the student has on his/her person illegal or other items that may interfere with school purpose.

Due Process

This handbook has explained the major areas of misconduct and the possible consequences that will result for those students who choose not to follow the rules. All students are entitled to due process. This means there are certain procedures that school officials must follow prior to taking appropriate disciplinary action.

In cases involving disciplinary action, students are protected by rights that are called "Due Process" rights. Due process guarantees that no action will be taken against a student until facts have been presented and a judgment is made.

All students are responsible for knowing the rules and policies to be followed. There are rules and policies that identify appropriate conduct on the school grounds, at special activities, on the way to and from school, and on the school bus.

There are also procedures that students must follow if they do not agree with the school's action on discipline. If a student becomes involved in a situation where suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures.

The following summary of the due process procedure is only to acquaint students and parents with the procedure:

1. The school principal or assistant principal is authorized to suspend a student for a period of up to ten days. In cases of this type, an informal hearing between the principal,

student, and any other appropriate persons will be conducted. If, after the hearing is completed, the principal decides that a suspension is necessary, it will become effective immediately. The principal will attempt to notify parents by telephone before this action is taken. No appeal is available for a suspension of one to ten days.

2. The school principal or assistant principal may recommend to the district hearing officer that a student be suspended for more than ten days. In cases of this type, a student has a right to a hearing.

3. Expulsion is the permanent withdrawal of the privilege of attending school in the district. The authority to expel a student rests exclusively with the Governing Board. A hearing will be scheduled before the district hearing officer.

The student, if eighteen years of age or older, or the student's parents have the right to appeal a potential long-term suspension or expulsion. An appeal for a formal hearing must be made within three 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 at a hearing.

District-Wide Discipline Plan: In June 1996, the Governing Board adopted into policy a disciplinary plan that applies to chronic misbehavior in three areas. The policy is outlined as follows.

1. **Disrespect/ Defiance**

Failure to respond to a reasonable request of any staff member.
Physical actions or gestures demeaning to children or adults.

2. **Physical Aggression**

Any physical contact that has potential to cause harm to students or staff

3. **Profanity/Obscenity/Indecent Conduct**

Any verbal or nonverbal behaviors or actions deemed obscene or offensive

Consequences: After two off-campus suspension during a semester for any of the behaviors cited above, the student shall be subject to the following consequences:

***Short-Term Suspension(up to 10 days) with Alternatives**

***Short-Term Suspension (up to 10 days) with no Alternatives**

***Long-Term Suspension (over 10 days) with Alternatives**

***Long-Term Suspension (over 10 days) with no Alternatives**

***Expulsion**

Long-term suspension and expulsion require hearings before the district hearing officer. All suspensions are off campus. When suspension with an alternative is deemed appropriate, the length of the original suspension will be shortened if the select alternative(s) is/are completed as directed by the individual administering the

punishment. Students whose suspensions are shortened under these provisions shall be considered on probation for the length of their original suspensions.

Possible Alternatives:**

Parent/guardian attends classes with the student for a specified number of days
Student and parent/guardian provide proof they are attending or receiving appropriate counseling and/or behavioral health services.

Student attends, and successfully completes, evening or Saturday classes that would be provided on a fee basis.

**Actual Alternative(s) applied will be determined by the appropriate administrator on a case-by-case basis.

Teacher's Right to Invoke a Refusal To Readmit A Student: Arizona Revised Statutes (ARS) 15-841.

Has been revised in July 1997. The amendments refer to a teacher's authority to remove a disruptive student from the classroom. The three part amendment is summarized here.

1. A teacher may send a pupil to the principal's office in order to maintain effective discipline.
2. A teacher may refuse to readmit a disruptive student if the student was removed from the classroom for either of the following two reasons:

*teacher has documented that the student has repeatedly interfered with the teacher's ability to communicate effectively with other pupils in the classroom or with the ability of other students to learn.

*Teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with other pupils in the classroom or with the students' ability to learn.

3. A placement review committee will be established to assist in making determinations regarding a student whose teacher refuses to readmit. The PRC will consist of two teachers selected by the faculty. The principal will also be a member of the PRC. The PRC process must not exceed three workdays from the date the student was removed from the classroom.

The administrator will not return the student to the classroom without the teacher's consent unless the PRC determines that the return of the pupil is the best or only practicable alternative.

Police Involvement: School officials are not required to initiate or complete due process procedures prior to notifying the police authorities. If police authorities are notified, an attempt will be made to contact parents by telephone. If not notified by telephone then parents will be notified by mail. Any action taken by police authorities will be in addition to the action taken by the school.

Police agencies may speak to or interview a child in the presence of a school administrator and without parental presence. School administration will make every

reasonable effort to contact parents or guardians before this occurs. Police agencies may remove a student from campus through arrest, parental request, court order, or administrative request by completing the appropriate release form. When a student is taken into custody by a police agency, the officer assumes responsibility for the student and notification of parents if the school has not been able to contact the parent prior to the student's removal from campus.

