

Desert Meadows



2024 – 2025
Student Handbook



Laveen

Elementary School District

LAVEEN ELEMENTARY SCHOOL DISTRICT

5001 W. Dobbins Road
Laveen, Arizona 85339-9733
Office: 602-237-9100 / Fax: 602-237-9135

Dr. Jeff Sprout, Superintendent

~ District Schools ~

Cheatham Elementary School

4725 W. South Mountain Avenue Laveen,
Arizona 85339
Office: 602-237-7040 / Fax: 602-237-3376
Ms. Kristi Pashley, Principal

Laveen Elementary School

4141 W. McNeil Road
Laveen, Arizona 85339
Office: 602-237-9110 / Fax: 602-237-9134
Dr. Robert Caplinger, Principal

Desert Meadows School

6855 W. Meadows Loop East
Laveen, Arizona 85339
Office: 602-304-2020 / Fax: 602-304-2025
Mr. J.P. Ketcham, Principal

M. C. Cash Elementary School

5000 S. Sandomir Way
Phoenix, Arizona 85041
Office: 602-237-9120 / Fax: 602-237-9133
Ms. Nicole Goodwin, Principal

Estrella Foothills Global Academy

5400 W. Carver Rd.
Laveen, Arizona 85339
Office: 602-304-2050 / Fax: 602-304-2055
Ms. Erin Lebish, Principal

Paseo Pointe Dual Language Academy

8800 S. 55th Avenue
Laveen, Arizona 85339
Office: 602-304-2040 / Fax: 602-304-2045
Mr. Jonathan Rohloff, Principal

Rogers Ranch STEM Academy

6735 S. 47th Avenue
Laveen, Arizona 85339
Office: 602-304-2030 / Fax: 602-304-2035
Ms. Kaitlin Gretkierewicz, Principal

Trailside Point Performing Arts Academy

7275 W. Vineyard Road
Laveen, Arizona 85339
Office: 602-605-8540 / Fax: 602-605-8545
Ms. Frincine Tait, Principal

Vista del Sur Accelerated Academy

3908 W. South Mountain Avenue
Laveen, Arizona 85339
Office: 602-237-3046 / Fax: 602-237-1976
Ms. Jessica Epacs, Principal

WELCOME TO DESERT MEADOWS SCHOOL



6855 W Meadows Loop East
Laveen, AZ 85339
602.304.2020 (office)
602.304.2020 Ext. 3603 (attendance)
602.304.2025 (fax)

School Hours

8:00 a.m. to 3:00 p.m.

Early Release Hours

8:00 a.m. to 1:30 p.m.

Office Hours

7:30 a.m. to 3:30 p.m.

Desert Meadows Vision- We are committed to embracing innovation as a core value to build lifelong learners, creative problem-solvers, and global citizens with the ability and initiative to make a positive impact in the world.



Dear Students and Families,

I am happy to welcome you to the 2024-2025 school year at Desert Meadows, an A+ School of Excellence! The Desert Meadows faculty and staff are dedicated to working with you to ensure that all students on our campus can achieve their highest potential. Over the years, Desert Meadows has had a rich history of providing students with an amazing academic and social experience. We look forward to building upon and refining our proven foundation of good work, honored traditions, and continued excellence in education in the upcoming school year.

We will continue to expand our coding program in 2024-2025 and look forward to showcasing our "Coding Cafe". This exciting facility will host our K-8 technology classes and many extracurricular clubs like Robotics, E-sports, and Girls Who Code. I encourage you to stay tuned throughout the school year for updates on news and events as we continue to develop our signature program.

I encourage each of you to be an active part of the Desert Meadows PTA. Through the years, this organization has accomplished many wonderful things that have enhanced the quality of our student's education. Becoming a member of the PTA is a great way to get to know what is going on at your child's school. Please visit [DM PTA](#) for more information.

Our priority is to maintain a safe and healthy school environment for all students. We ask that you carefully read the handbook and review the academic standards and behavior expectations with your child. Please make sure to complete and sign all areas of the 2024-2025 Annual Parental Consent Release Form, located at the back of the handbook. Please also review our website where you will find individual teacher pages, our calendar of events, and other pertinent information throughout the school year.

The students and staff of Desert Meadows School stay on TRACK by being: Trustworthy, Respectful, Accountable, Collaborative, and Kind! We are excited to continue our focus on our amazing students' positive behaviors. Students can earn Bobcat coins by exhibiting TRACK actions throughout the school day. Bobcat coins can be used for prizes, school supplies, stickers, and raffles. Students and families can track their positive points online with the PBIS Rewards program.

If you have any questions or concerns during the year, please let us know. A key to a successful year is having open communication between parents/guardians and staff. It will help your child experience success at school if we are all headed in the same direction. We look forward to a great year!

Sincerely,

James P. Ketcham, Principal

Desert Meadows School – Where we stay on T.R.A.C.K.

6855 West Meadows Loop East • Laveen, AZ 85339 • Phone: 602-304-2020 • Fax: 602-304-2025

www.desertmeadows.laveeneld.org

Signature Program: Computer Coding

Desert Meadows Elementary School's signature program is centered around providing students with a comprehensive and immersive education in coding, starting in kindergarten and continuing through the eighth grade. Our program is designed to equip students with the knowledge, skills, and resources they need to succeed in an increasingly digital world and to prepare them for the future careers in technology and computer science.

The benefits of our program are numerous and wide-ranging. By learning how to code, students are not only gaining practical skills that will be useful throughout their lives but also developing critical thinking, problem-solving, and creativity skills. They learn to analyze problems, break them down into smaller components, and develop step-by-step solutions that can be implemented using programming languages.

Moreover, coding skills are in high demand in today's job market, and by acquiring these skills early on, students are positioning themselves for success in the future. Our program also provides students with a solid foundation in computer science, which can lead to further academic and career opportunities. We have established connections with higher learning institutions and local tech companies to promote the importance of computer science and coding skills with our students.

At DME, students benefit from a rigorous and challenging curriculum that is taught by experienced teachers who are passionate about computer science and technology. Through hands-on projects, group work, and independent study, students develop a deep understanding of coding concepts and applications, as well as an appreciation for the creative and innovative possibilities of technology. Overall, the coding program here at DME is a valuable and highly beneficial program for students at all grade levels. By providing a strong foundation in computer science and coding, the program equips students with the skills, knowledge, and confidence they need to succeed in an increasingly digital world and pursue fulfilling and rewarding careers in the field of technology.

In the year of 2023-24, we opened our Coding Cafe, which is an extensive, state-of-the-art coding lab sponsored by education partners and various businesses within the technology sector. The Coding Cafe will host daily coding and computer science courses for all K-8 students, as well as several after-school clubs, including E-Sports and Robotics. Additionally, the Coding Cafe anchors many community events and provides a forum to build connections with all stakeholders.

The long-term goal of our signature program is to ensure that our students possess the skills, knowledge, and problem-solving abilities necessary to succeed and thrive in the 21st-century global economy.

The benefits of our program extend beyond the classroom. With coding skills in high demand in today's job market, our students are well-positioned for future career opportunities. We have established connections with higher learning institutions and local tech companies to further enhance our students' understanding of computer science and coding.



Desert Meadows School



Staff Roster

6855 W Meadows Loop East, Laveen, AZ 85339

Phone #: 602-304-2020 - Fax #: 602-304-2025

2024-2025

Administration Office		Preschool		Special Areas	
Principal	J.P. Ketcham	Allison Park		Art	Stacy Hedrick
Asst. Principal	Natasha Perez	Christina Romero		Band	Laura Wolfe
Secretary	Jenni Urbatsch	Daila Sanchez		Music	
Attendance	Kaila Seechoma	Victoria Coleman		P.E.	Tanner Murat
Receptionist	Ana Lorena Gonzalez	Kindergarten		P.E.	Caitlyn Perry
Coaches		Breanna Lewis		Technology	Troy Rivera
Inst. Coach	Amanda Bachman	Jessica Russell		Guest Teacher	
Inst. Coach	Vasiliki Karampink	Paige Koop			Kody Teer
EL Coach	Tyra Bonjorno	Liliana Valencia			Angel Vera
Gifted Coach	Allison Zuckerman	1st Grade		Associates	
Health Office		Alexa Rodriguez		PreK-SpEd	Patricia Hinojosa
Health Assoc.	Karmyn Craig	Dayana Flores		PreK-SpEd	Jessica Neriz
Computer Technician		Mary Badonie		PreK - SpEd	Cornella Magruder
	Marcus Lara	2nd Grade			
ISD		Minerva Villa		MOWR	Joyce Mallow
ISD Coord.	Sheila Hall	Pamela Kratzenberg		MOWR	Margarita Carrillo
Stud. Success	Michael Griffin	Emily Ferguson		MOWR	Francesca Soliman
Maintenance		3rd Grade		SpEd	Creg Mims
Lead	Ricardo Jimenez	Elizabeth Johnson		SpEd	Tiffany Oliver
	Floyd Bobince	Micheal Guerra		SpEd	Vanessa Garza
Library		Maria Bugarin		SpEd- 1-on-1	Cody McIntosh
Library Assoc.	Marissa Martinez	Monica Abedrabbo		SpEd	Josie Gomez
Student Services		4th Grade		SpEd	Edward Ramirez Gonzalez
Psychologist	Michelle Davies	Cotylee Kendall		SpEd 1-on-1	Arlyn Orozco
Counselor	Katherine Aleff	Angelita Munoz		EL IA	Clarissa Carter
SLP	Tracy Zolltheis	Ashley Santoya		SpEd	Samaria Nichols
SLPA	Jessica Minjarez			SpEd 1-on-1	Bobby
		5th Grade			
SRO	George Pizarro	Samara Soto		Crossing Guard	
Resource		Victoria Breit-Brown		Crossing Guard	
Grades 5-8	Zelyg Gutierrez	Mayra Hernandez-Sias			
Grades K-4	Eleni Seechoma	Teresa Lopez		Supervisory	Sandra Brutsche
Grade 5	Sarah Berumen	6th Grade		Supervisory	Stephanie Ruelas
OT/PT		Audra Riley		Supervisory	Alize Hannum Avery
COTA		Lilith Marquez		Supervisory	Rebecca Ruelas
PT		Adriana Canez		Cafeteria	
Kids Club		7th Grade		Manager	Araceli Camarillo
General Line (602) 237-7058		Andrew Schut			Andrea Montes
Coordinator	Kim Teer	Tashonda Ferguson			Irene Marquez
Specialist	Stephanie Moreno	Jeremy Wescott			Lucila Garcia
Specialist	Jeska Martinez	8th Grade			Jesus Veal Lopez
Conference Rooms		Blake Ruiz			Norma Herrera
Front Conference Room		Todd Morgan			
Back Conference Room		Kim White			
		Andrea Slim			
		Special Education			
		Irving Barraza			
		Lorenzo Ramirez			
		Crystal Daviet			
		Shirley Martinez			

KEEPING IN TOUCH; STAYING INVOLVED

Looking to ensure that you always know what is happening at the school? Keep your phone number and email address up-to-date with the office. That way you will always receive our automated calls and important emails.