Arizona Nutritional Standards (ARS. 15-242)

District Policy JL-RA (Student Wellness)

Pursuant to ARS 15-242, all kindergarten through eighth grade schools are required to abide by the Arizona Nutritional Standards set forth by the Arizona Department of Education effective July 1, 2006. These standards coincide with the Federal Child Nutrition Program regulations.

ARS 15-242 requires the Arizona Department of Education to develop and monitor the compliance of the Arizona Nutrition Standards. The Arizona Nutrition Standards will apply to all foods and beverages sold in vending machines, snack bars, a la carte, fundraisers, and school events during the normal school day. **The standards are not applicable to classroom parties.**

The Parker Unified School District and the Administration of Wallace Elementary School are committed to implementing these standards successfully. These standards will help ensure that the children of Parker will maintain their health as well as be ready to learn. In addition, this will foster healthy school environments that are supporting parents and teachers as they encourage children to establish healthy eating behaviors which should be maintained throughout their lives.

Food Standards

- 35% or less of total calories from fat
- 10% or less of total calories from saturated and trans fatty acids-combined
- No more than 35% total sugar by weight
- Must contain one gram of fiber
- Max. 400 calories/serving for entrée items sold a la carte
- Max. 300 calories/serving for all other items
- Max. 800 mg of sodium for entrée items sold a la carte
- Max 600 mg of sodium for all other snack items

Beverage Standards

- Water- may contain natural or non-calorie sweeteners, no caffeine or derivatives of caffeine
- Juice- Must contain 100% fruit and/or vegetable juice
- Fruit Smoothie (yogurt or ice based)- Must contain 100% fruit juice, must not exceed 400 calories
- Milk and Alternatives- 2%, 1%, or Fat Free; reduced fat enriched rice, nut, or soy milk; Flavored milk may contain no more than 4 grams of sugar/ounce.
- No sports drinks or Electrolyte replacement drinks

Specific Prohibited and Beverages on Campus

- All deep-fat fried chips and crackers: Final preparation method cannot be deep-fat fried
- Fruit/Vegetable drinks with less than 100% juice
- Whole fat milk (4% milk fat) flavored or regular
- Caffeine/Energy Drinks
- Sports drinks, Electrolyte Replacement drinks
- Carbonated Beverages

Portion Sizes

- Chips, crackers, popcorn: 1.5 oz
- Trail mix, nuts, seeds, jerky: 2 oz
- Cookies, Brownies: 2oz
- Muffins: 3 oz
- Smoothies (yogurt or ice based): 12 oz
- 100% juice: 8 oz
- Milk (fat free, 1%, 2% or alternatives): 12oz
- Low Fat, non-frozen yogurt: 8oz
- Frozen desserts, ice cream, pudding: 3 oz
- Cheese: 2oz

Current Restricted Items USDA's Foods of Minimal Nutritional Value Regulation

The United States Department of Agriculture (USDA) developed the foods of Minimal Nutritional Value (FMNV) regulations in 1977 (7 CFR 210.11). Currently, schools are required to follow FMNV regulations when participating in the National School Lunch Program (NSLP). A goal of the FMNV regulation is to limit the amount of competitive foods that can be offered to students during the breakfast and lunch period.

Competitive foods are any foods sold in competition with meals served under the National School Lunch and School Breakfast Programs. Current federal regulations state that FMNV cannot be sold in the food service area where a reimbursable meal is sold or eaten.

The list of FMNV includes but is not limited to soda, water ices, chewing gum, and certain candies. The listed products are no way meant to be an all inclusive or definitive, but rather to be used as an example that provide guidance when making determinations on new products, or products not specifically listed.

ARS 15-242 restricts all FMNV for the entire school day. All foods and beverages served/sold in vending machines, snack bars, a la carte, fundraisers, rewards, and school events will be subject to the Arizona Nutritional Standards regardless if they are exempt from the FMNV food list by the USDA.

Foods brought from home do not have to comply with Arizona Nutritional Standards.

Parker Unified School District's Position Statement on Religion, Religious Activity, and Prayer

The District does not sponsor or endorse religion or religious activity. In accordance with this position, no person—acting on the District's behalf—will initiate, organize, or lead students in prayer.

The District's position is not intended to deny or abridge any individual's constitutional rights.

Policy JII-EB Student Concerns, Complaints, and Grievances

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

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person, or
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety,

Provided that:

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

The guidelines to be followed are:

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

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

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

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

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

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

Policy JII-EA Student Concerns, Complaints, and Grievances

Complaint Form

(To be filed with the school administrator or the administrator's supervisor, or with a professional staff member who will forward it to the school administrator or the administrator's supervisor.)

Additional pages may be attached if more space is needed.

Please Print:

Name: _____ Date: _____

Address: _____

Telephone: _____ Another phone where you can be reached _____

During the hours of _____

I wish to complain against:

Name of person, school (department), program, or activity: _____

Address: _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to not relevant dates, times, and places.

Date of the action against which you are complaining: _____

JII-EA Page 2 of 2

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution:

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct and to the best of my knowledge.

Signature of Complainant

Date Signed

Administrator or professional staff member receiving initial complaint

Date initial complaint received

The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.