- The school website is updated weekly with upcoming events, important information and the monthly newsletter.
- Offer to volunteer in your child's classroom.
- Join the Desert Meadows PTA to stay active and involved in your child's education.
- The school marquee is updated weekly with upcoming events.
- Follow Desert Meadows on Facebook

TAX CREDIT DONATIONS

ARS 43-1089.01 allows taxpayers a credit for the amount of any fees or cash contribution made to a public school that supports extracurricular activities including athletics, tutoring and field trips. Single parents may receive a credit up to \$200, while a married couple can donate up to \$400. When you file your state taxes after donating, your refund increases or the amount you must pay decreases by the amount you donated to the school. I urge you, your neighbors, your family, and your friends to donate to Desert Meadows, and all the other fine schools in the Laveen Elementary School District.

STUDENT CONDUCT

Desert Meadows is dedicated to providing a safe and respectful school environment. The Desert Meadows staff believes that all students can exhibit appropriate school behaviors. Parents, students, and staff members must work together to model and teach appropriate behavior. Students should expect consequences as part of learning what is right and wrong. Confinement may be used for disciplinary purposes as per A.R.S. 15-843 and Laveen District Policy JK-Student Discipline. Let us work together to provide a positive learning environment

. The Daily Schedule

It is very important to have your child at school on time in order to improve their opportunities for success. Student drop off is at the east side of the school, with gates opening at 7:30. Please do not drop your child off near the front of the school or prior to the gates opening as there is not adult supervision available until 7:30. School Office Hours are Monday-Friday, 7:30 am to 3:30 pm. The school day starts promptly at 8:00. Primary students end their day starting at 2:55 with grades 3-8 dismissing at 3:00. Your child should be picked up prior to 3:15 or arrangements should be made to use our excellent after school Kids Club program.

The following matrix represents our expectations through the Desert Meadows T.R.A.C.K. program.



T.R.A.C.K

Trustworthy

Respectful

Accountable

Collaborative

Kind

A Guide to Student Success

Teaching School-Wide Behavioral Expectations

School-Wide Positive Behavioral Intervention Supports is a set of strategies and systems to increase the capacity of schools to (a) reduce school disruption, and (b) educate all students including those with problem behaviors.

- Clearly define outcomes
- Research-validated practices
- Supportive administrative systems
- Use of information for problem solving

Features of School-Wide Positive Behavioral

Intervention Supports • Establish regular, predictable, positive learning & teaching environments • Train adults & peers to serve as positive models

- Teach and model behavioral expectations
- Create systems for providing regular positive feedback
- Acknowledge students when they are “doing the right thing”
- Improve social competence
- Develop environments that support academic success

Behavioral Expectations

Bobcat Attention Signal

Across campus staff members will use a hand raised as an attention signal. When a staff member's hand is raised, it means:

- Stop talking (Zero/0 Voice)
- Signal others, by raising your hand
- Look at the teacher
- Listen

Teacher & Staff Responsibilities

- Staff will teach, model and practice each of the behavioral expectations throughout the year
- Staff will acknowledge student behaviors that meet the T.R.A.C.K. expectations.
- Staff will implement I-HUM strategies
 - **I** – interact with students
 - **HU** – heads up, always looking around at students
 - **M** – moving constantly in and around students
- Staff will follow procedures for infractions.

Student Voice Expectations

LEVEL	LOUDNESS
0	Silent
1	Soft voice/whisper to the person next to you.
2	Conversation Voice: You can only be heard at the table you are working at.
3	Presentation Voice: You can be heard throughout the room.

Arrival Expectations

Trustworthy during arrival:

- Enter campus after 7:30 am.
- Enter through open gates only.

Respectful during arrival:

- Walk when entering campus
- Respond appropriately to adult directions.

Accountable during arrival:

- Wear ID badge, on your lanyard.
- Walk directly to the cafeteria or playground.
- Line up with your class at the bell, on time.

Collaborative during arrival:

- Allow younger students to enter first.

Kind during arrival:

- Use appropriate language.

Cafeteria Expectations

Trustworthy in the cafeteria:

- Sit or line up in assigned areas.
- Walk at all times.

- Raise your hand if you need help.
- Remain seated until your class is excused.

Respectful in the cafeteria:

- Follow directions given by adults.
- Speak respectfully to your classmates and adults.
- Use level 2 voices.
- **Accountable** in the cafeteria:
- Have your ID visible and ready to scan.
- Report all spills and issues to an adult.

Collaborative in the cafeteria:

- Work together as a class to make sure your area and table are clean.

Kind in the cafeteria:

- Say “please” and “thank you” to the cafeteria staff.
- Use polite table manners.
- Help classmates with spilled trays.

Cafeteria Procedures

- Enter the cafeteria orderly.
- Students bringing lunch – walk to your table.
- Students buying lunch – stand in line quietly (Level 0/1), keeping hands and feet to self.
- Give your attention to the cafeteria personnel.
- Walk to your table.

- Remain seated facing forward.
- Use no more than a level 2 voice.
- Talk only to those across and next to you.
- For staff's assistance, raise your hand and wait.
- Eat your food only.
- Use good table manners.
- When finished, follow class directions.
- Put all uneaten food and trash in the proper place.

Classroom Expectations

Trustworthy in the classroom:

- Be honest.
- Return all materials.
- Do what you say you are going to do.
- Be someone others can count on.

Respectful in the classroom:

- Keep your hands to yourself.
- Use appropriate language
- Be an active listener.
- Respect the opinions and property of others.
- Treat others the way you want to be treated.

Accountable in the classroom:

- Come prepared and stay on task.
- Complete and turn in assignments on time.

- Take responsibility for your actions.

Collaborative in the classroom:

- Participate in group discussions and activities.
- Work as a team and include everyone.
- Respect other group members.

Kind in the classroom:

- Say “please” and “thank you”.
- Use kind words and actions.
- Have a positive attitude.
- Help those in need.

Hallway Expectations

Trustworthy in the hallways:

- Go directly to your destination in a timely manner.
- Keep hallways clean.

Respectful in the hallways:

- Travel in a single line on the right side of the hallway.
- Respect other classroom learning environments.
- Use level 0 voices.

Accountable in the hallways:

- Remind classmates of hallway expectations.
- Have your Bobcat Pass visible.

Collaborative in the hallways:

- Work with your peers to arrive safely at your destination.

Kind in the hallways:

- Enjoy the work of others posted in the hallways with your eyes only.
- Hold the door for the person behind you.

Playground Expectations

Trustworthy on the playground:

- Stay on the playground assigned to your grade level.
- Use playground equipment appropriately.

Respectful on the playground:

- Keep hands, feet, and objects to yourself.
- Make sure your game does not interfere with others.

Accountable on the playground:

- Return playground equipment.
- Report any issues on the playground to an adult.

Collaborative

- Line up when the whistle blows.
- Leave the playground cleaner than you found it.

Kind on the playground:

- Use kind words and actions.
- Include your classmates in all activities.

- Practice: Stop, Walk, and Talk.

Restroom Expectations

Trustworthy in the restroom:

- Go to the nearest restroom and use the facilities in a timely manner.
- Use restroom supplies appropriately.
- Return to class promptly.

Respectful in the restroom:

- Respect the privacy of others while in the restrooms.
- Knock on the door before entering a stall.
- Use level 0 voices.

Accountable in the restroom:

- Use classroom sign in and out sheets.
- Have your Bobcat pass visible.
- Use the correct bathroom for your grade level.

Collaborative in the restroom:

- Work together to keep the restrooms clean.
- Wait your turn in line.
- Report any issues in the restrooms to your teacher.

Kind in the restroom:

- Allow those with an emergency to go first.

- Flush the toilet.
- Wash your hands.

1-2-3 Bathroom Procedures

- **One** - turn on the water
- **Two** - squirts of soap
- **Three** - dry hands; walk back to designated area

Dismissal Expectations

Trustworthy during dismissal:

- Follow hallway expectations as you leave the building.
- Keep all school materials in your backpack until you get home.
- Keep your ID Badge on until you arrive home.

Respectful during dismissal:

- Walk when leaving campus
- Respond appropriately to adult directions.

Accountable during dismissal:

- Use crosswalks appropriately.
- Go directly to your dismissal area.

Collaborative during dismissal:

- Allow younger students to proceed first.

- Pick up siblings quickly from the designated area.

Kind during dismissal:

- Use good manners when interacting with teachers, staff, and all adults.

Discipline Professionalism

Discipline is every person's responsibility. We all share in the success or failure of classroom and school-wide discipline programs. "It takes an entire village to raise a child." A copy of classroom T.R.A.C.K. expectations is posted in every classroom, where it is visible to all students.

Desert Meadows is dedicated to providing a safe and respectful school environment. The Desert Meadows staff believes that all students can exhibit appropriate school behaviors. Parents, students and staff members must work together to model and teach appropriate behavior. Students should expect consequences as part of learning what is right and wrong. Let's work together to provide a positive learning environment. Remember:

- Our goal is to assist students in achieving self-discipline. Always remind students that with rights comes responsibility.
- True discipline means to teach.
- Develop community and establish relationships with your students.
- Students exhibit respect for the staff and our expectations if we set the example for them.

Examples of this positive behavior include but are not limited to:

- Students will mind their own business.
- Students will keep their hands to themselves.
- Students will take responsibility for their actions.
- Students will show compassion towards others, and exhibit good citizenship.

In addition to the guidelines outlined as part of our T.R.A.C.K. expectations, we have the following campus guidelines:

- Students are to comply with the school dress code and must wear their I.D. card at all times..(Please refer to Student Uniform and Dress Code section for dress code requirements)
- Students are to use furniture in an appropriate manner (i.e., no sitting on tabletops, tipping chairs, carving on furniture, etc.).
- Students are not to leave a classroom or the school grounds during regular hours without permission. After school, students are to leave campus within 10 minutes of dismissal unless involved in an organized activity with adult supervision.
- While on the playground, students are to stay at least ten feet away from any fences. Students are not to approach, encourage or speak to someone who is outside the campus fence. Doing so may result in disciplinary action.
- Students are not to engage in inappropriate displays of affection or physical contact (including hand holding, hugging, and kissing).

Students will be disciplined for cheating or plagiarizing on tests, quizzes, or homework. Because of our current insurance procedures and practices, the school assumes NO responsibility for personal property brought to school. This includes (but is not limited to) musical instruments, sports equipment, phone, clothing, music players, cell phones, toys, or other electronic devices. Electronic devices, including cell phones, are not to be used during the school day. If used at school, these items will be taken and turned in to the office where they may be claimed after school by parents or guardians.

The use of cell phones and music/video devices is prohibited while on school grounds during the hours of 7:30 am and 3:00 pm.

- Students are not to vandalize, damage, or trespass on public or private property while at school or while traveling to or from school. Parents will be responsible for paying for any lost, damaged, or stolen items for which their child is responsible.
- Student are not to be involved in fighting (including play fighting), pushing, shoving, striking, threatening, intimidating, causing bodily harm to any person, spreading rumors, cyber bullying, inappropriate language or intent on social media involving other students or staff, or relaying/posting videos and/or messages that create a disturbance.
- Students are not to possess dangerous or distracting articles, including Sharpies, matches, lighters, firecrackers, laser pens and pointers, slime, water balloons, toys,

etc. These items will be confiscated and not returned. Students may also be disciplined.

- Students will be disciplined for possessing, transmitting, selling, and/or being under the influence of any illegal or designer substance, including tobacco, drugs, alcohol, and inhalants (including Liquid Paper, aerosols, modeling glue, rubber cement, and paint).
- Students and parents are not to make threats against other students, school employees, visitors to campus, or school property.
- Possession of any type of weapon (including pocket knives) on school grounds will result in serious disciplinary action. These items will be confiscated. Any student in the possession of a firearm while under the jurisdiction of the school will be immediately suspended pending expulsion, as per Arizona state law A.R.S. 15-841 (G) and prosecuted to the full extent of the law.

*The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful. The use, possession, and distribution of these items is in violation of Arizona law. Possession of contraband such as weapons or illegal substances will also result in the confiscation of such items, referral to the police, and possible suspension and/or expulsion.

In-School Detention

Students remain in the In-School Detention (ISD) room for the duration of their school day completing work sent down from the student's teacher(s). Failure to comply with directions in the ISD room will lead to a more severe consequence.

Out of School Detention

Students are not permitted to attend school, visit campus, or participate in any school related activity for a specific period of time. Work will be picked up by a parent, sibling, or friend each day in the office following dismissal.

Confinement may be used for disciplinary purposes as per A.R.S. § 15-843 and Laveen District Policy JK

Students are prohibited from attending activities or being on campus while serving an out-of-school suspension. Students violating this are subject to criminal trespass per A.R.S. § 13-1502.

A.R.S. § 15-153 requires the district to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described in subsection A of this statute, subject to the requirements of federal law.

Positive Incentives At Desert Meadows

Daily/Weekly

Students can receive a “Bobcat Blast” which is a positive referral, earn Track Coins to purchase items from the school’s Bobcat Store, and receive a positive postcard in the mail.

Monthly

When a student is displaying positive behaviors aligned with T.R.A.C.K, they can receive Track Coins as a celebration of their commitment to positive behavior. With Bobcat Bucks, students can buy items from the school’s Bobcat Store. A student from each homeroom will be awarded the “Bobcat of the Month” award. These awards will be presented to students who demonstrate academic growth and exhibit T.R.A.C.K behaviors.

Quarterly

Students who have shown academic progress and exemplary behavior will be eligible for quarterly grade level incentives. These incentives will be determined by the grade level and will be designed to fit students’ interests.

To help students remain on T.R.A.C.K. at Desert Meadows, teachers will utilize a variety of communication tools to ensure that students and families are kept informed of academic and behavioral progress. Generally, teachers will use the Minor Behavior Tracker for small and minor issues and will utilize an Office Referral for more serious or chronic infractions. The administration will collect behavior data to determine eligibility for incentives and to make improvements to our PBIS program.

Daily Lunch Schedule

Preschool 10:15 - 10:35

Kindergarten 10:40 - 11:00

1st Grade 10:20 - 10:40

2nd Grade 12:00 - 12:20

3rd Grade 11:40 - 12:00

4th Grade 11:00 - 11:20

5th Grade 11:20 - 11:40

6th Grade 12:20 - 12:40

7th Grade 1:00 - 1:20

8th Grade 1:20 - 1:40

GENERAL INFORMATION

LAVEEN ELEMENTARY SCHOOL DISTRICT

Our Mission

Ensure the future success of every student through the use of best practices and innovative strategies.

Our Vision

A leader in delivering exceptional educational experiences to all students.

ATTENDANCE GUIDELINES

Regular school attendance is vital for a child to be successful. A child who is not in school cannot learn. For this reason, it is important that all parents make a commitment to ensure their child is at school and on time. Students absent from school on any given day are ineligible to participate in any extracurricular activities scheduled that day or evening (including dances, concerts, etc.).

All student absences must be reported. Please notify the school attendance office each day your child is absent. Parents will be notified through the School Messenger automated service when an absence has not been reported. Parents need to notify the school office immediately of any change of phone number(s).

1. If contact is not made by telephone, a written excuse signed by a parent, guardian, or doctor must be sent to school on the day following the absence. All absences not verified by parental or administrative authorization will remain unexcused.
2. Students will be withdrawn from school upon reaching their tenth consecutive day of unexcused absences.
3. Absences from school are generally “excused” by school administration when the student is absent due to personal illness, personal injury, or family tragedy (see #6 below). Please make every effort to adjust family schedules and medical appointments to avoid missing school.
4. The definition of “truant” is an unexcused absence (as per school administration) for at least one class period during the day (as per HB2218, Chapter 141). Truancy may result in the student being assigned to lunch detention or to in-school detention.
5. The definition of “habitually truant” means a child who is truant for at least five days within a school year (as per HB2218, Chapter 141). Students who are habitually truant will be subject to disciplinary action and will be referred to local law enforcement officials.
6. The definition of “excessive absences” means a child who is absent 18 days or more throughout the school year regardless of the reason. Students who have 18 or more absences throughout the school year will be required to have a doctor’s note to excuse further absences. In addition, students who have excessive absences may be retained.

7. Students will be marked for a half-day or full day absence according to the guidelines below.
8. For a student to earn 'perfect attendance' they must be in attendance every day during regular school hours. (This includes no tardies or leaving school before the end of the scheduled day.)

Kindergarten Students:

- *Counting for full day attendance on a regular day* – 3 hours 28 minutes of instructional time.
- *Counting for full day attendance on a half-day release* – 1 hour 58 minutes of instructional time.

1st-8th Grade Students:

- *Counting for full day attendance on a regular day* – 5 hours 15 minutes of instructional time.
- *Counting for half-day attendance on regular day* – 3 hours 30 minutes and up to 5 hours 14 minutes of instructional time.
- *Counting for full day attendance on a half-day release* – 3 hours of instructional time.
- *Counting for half-day attendance on a half-day release* – 2 hours and up to 2 hours 59 minutes of instructional time.

Checking Students Out for Early Dismissal

To ensure the safety of our children, parents wishing to check their children out of school early must do so through the front office. Proper ID must be provided. Parents are not to pick up their children at their classroom, as teachers have been instructed to release students only through the front office. If students are checked out before the end of the school day, the absence will be recorded the same as a tardy. Tardies and early releases are part of the school day and are subject to the state law on compulsory attendance. The law requires elementary age students to attend school. (A.R.S. § 15-803) Early release requests within the last 30 minutes of the school day may be denied, as this creates congestion in the pick-up area and disrupts end of day routines and procedures.

Closed Campus

Campuses of all schools in the Laveen School District are considered to be closed campuses; that is, a student may not leave the school grounds during the hours school is in session, and all visitors must check in through the front office. This includes before school and lunch hours. (Review the “Visitors to Campus” section of this handbook for more details.) Once students arrive on campus, students cannot leave until they are dismissed at the end of the day unless:

- A parent/guardian picks up a student and formally signs him/her out through the office. Proper ID must be provided.
- The health assistant determines that a student is too ill to remain at school. In these cases, the parent/guardian will be contacted and the student should be picked up and signed out through the office.

Tardies

All students are expected to be on time for classes and prepared with necessary materials. A tardy student with a legitimate excuse must present a parent/guardian-authored note to the office to verify the excuse. Repeated tardies may result in disciplinary action, including but not limited to detentions, ISD, or OSS.

Students Enrolled Less Than Twenty Days

It is the practice of the Laveen Elementary School District faculty and administration to report grades for students who have completed a minimum of twenty days in class. There is insufficient information about pupils who have attended less than four full weeks of class to merit a grade. Teacher(s) will be able to provide information to parents/guardians as to the general efforts made by a child in attendance less than the required twenty days.

BICYCLES, ROLLER BLADES, & SKATEBOARDS

Bicycles will be the sole responsibility of the students riding them. The school will not be responsible for stolen or damaged bicycles. Bicycles are to be walked on school property, parked in the designated bike rack, and secured with a lock. Skateboards, roller skates, two-wheeled scooters, Heelys, and rollerblades are not allowed on school grounds at any time.

BUSES

Students eligible for transportation receive permission to travel to and from school by bus when prior arrangements have been made between parents and the school. Route and stop information will be added to the student's ID, which must be displayed upon boarding the bus or at any time it is requested. Parents must obtain prior permission from the administration for students not previously assigned to ride a bus, or a particular bus (i.e., to travel with a school friend). Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. The school will then complete the appropriate form that allows the student to board the bus. Notes to the driver are unacceptable.

All students must have their ID, with transportation designation, or a proper temporary bus pass to board. If a student does not have his/her ID, a pass will be given to ride the bus. In the event a student is unable to retrieve a pass, they will still be allowed to board the bus. However, repeated requests for a pass may result in disciplinary action. Replacement IDs, badge holders, and lanyards are available in the front office for a nominal fee.

Surveillance cameras may be utilized on school buses. Video and/or audio surveillance are used by the district primarily for aiding student discipline on the buses.

The District's transportation department participates in Positive Behavioral Interventions and Supports (PBIS). The bus expectations are as follows:

Be Safe

- Stay on curb when bus is approaching
- Stay seated while bus is in motion
- Keep hands, feet, and objects to yourself

Be Respectful

- Listen to follow bus driver/associate expectations
- Speak in quiet, inside voices
- Control temper in conflict situations

Be Accountable

- Arrive on time with Student ID/Bus Pass
- Use electronics appropriately
- Be alert and watch for your stop on the way home

The transportation department reinforces these positive behaviors through the distribution of "tickets". These tickets are used in conjunction with each school's PBIS program.

Bus Rules

Students being transported are under the authority of the school principal and the bus driver and they shall enforce established and appropriate standards of classroom behavior and dress while riding a bus. Students shall also observe the following specific standards:

1. Be at the bus stop **five minutes** before your scheduled pick-up time.
2. Stand a minimum of three giant steps back from the curb when the bus is approaching. Form a line, no crowding or pushing. Never approach the bus until the bus is completely stopped and the driver signals you to board.
3. Use all of the steps of the bus and maintain contact with the handrail(s).
4. ID/Bus Pass must be scanned on and off the bus. Present ID/Bus Pass upon request.
5. Always remain seated while the bus is in motion and you arrive at your scheduled stop. Sit in assigned seat and keep aisles clear.
6. Keep entire body inside of bus. Placing your head and/or limbs outside may result in serious injury.
7. Be courteous and talk quietly. Vulgar or abusive language, teasing or bullying other passengers will not be tolerated.
8. Never throw anything from, in or at the bus.
9. Water bottles are allowed; however, you may not have soda, food, candy or gum.
10. The appropriate use of electronic devices on board is at the discretion of the driver.
11. No glass objects, animals (unless approved for assistance), insects or balloons are allowed on regular routes. Authorized sports/musical equipment must be able to be secured and may not take a seat needed for a passenger.
12. When exiting the bus, always follow the 10/10 rule: Take 10 giant steps away from the bus and always cross 10 feet in front of the bus – never cross behind it.

In the event there is an emergency, follow the driver's instructions and all emergency procedures.

Denial of School Bus Service

Bus riding is a privilege - not a right. Inappropriate conduct at bus stops, on buses, or in the process of boarding or disembarking from a bus may result in the denial of bus riding privileges. Transportation suspensions are progressive. Students are afforded due process/appeals of disciplinary action. If an infraction is deemed serious enough by the school administrator, the student may be denied bus-riding privileges from all buses for an entire school year. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Possessing weapons, tobacco, edibles, vaping products, alcohol, or drugs on a school bus will be grounds for immediate disciplinary action up to and including suspension or expulsion

Transportation Office Contact Information: 602-237-9107

CAFETERIA

The Laveen Elementary School District offers an excellent breakfast, lunch, and after-school meal program. The meals we provide are nutritionally balanced, appetizing, visually appealing, and offer a variety of choices. Breakfast is served to all enrolled students daily, beginning 30 minutes before the start of school, in the cafeteria or grab and go style, depending on the school. The breakfast, lunch, and after-school meal programs receive federal reimbursement to assist families and students. We wholeheartedly support the USDA school meal initiatives that underscore our national health responsibilities to assist in preventing America's high rates of heart disease, diabetes, obesity, and some forms of cancer through good nutrition.

Meal Consumption

Program regulations clearly intend for meals served through the School Meal Programs to be served and consumed on school or school-related premises. It is not permissible to allow children to take food away from the cafeteria to eat at a later time.

The National School Lunch and Breakfast Programs, as well as the At-Risk Afterschool Meals Program, are intended to feed students. Parents are not allowed to eat off of their child's plate when visiting during meal service. Adults desiring a meal are required to purchase one. Also, children who are not enrolled at the school may not eat off the enrolled student's plate. Children who are not enrolled at the school who desire a meal are required to purchase one.

New for the 2024-2025 school year. The Laveen Elementary School District will be participating in the USDA Community Eligibility Provision (CEP) and all meals will be provided at no cost to all students. Parents do **not** need to complete an application to qualify for free or reduced-price meals. We invite all students to participate in our meal programs.

QUESTIONS AND ANSWERS ABOUT OUR MEAL PROGRAM

How can I pay for my child's lunch?

Meals will be free for all students. Students are still obligated to repay all previous meal debt. There will be a la carte items available for purchase. Students can apply money to their lunch account in line or parents may also deposit money into their child's lunch account during school hours. Funds can also be placed onto their child's lunch account online at www.EZSchoolPay.com. To register your child(ren) you will need their student ID number.

How do I know what the balance is on my child's lunch account?

Student's balances and their transaction history are available by creating an account at www.EZSchoolPay.com or contact the Cafeteria Manager at your child's school to request a copy of their meal history and account balance.

How can I apply for free or reduced-price meals for my child?

Applications for free or reduced-price meals will not be available, as all students will receive school meals at no charge as part of our district participating in the Community Eligibility Provision. Families will be asked to complete an Alternate Income Form as part of the registration process to collect data needed for other federal programs, such as Title 1.

My child requires a special diet, how can you help?

We have a number of resources to meet special dietary needs. To properly meet the individual needs of your child, we need written instructions from a recognized medical authority with specific details from which we will build your child's school meal choices. Contact our Nutritionist at specialdiets@laveeneld.org to initiate this process. If your child's special diet request is related to religious or other non-medical preferences, please contact your cafeteria manager to discuss how we can tailor daily choices for your child or visit our online menu linked on our website for more information. The Laveen Elementary School District recognizes that food allergies are a growing public health and food safety concern. We have experienced an increase in the number of students with food allergies, particularly allergies to peanuts. Some of our students experience life-threatening reactions when exposed to peanuts. To help reduce the chance of a life-threatening exposure while at school, the district removed peanut butter and peanut products from the cafeteria, and we ask parents to find substitutes to peanuts and peanut butter when providing snacks or packing their child(ren)'s lunch to be eaten at school. Additionally, we do our best to avoid pork products in our school menus.

My child comes home from school hungry; I don't think he is getting enough to eat at lunch. What can be done?

Our lunch program meets nationally recognized nutritional requirements for the various age groups of students; however, we recognize that during growing spurts, 'daily average caloric intake' may not be sufficient. To meet the needs of your growing child, please encourage your child to take all items offered, choose items from our unlimited fruit and vegetable bar offered daily at lunch, and visit the sharing bins located in each cafeteria.

Can I bring cookies or other treats to class for my child's birthday party? Yes, you can bring commercially prepared food items to class for parties and other special occasions. Due to county and state health requirements, homemade baked goods cannot be brought to school. In the best interest of your child, and those of other children in the class, healthy treats like fruit, yogurt, and whole-grain baked goods are encouraged and can be fun treats for all ages of children. Work with your child's teacher when planning these types of events.

How can I get a menu?

Menus are printed and distributed monthly at each school site. Our online menus are also linked from our website. Our online menu you to view images and descriptions of our menu items, review nutrition information, filter menu items by allergens, view carbohydrate counts, and provide feedback. You can also download the mobile app on your Android or iPhone.

Can I eat with my child?

Parents are encouraged to have lunch or breakfast with their child on an occasional basis. If interested, please visit www.laveeneld.org for adult meal prices.

Can I send a sack lunch to school with my child?

Sack lunches are permitted, but foods and beverages brought from home may only be consumed by the child bringing such items and not shared with other students. Due to federal and state regulations, homemade baked goods, soda, and outside food service items (i.e. McDonald's, Taco Bell, etc.) cannot be distributed or shared with other students.

DIRECTORY INFORMATION

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

- A. The student's name
- B. The student's address
- C. The student's telephone listing
- D. The student's date of birth
- E. The student's grade level
- F. The student's dates of attendance
- G. The student's most recently attended educational agency or institution

Following this notification, parents have two (2) weeks to advise the District in writing of any or all of the items they refuse to permit the District to designate as directory information about their student.

DISTRICT ATTENDANCE BOUNDARY

To provide families with more flexibility and choice of schools, the Laveen School District has a single shared attendance boundary, the district boundary, to serve all nine schools. Subject to space availability, residents of our district may enroll their child in any Laveen school of their choosing without having to go through the open-enrollment process.

*Paseo Pointe Dual Language Academy and Vista del Sur Accelerated Academy have additional enrollment requirements.

Families wishing to transfer their already enrolled child(ren) to a different Laveen school will need to complete a transfer request. Enrollment at a different school is subject to space availability.

Per Policy JFB, placement is based on the following priorities:

1. District resident students, including those issued certificates of educational convenience and those required to be admitted by statute.
2. Students returning to the same school from the prior year.
3. Siblings of students already enrolled.
4. Students who are children of district employees

Bus transportation will be offered to students living within a school's transportation zone. General zones can be found on our district website, <https://www.laveenschools.org/programs-services/transportation/>.

Visit www.laveeneld.org/open-boundaries for more information.

**Vista del Sur has its own enrollment schedule. It is an accelerated school and students must take an assessment prior to enrolling. Paseo Pointe Dual Language Academy is a dual language immersion (DLI) school. Incoming students must qualify for and enroll in the DLI program.*

DRUG FREE SCHOOL ZONE

The mission of the Drug Free School Zone is to guarantee a safe environment on and around the school campus. This will be accomplished through enhanced enforcement and prosecution of drug, weapon, and other criminal laws as well as through the use of drug and gang awareness programs. In cooperation with local law enforcement, school districts, prosecutors, parents, and the community at large, our children and their teachers will be afforded the fundamental right to a safe educational environment. Arizona law A.R.S. §13-3411 provides for stiffer penalties for those caught selling, using, or possessing drugs within 1,000 feet of a school campus. Law enforcement authorities will be notified in any situation where a person is suspected of violating A.R.S. §13-3411.

ENGLISH LEARNER PROGRAM

The Laveen School District recognizes the linguistic and cultural diversity of all students and offers programs designed to meet the needs of students acquiring English. English Language Development (ELD) is available for each student who is qualified as an English Learner (EL). A standardized English proficiency assessment is used to determine English proficiency (ARS §15-755), and is administered annually to ensure educational progress (ARS §15-756.05). A student classified as EL shall be offered instructional support with the goal of achieving English proficiency and ultimately meet or exceed grade-level academic standards in a timely manner. ELD instruction is guided by the English Language Proficiency Standards (ELPS) using a Structured English Immersion (SEI) model or a Dual Language Immersion model.

For more information about the English Learner Program or to inquire about testing your child for English proficiency, please contact the Federal Programs Coordinator at 602-237-9100, ext. 3051.

EMERGENCY EVACUATION, LOCKDOWN AND FIRE DRILL

The Laveen School District has made many preparations to deal effectively and realistically with emergency situations that could occur in or around your child's school. While we hope that a serious incident never occurs, our goal is to be prepared for any potential emergency. Each school has a safety committee that reviews policies and procedures to enhance the safety and security of their campus. Best practices in safety and security are often reviewed and implemented across the district. At a minimum, fire drills are conducted monthly and lockdown drills are conducted four times per year. Please visit our School Safety page under the Parents tab of the district website for important safety information for parents:

www.laveenschools.org/school-safety

EXTRACURRICULAR ACTIVITIES

Activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities.

The student must attend school on the day of the athletic competition/extracurricular activity. If the event is held on a weekend, the student must attend school the Friday before the event. If the student needs to be absent for part of the day for an appointment, they must have a note from the doctor/dentist to be able to participate in the extracurricular sports competition/activity.

Students who, upon having their work checked on a cumulative basis show that they have one or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades, they may be reinstated to the team or activity.

If a student receives detention or is suspended (in-school or out-of-school) for any reason, she/he will not be able to participate in any after school activity for the day(s) of consequence. This includes athletic practice, competitions, academic and non-academic after school activities. This includes traveling with the team/group to an event, even if only as a spectator. With the exception of after school tutoring, repeated suspensions will result in a student's removal from the team/club for the remainder of the season (sports) or grading period (club). Suspensions for weapons and narcotics will result in the immediate removal of the student from the team/club for the remainder of the season (sports) or grading period (club).

The administration has the discretion to adjust the policy depending on individual situations.

Criteria For Student Participation In Extracurricular Sports

Students and their parents who participate in sports activities are required to participate in an educational program about issues related to concussions. This program will not only educate, but also explain the guidelines that Laveen follows regarding concussions. Being a student athlete requires great responsibility to maintain good academic standing. Grades will be checked at the start of the season. They will be checked throughout the season on a bi-weekly basis.

An athlete becomes ***academically ineligible*** if he/she has one or more Ds in any academic or elective class. This means that all athletes carry a minimum grade of C in all classes. Athletes have until the next grade check to bring grades up to good academic status. During a period of

academic ineligibility, athletes may practice, but they may not participate in any athletic contest during the two-week suspension.

If athletes do not bring their grades up during the two-week suspension, the athlete will be placed on academic alert for one week. During academic alert, athletes are expected to attend, but may not practice or participate in athletic contests. At the end of the third week, if the athlete is not able to bring up his/her grades, he/she will be removed from the team.

Athletic seasons go by very quickly and if an athlete is suspended for two weeks, a lot of games could be missed. Participants are a student first and an athlete second.

GIFTED EDUCATION

Gifted education is available for each student who is qualified as a gifted pupil. According to Arizona statute: "Gifted education" means appropriate academic course offerings and services that are required to provide an educational program that is an integral part of the regular school day and that is commensurate with the academic abilities and potential of a gifted pupil. A "gifted pupil" means a child who is of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs appropriate gifted education services, to achieve at levels commensurate with the child's intellect and ability. For more information about gifted services or to inquire about testing your child for gifted services, please contact the school office.

GRADES

The Laveen School District is committed to helping students reach proficiency and beyond on Arizona's rigorous academic standards. Therefore, we are utilizing a standards-based grading system that allows us to better communicate with parents on the progress students are making toward mastering the content standards.

Report cards will be distributed quarterly, and will include both an academic grade and an effort grade for each subject. The academic grade is intended to report a progress score aligned to mastering the taught standard. The effort grade will reflect the student's applied effort toward that academic grade through such things as participation, homework completion, and behavior.

Students must be enrolled a minimum of twenty (20) days to receive a grade.

Parent/Teacher Conferences

Conferences are held at least twice per year and provide an opportunity for parents and teachers to dialogue about the progress students are making toward mastering the academic standards. Please see the school calendar located in this handbook for specific dates. Parents may schedule a conference whenever they feel it is necessary to talk with a teacher.

ParentVUE

Student grades will be posted on ParentVUE. Please ask your child's teacher for an activation key. To access ParentVUE, go to the district's website at www.laveeneld.org and click on ParentVUE under the Parent tab.

HAZING

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

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any school club or sport.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation.

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing. (See EXHIBIT JICFA-EB at the end of this handbook.)

HEALTH SERVICES

Address/Telephone Number Change

For the protection of our students, a current Health History form should be filled out annually. Parents should notify the school office immediately when there is a change of address, home or parent work telephone number, or a change in the emergency contact phone number. Please have plans for picking up a child who becomes sick during the school day.

Medication

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

- There must be a written order from the physician stating the name of the student, the name of the medicine, and dosage instructions.
- There must be written permission from the parent to allow the school to administer the medication. Appropriate forms are available online and can be obtained from the school health office.
- The medication must come to the school health office in the original prescription container with the student's name, name of the medicine, and dosage instructions.
- A parent or designated adult must transport the medication; students are not allowed to carry/transport medication. Exceptions may be made for students who have been diagnosed with anaphylaxis, breathing disorders, and diabetes. In these exceptional circumstances, arrangements must be made in advance with the district nurse.

Please be advised the health office does not provide Tylenol, Ibuprofen, or over the counter drugs. If your child needs these medications, a parent/guardian must provide a new unopened package for each individual student and must fill out the proper paperwork for dispensing it. Without proper documentation, it will not be dispensed.

Feminine Hygiene Products

Feminine hygiene products are readily available for students in each health office.

Immunizations

Children must have proof of ALL required immunizations, or a valid exemption, in order to attend the first day of school. Arizona law allows exemptions for medical reasons, laboratory

evidence of immunity, and personal beliefs. Exemption forms are available from schools and at <http://www.azdhs.gov>. Homeless students are allowed a 5-day grace period. The record for each vaccine dose must include the date and name of doctor or clinic. The statutes and rules governing school immunization requirements are: Arizona Administrative Code, R9-6-701–708

Childhood Illness

Certain signs and symptoms in children may suggest the presence of a communicable disease. Children with these symptoms should not be in the classroom. However, the child may return to school when he/she is no longer sick or contagious to others, and he/she feels able to join in classroom activities. If your child is not feeling well, keep them at home. Please do not medicate a student and then send them to school. This masks the illness and exposes other students and staff to the illness.

The following common symptoms are reasons to keep your child home.

- **FEVER:** An oral temperature of 100.4 F degrees or above. The child may return to school when he/she has been fever free for 24 hours without the use of a fever reducer such as Tylenol or Ibuprofen.
*If the fever is related to a COVID-19 infection a student must be fever free for 72 hours without the use of a fever reducer such as Tylenol or Ibuprofen.
- **BREATHING:** Difficulty breathing, audible wheezing, or hard coughing.
- **DIARRHEA:** Two or more watery, loose stools in the previous 24 hours.
- **VOMITING:** Children vomit for a lot of reasons, not all of them are indicators of illness. If your child should have two or more episodes of vomiting in the previous 24 hours, please keep him/her home.
- **EYES/NOSE DRAINAGE:** Mucus or pus draining from red eyes that may be swollen, or eyes and lashes that are matted and crusty. Thick, cloudy, yellow/green drainage from the nose needs to be evaluated by a healthcare provider and may need treatment with antibiotics for 24 hours before being allowed to return to class.
- **SORE THROAT:** Sore throat when fever or swollen glands are present.
- **RASH:** Undiagnosed rashes with fever. Other signs of illness may be infected sores with crusting or yellow/green drainage, which cannot be covered with clothing or bandages.
- **ITCHING:** Persistent itching or scratching of the body or scalp, or visible vermin; (e.g., head lice, scabies).

Please notify the school whenever your child is sick, and indicate the specific illness/symptoms. If you have taken your child to your health care provider and have a confirmed diagnosis; please notify the school health office directly with that diagnosis.

Health Office Staffing

Health offices are staffed by a Health Associate and supervised by a District Nurse, who is a licensed Registered Nurse. The Health Associate and District Nurse collaborate with parents, guardians, primary care providers and school staff to provide confidential and prompt first aid.

The District Nurse and Health Associate's role is that of a consultant for students, parents and

educational staff. They are not a primary care provider and cannot make a medical diagnosis. Do not send ill students to school to be evaluated by the Health Office.

If you have any questions, consult your healthcare provider or contact your child's school health office. Visit our District Health Services page for more information:

<https://www.laveenschools.org/programs-services/health-services/>

KIDS CLUB – Before/After School Care and Tuition Preschool

The Kids Club Program offers carefully planned, well-supervised activities for children in grades kindergarten through sixth. There are many opportunities offered through the program that are designed to interest your child and to foster his/her social/emotional well-being, physical, and critical thinking skills. The hours of operation are 6:30 a.m. to the start of the school day, and from school dismissal to 6:00 p.m. For more information about Kids Club, please visit <https://www.laveenschools.org/programs-services/kids-club/> or contact the Kids Club office by phone at 602-237-7058 or by email at KidsClub@laveeneld.org.

Kids Club oversees the district tuition-based preschools. These programs are located at Desert Meadows, Estrella Foothills Global Academy, Paseo Pointe, and Vista del Sur. For more information on preschool programming and enrollment opportunities, please visit our website at: <https://www.laveenschools.org/programs-services/preschool/> or call the Kids Club office at 602-237-7058.

LIBRARY

All students are expected to take care of library materials and to return them on time. Library privileges may be revoked temporarily or permanently if these rules are not observed. In the event of damage of library materials, students should notify the library staff immediately. Parents will be expected to pay for lost or damaged books or materials.

Parental Access to Library Books and Materials

Parents may access each school's library collection of available books and materials through the District's website, under District Curriculum. The "Library Book Search" allows parents to browse the online catalogs for each school. The online catalog search may be narrowed to search by title, author, or topic, as well as by material type; (e.g., books eBooks, videos).

Parents have access to view the list of books and materials their children have borrowed from the school library. Through the school's online catalog, there is an option to log in with the student credentials supplied by the school. The library items checked out can be found under "My Info." Upon request, parents may receive a list of books and materials borrowed from the library by their children.

LOST AND FOUND

All found items are sent to the Lost and Found box located in the Health Office. Items that are not claimed will be donated to a worthy cause at the end of each quarter.

MAKE-UP WORK

Students who are absent from school for any reason will be required to complete work missed in each class. Students will be given one day make-up time for each day of absence. It is the responsibility of the individual student to obtain make-up work from the teacher and to submit all completed make-up work within the number of days allowed.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Are you currently experiencing a temporary living arrangement due to eviction, foreclosure, job loss, or a traumatic event? Laveen Elementary School District offers services to families through the federal McKinney-Vento Homeless Assistance Act. The Act allows for children of families who are in a temporary living situation be offered services such as enrollment assistance, nutrition services, clothing or school supplies, community referrals, and in some cases, transportation. If you are living in any of the following temporary circumstances, you *may be* eligible for assistance under this act which includes:

- Living in a shelter
- Living in transitional housing
- Living in a hotel/motel
- Living in a situation that is the lack of fixed, regular, and adequate nighttime residence

Please contact the district's Parent Liaison at 602-237-9100, ext. 3052, for more information about this program. Our Academic Services Department is happy to assist students, staff, parents, and the community with any questions or support needed.

OPEN ENROLLMENT (Out of District Students)

The Laveen Elementary School District has an open-enrollment program as set forth in A.R.S. § 15-816 and outlined in District Policy JFB. Open enrollment requests are required for students who reside outside of the Laveen School District boundary.

Open enrollment enables Arizona students to attend public schools outside their attendance area. In accordance with state law, the District has established an open enrollment policy and implemented an open enrollment program without charging tuition for non-resident students. Open enrollment applications are available online. Acceptance is on a year-by-year basis and subject to re-application and review each year.

Once students are accepted and attending the school of choice, they must comply with school rules. These rules and regulations may include standards of academic effort, conduct, or attendance. Failure to comply with these rules and regulations may result in an open enrollment revocation.

Schools will accept open enrollment students throughout the school year as capacity allows, following the enrollment priorities described below.

Enrollment Priority

The District will give enrollment preference to and reserve capacity for all of the following:

- A. District resident students, including those issued certificates of educational convenience and those required to be admitted by statute.
- B. Students returning to the same school from the prior year.
- C. Siblings of students already enrolled.
- D. Students who are children of persons who are employed by or at a school in the School District.

If there is excess capacity remaining after the reserved capacity identified above, the District will give open enrollment priority to nonresident students in the following order:

- A. Students who are in foster care.
- B. Students who meet the definition of unaccompanied youth prescribed in the McKinney-Vento Homeless Assistance Act (P.L. 100-77; 101 Stat 482; 42 United States Code Section 11434a).
- C. Students who attend a school that is closing.
- D. Nonresident students not included in any of the above criteria.

For more information on open enrollment, please visit our website at:

www.laveenschools.org/about-laveen/registration/open-enrollment/

PARENTS' RIGHT TO KNOW

In accordance with the Elementary and Secondary Education Act (ESEA), parents have the right to request information regarding the professional qualifications of his or her child's teacher. To receive this information, please contact the building principal.

PHOTO AND VIDEO USE

Your child may be photographed and/or videotaped in a school-related setting. These pictures and/or videos may be reproduced in the media and/or school-related publications such as, but not limited to, newsletters, brochures, school/district websites, and district-approved social media. No photographs or videos will be shared publicly without a signed release by the parent or guardian.

Surveillance cameras are in use, throughout the school, the district office, and district buses to promote safety and security.

PROMOTION/RETENTION

- The Laveen Elementary School District is dedicated to the continuous development of each student.
- Promotion from grade to grade will be based upon standards for each basic subject area as identified in the course of study.
- The Laveen Elementary School District standards that students must achieve include accomplishment in the areas of reading, written communication, mathematics, science, and social studies, as adopted by the State Board of Education.

- In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data are 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 interest 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 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 and documented over a period of time and motivated by a desire to place students in school programs where they will be the most successful.
- Special education students shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with AAC R7-2-301 and R7-2-401. An ongoing intervention plan must be written and implemented as soon as a student is identified by a teacher as possibly not meeting the requirements for promotion.

Competency Requirements for Promotion of Students from Third Grade

The *Move on When Reading* legislation requires that a student shall not be promoted from the third grade if he/she obtains a score on the reading portion of the state assessment that demonstrates the student's reading skills fall far below the third grade level, unless the student qualifies for one of the following exemptions:

- The student is an English Language Learner who has received less than three years of English instruction.
- The student has a disability and the IEP team agrees promotion is appropriate or the student is in the process of being evaluated for an IEP.
- The student has been diagnosed with a significant reading impairment, including dyslexia.
- The student demonstrates sufficient reading skills or adequate progress toward sufficient reading skills through a collection of assessments approved by the State Board of Education.
- The student receives intervention and remedial services during the summer or subsequent year and demonstrates sufficient reading progress.

Intervention and remedial strategies shall be provided to students who are not promoted from the third grade. For additional information, visit <http://www.azed.gov/mowr/>
A.R.S. § 15-701

Promotion from Eighth Grade

The State of Arizona does not provide or require eighth grade diplomas. Eighth grade students being promoted to ninth grade will be assisted with the registration process in the transition to high school, and student records will be sent as requested.

RIDESHARE TRANSPORTATION

The Laveen Elementary School District expects a parent, guardian, or trusted adult to pick up their child. Sending a Rideshare to pick up your child creates a risk that you assume. The District bears no responsibility for ensuring your child's safety if they are picked up via Rideshare (UBER, Lyft, Taxi, Etc.). The school must have a signed Rideshare Acknowledgment on file. This form is available in the school's front office.

SEARCH AND SEIZURES

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exist.

Items provided by the District for storage; (e.g., desks) are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and desks, storage areas, etc. may be inspected at any time with or without reason, or with or without notice, by school personnel.

SPECIAL EDUCATION STUDENTS

The Laveen Elementary School District has procedures for identifying special education students. If you know of a child who might have disabilities that may hinder their learning and is not receiving services, please call the school office or Student Services at 602-237-9100. (See the flow chart included in this handbook.)

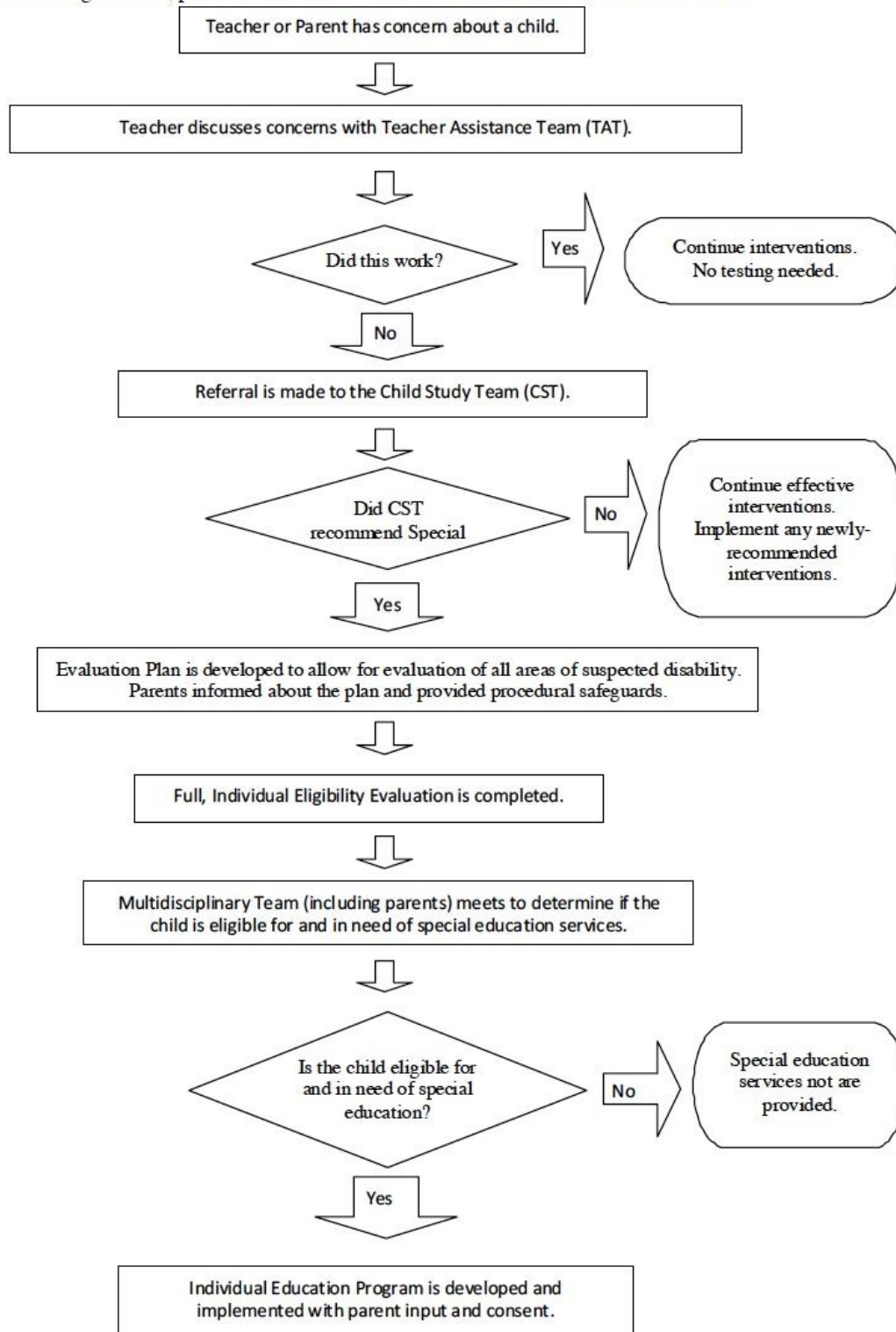
Child Find

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located, and evaluated to receive the support and services they need. Public schools and the Arizona Early Intervention Program are responsible for "finding" eligible children and providing services needed for them to reach their development milestones or meet their educational needs.

Child Find procedures include identification (screening), referral, and evaluation procedures. The Child Find process includes: the 45 Day Screener, the Teacher Assistance Team, the Child Study Team (CST), and review of enrollment data and educational performance for transferring students.

For children who are suspected of having a disability, the CST will recommend that a full and individual evaluation will be conducted by a multidisciplinary evaluation team to determine eligibility and need for special education.

The following are the Laveen School District's procedures for identifying special education students.
If you know of a child who might have disabilities that may hinder their learning and is not receiving services, please call the school office or Student Services at 602-237-9100.



STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Procedures are established whereby students with sufficient concerns may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the 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.

See EXHIBIT JII-EB in the back of this handbook for additional information regarding the guidelines to be followed for student concerns, complaints, and grievances.

STUDENT IDS

At the start of the school year, every student will receive a school ID badge, badge holder, and lanyard. This ID is required for students to access breakfast and lunch at the cafeteria, and to use the district transportation. In case of loss or damage, replacement IDs, badge holders, and lanyards can be obtained from the front office at a reasonable cost.

STUDENT RECORDS

The Laveen School District has adopted written policies regarding the collection, storage, retrieval, use, and transfer of student records. These procedures are in compliance with all federal and state laws and statutes.

STUDENT SURVEYS

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. Parental consent is sought before administering any survey that is retained by the school district or department of education for longer than one (1) year and that solicits personal information about the pupil regarding the characteristics listed in A.R.S. 15-117 and in District Policy JRR.

STUDENT UNIFORM AND DRESS CODE

All students in preschool through eighth grade who attend the District schools are expected to dress in the proper standard school attire. It is the parent's responsibility to ensure compliance with the dress code. All students who attend the District schools must dress in accordance with this dress code.

All students will wear the standard school clothing. The clothing may not be altered in a manner that includes but is not limited to, slits and shredded hems. The standard school clothing shall be:

Tops:

- All white, navy, or light blue shirt with collar. No logos on the shirt. This may include, but not be limited to, a "polo" shirt or dress shirt.
- During the colder months, students may wear blue, white, gray, or black sweatshirts or sweaters in class. A combination of or pattern in these colors is permitted, but no print or graphics unless it is a small logo. Sweatshirts and sweaters must be worn over a uniform top.
- Any undershirts must be uniform colors.
- No undergarments may show.

Bottoms:

- Solid black, navy blue, or tan khaki slacks, shorts, skorts, skirts, or jumpers. No logos on slacks, shorts, skorts, skirts, or jumpers.
- No blue jeans or blue jean shorts.
- Sweatpants and stretch pants are not permitted.

Baggy or oversized clothing is not acceptable and thus is prohibited. Clothing may not be more than one (1) size too large, to allow for one (1)-year's growth. No sagging of clothing is allowed.

Students may not wear short shorts, short skirts, or short jumpers. Pant legs may not be rolled up or held up with rubber bands or other devices. The length of shorts, skorts, skirts, and jumpers must be at least the length of where the student's fingertips rest when shoulders are relaxed and arms are stretched downward toward the leg, approximately no more than three (3) to four (4) inches above the knee.

Belts (if worn) must be black, brown, or navy and may not be more than one (1) size larger than the waist and must be worn around the waist.

Students may wear outerwear that is in good repair and does not contain any inappropriate print or graphics while outdoors only. Upon entering any school building, the coat, jacket, sweatshirt, or sweater must be removed unless it is in compliance with uniform code described above. The only type of headgear permitted will be a hat, which can be worn outdoors only. Hoods on sweatshirts and sweaters may be worn outdoors only.

For safety reasons, students are encouraged to wear covered shoes. Open toed shoes including but not limited to flip-flops, slides, sandals, slippers, or bare feet are not acceptable. Any color socks may be worn. Full-length tights, leggings, and knee-high socks/tights are acceptable when worn with uniform bottoms.

When school sanctioned dress up days occur, all clothing must be in compliance with the regulations described in this section. In addition, the following regulations also apply:

- Any print or graphics on clothing must be school appropriate.
- No undergarments may show.
- All tops must have sleeves. Sleeveless tops and tank tops are not allowed.
- Clothing must be in good repair.

Students not dressed in accordance with the District dress code will not be permitted in class until they are in compliance. Students may call to request parents bring a school appropriate clothing change in order to meet compliance regulations. When available, students may choose to change into school provided uniforms. Students may wait in the In School Detention room until they are dressed in compliance. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District policy manual.

No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such circumstances, the school will furnish the student with standard school clothing.

Any buttons, jewelry, or other accessories that contain vulgar, lewd, obscene, or plainly offensive messages or that may lead to substantial interference with school activities, including accessories that advocate the use of alcohol or drugs and accessories that make reference to or identify gangs, are not allowed.

The principal may allow nonuniform days when students may wear clothing other than the standard school clothing. The students and parents will be notified prior to the non-uniform day. School dress must still comply with dress code standards.

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximized student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society. Bullying, harassment or intimidation as defined by District Policy JICK will not be tolerated.

The principal will investigate all reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies.

See EXHIBIT JICK-EB at the end of this handbook for additional information, including definitions of bullying, harassment, and intimidation.

TECHNOLOGY USE – District Policy Exhibit IJNDB-EB

Use of Technology Resources in Instruction

Student Acceptable Use Agreement – Electronic Information System

Laveen Elementary School District (LESD) students have the opportunity to use technology that facilitates creative problem solving, information fluency, and collaboration needed in today's societies. As students are expected to apply these skills and extend their creative abilities, we also want them to be safe, legal, and responsible. This Acceptable Use Agreement (AUA) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Technology Usage

LESD students will use technology to help them prepare to work, live, and contribute to our connected world. LESD encourages students to use technology to:

- facilitate creativity and innovation
- support collaboration
- support communication
- understand technology operations and concepts
- publish creative content
- seek knowledge and extend research
- explore data to create new content
- increase technology literacy

Being a 21st Century Learner

Learning skills and 21st century tools are used together to enable students to effectively build content knowledge. Building knowledge will allow our students to function effectively in personal, community and workplace environments. Being a 21st Century Learner will require new skills and a responsibility for students to use information and technology in a safe, legal manner. Being a 21st Century Learner you agree to the following:

- **Respect Yourself.** I will select online names that are appropriate. I will consider the information and content that I post online.
- **Protect Yourself.** I will not publish my personal details, contact details or a schedule of my activities.
- **Respect Others.** I will not use technologies to bully or tease other people. I will not share or use another student's password to log into the network or any software applications.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** I will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** I will request to use the software and media others produce.
- **Act Responsibly.** I will follow all LESD rules for behavior while using any computer or technology related piece of equipment or software.
- **Protect the equipment.** Food, drink, and physical abuse will cause damage to technology equipment. I am responsible for the technology equipment when in my use. I will be held responsible for any damage to the equipment and understand that payment for damage to district property may occur. Arizona State Statute (A.R.S. §15-727).
- **Report Abuse.** I will report misuse and abuse of school resources to the proper school personnel and will assist in creating a safer network environment for all.
- **Logging on/off.** I am responsible for properly logging on and off the Internet, and other district applications, to insure security of my username and password.

Sharing Policy

The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. The Laveen Elementary School District utilizes several educational software applications and web-based services that are operated by third parties. In order for students to use these valuable programs and services, certain personal information, generally the students name and username and/or email address, must be provided to the website operator. Under federal law, these websites must provide parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students, eliminating the need for individual parental consent given directly to the website operator, A list of websites that may be used in District classrooms, with links to

their privacy policies and terms of service is available on the Laveen School District website at laveeneld.org. By agreeing to this AUA, you agree to allow the Laveen Elementary School District to release your child's personal information for the purpose of accessing educational media and web-based services utilized by the District.

Collaborating and sharing creative content is an encouraged practice for all LESD students. Students will be participating in project-based learning and may create content such as electronic presentations, blogs, podcasts, videos, wikis, and other social media. The meaningful step in the process is sharing their content with other classes, and the school community and, at times the world. LESD uses district websites, Google Apps, and other moderated sites to share school and student work. These are district moderated sites, where students can collaborate online with teacher supervision.

Electronic Devices

As a LESD student, I may be provided an electronic device to be used only for educational related activities. Its use is conditioned upon the understanding and compliance with all LESD related policies, and all guidelines and procedures within this document.

1. The electronic device and related equipment is the property of Laveen Elementary School District.
2. Electronic devices and associated equipment, assigned to me, cannot be loaned to anyone. Additionally, I may not share my secure password for others use.
3. I will not disassemble any part of the electronic device or attempt to make any repairs or upgrades. This will be handled by the LESD Technology Department.
4. No software is to be installed without the permission of the technology staff.
5. Disabling or finding ways around the LESD content filter is prohibited. I am responsible for sites accessed on the Internet at school and home. The Acceptable Use Agreement applies at all times during the use of a district provided electronic device.
6. I will not remove or alter any LESD identification labels attached to or displayed on the electronic device, nor shall I change identification within the electronic device, e.g. the electronic device name.

Personal Cell Phones and Mobile Devices

The Laveen Elementary School District recognizes the importance of communication and collaboration and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, personal mobile phones and/or devices must remain off or silent and completely out of view during the school day. If a student needs to make an emergency call during the day, they need to communicate with their assigned teacher. Use of personal cell phones or other electronic devices while on school grounds during the school day may result in confiscation of the phone until a parent/guardian can pick it up from the office.

Actions Required in the Event of Damage or Loss of Electronic Device

1. I must report theft (or suspected theft), loss, and damage to the electronic device, to school administration and/or teacher immediately.
2. If an electronic device is damaged by neglect or abuse, it is the student's financial responsibility to replace the device at LESD's cost.

General Care of Electronic Device

1. I agree to handle the electronic device carefully and protect it from potential sources of damage.
2. I am not allowed to alter the appearance of the electronic device in any way, including skins, stickers, etc.
3. I will not remove any serial numbers or identification placed on the Electronic device (if the LESD ID sticker becomes unreadable or comes off, please notify the site administration).
4. It is my responsibility to keep the electronic device clean. I will only clean the screen with a soft, anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Communication with LESD Staff

Communication with staff will occur using district approved forms of communication and pertain to school related topics.

1. School related forms of communication include; district provided email, website, phone or district applications listed on the Laveen Authorized Educational Media document.
2. Students shall not link to an employee's personal social networking site.

Consequences for Violations

I understand and will follow this Acceptable Use Agreement. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. The administration will follow the student code of conduct and Laveen Elementary School District Board Policy to determine the appropriate action. I also understand that the school network, hardware, and software applications are owned by LESD and are not private. LESD has the right to access my information at any time.

Student's Name (please print) _____

As the parent or guardian of this student, I have read this Acceptable Use Agreement. I understand that technology is provided for educational purposes in keeping with the academic goals of the Laveen Elementary School District, and that student use for any other purpose is inappropriate. I consent to the release of my child's personal information for the purpose of accessing educational software applications and web-based services utilized by the District. I have been informed that I can access a list of applications and websites that may be used in the District classrooms on the Laveen website. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use technology resources at the Laveen Elementary School District.

Parent or Guardian's Name (please print) _____

*Signatures will be collected on the 2024-2025 Annual Parental Consent Release Form.

TELEPHONE USE BY STUDENTS

In cases of emergencies, a telephone is available for student use in the office before and after school, and during lunch with a pass from a staff member. Students staying beyond the regular school day are to call their parent/guardian from the classroom with the presence of a staff member. Except in cases of emergencies and the assignment of after-school detention, students are not to use school telephones. Please be sure to arrange your child's transportation home prior to the start of the school day.

TEXTBOOKS AND SCHOOL MATERIALS

Each student will be issued all necessary texts and study materials at no charge. Students are responsible for maintaining textbooks in good condition. Students will be charged for the loss or damage to that item, regardless of who actually damaged or lost the item.

VISITORS TO CAMPUS

Parents and community members are always welcome at the Laveen District Schools. To protect the safety of students, all visitors to school campuses must report to the office to identify themselves and indicate the purpose of their presence on campus. All visitors must sign in and out through the school office, even if visiting the campus before classes begin in the mornings. Visitors must provide their driver's license or other form of government-issued identification in exchange for a visitor's badge. The visitor's ID will be returned upon check out.

Any visits to campus exceeding one hour must follow District Policy IJOC and IJOC-R. To regularly volunteer on campus, a regular schedule must be established with school administration.

Campus Visitation Procedures

- Make an appointment with the teacher to avoid any conflict with the school or class schedule. Appointments should be made at least 24 hours in advance.
- Parents are not allowed on the field during recess.
- Parents may enjoy lunch with their child without an appointment.
- Remember when visiting our schools that we are role models for children. Please take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask your attire to be neat and conservative. Your appearance should attract no undue attention, not have profanity, vulgarity, or any inappropriate words or images. Not adhering to this will result in denial of visiting.
 - Report to the school office upon arrival.
 - Obtain a visitor's badge after providing government issued identification.
 - Visit only the classrooms you specified during your sign-in.
 - Report to the office after your visit to sign-out.

While on campus, appropriate behavior must be maintained at all times.

Loitering in or about a school (A.R.S. § 13-2905) or abuse of a teacher or other school employee while the teacher or employee is engaged in the performance of his/her duties (A.R.S. § 15-502) is unlawful.

Public Conduct on School Property

No person shall engage in conduct that may cause interference with or disruption of an educational institution. A person commits interference with or disruption as outlined in District Policy KFA, included at the end of this handbook.

Behaving in an aggressive manner, being disrespectful, yelling, cursing, using profanities, making threats whether implicit or implied, acting disrespectfully, and refusing to follow lawful directions of school officials interferes with and is disruptive to the school and will not be tolerated. This behavior may result in denial of being allowed on District property in the future.

WITHDRAWING STUDENTS

- Please notify the office at least two days in advance of your child's withdrawal (sooner if at all possible).
- Prior to being withdrawn, all books and school materials (including textbooks and library materials) must be turned in and all fines must be paid.
- Parents must sign and pick up a copy of the withdrawal form. This form will be needed to register your child at his/her new school.

ZERO-TOLERANCE: FIREARMS – SALE OF DRUGS

To ensure the safety of all students and employees, the Laveen Elementary School District takes a strong zero-tolerance approach in dealing with firearms and the sale or distribution of drugs on school campuses. Students who possess firearms or are engaged in the sale or distribution of drugs at school will be expelled from the district. A.R.S. § 15-841 (G) stipulates that, "A school district or charter school shall expel from school for a period of not less than one year a student who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school..."

LAVEEN ELEMENTARY SCHOOL DISTRICT

Approved 2024-2025 Calendar



July 2024						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

August 2024						
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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29	30					

Jul 4	Independence Day
Jul 22-26	New Teacher Inservice
Jul 29	All Teachers Report to Work
Aug 5	First Day of Classes
Sep 2	Labor Day - NO SCHOOL
Sep 11	Q1 Mid-Term Progress Reports
Oct 3-4	Parent/Teacher Conferences - HALF DAY RELEASE
Oct 4	End of First Quarter Q1=44 days
Oct 7-11	Fall Break - NO SCHOOL
Oct 14	Classes Resume
Nov 11	Veterans Day - NO SCHOOL
Nov 13	Q2 Mid-Term Progress Reports
Nov 27-29	Thanksgiving Break - NO SCHOOL
Dec 19	End of Second Quarter Q2=45 days
Dec 20- Jan 3	Winter Break - NO SCHOOL

Jan 6	Classes Resume
Jan 16-17	Parent/Teacher Conferences - HALF DAY RELEASE
Jan 20	MLK/Civil Rights Day - NO SCHOOL
Feb 5	Q3 Mid-Term Progress Reports
Feb 17	Presidents Day - NO SCHOOL
Mar 7	End of Third Quarter Q3=43 days
Mar 10-14	Spring Break - NO SCHOOL
Mar 17	Classes Resume
Mar 19	Report Cards Sent Home for Third Quarter
Apr 16	Q4 Mid-Term Progress Reports
May 21	Last Day for Students - HALF DAY RELEASE
May 21	End of Fourth Quarter Q4=48
May 21	Report Cards Sent Home for Fourth Quarter
May 22	Last Day for Teachers
May 26	Memorial Day

	Holidays and Full Release Days
	Early-Release PLC Wednesday

	Half Day Release
	First and Last Day of School

JII-EB ©

EXHIBIT

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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

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.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

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 a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or 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 the District 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.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

EXHIBIT

**STUDENT BULLYING / HARASSMENT /
INTIMIDATION**

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

The Governing Board of the Laveen Elementary School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

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

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

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

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

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

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

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

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

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

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

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

EXHIBIT

HAZING

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

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of Policy JICFA and this exhibit a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means an act in violation of section §[13-1215](#) or [13-1216](#).

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

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

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

Reporting/Complaint Procedure

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

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

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

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

All violations of Policy JICFA and this exhibit shall be treated in accord with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others.

KFA
PUBLIC CONDUCT ON
SCHOOL PROPERTY

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
 - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. [13-2911](#).

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.

- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

Additional Requirements of the General Public

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- Behaving in an aggressive manner, being disrespectful, yelling, cursing, using profanities, making threats whether implicit or implied, acting disrespectfully, and refusing to follow lawful directions of school officials interferes with and is disruptive to the school and will not be tolerated.
- In such circumstances, where members of the public, including parents, violate this policy, whether in person, over the phone, via electronic medium, or in any other form, school officials may immediately terminate and/or restrict communication and access to school and district property.
- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. [13-2911](#) and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.
- No person shall, except as authorized by A.R.S. [36-2801](#) *et seq.*:

- possess or engage in the use of medical marijuana,
 - ⇒ on a school bus, or
 - ⇒ on the grounds of any preschool, elementary or secondary school.
- smoke marijuana,
 - ⇒ on any form of public transportation, or
 - ⇒ in any public place.
- operate, navigate or be in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana,
 - ⇒ except that a registered qualifying patient shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.

Adopted: January 10, 2019

LEGAL REF.:

A.R.S.

[13-2905](#)

[13-2911](#)

[13-3102](#)

[15-341](#)

[15-507](#)

[36-2801](#) *et seq.*

[36-2802](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[GCQF](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[JIC](#) - Student Conduct

[JK](#) - Student Discipline

[KFAA](#) - Smoking on School Premises at Public Functions

[KI](#) - Visitors to Schools



Title I Compact District-School-Student-Parent

Title I is a federally funded program providing supplementary assistance and instructional materials to improve academic achievement. An additional goal is to increase parental involvement by providing parents with strategies to help their child succeed in school and life. The following agreements contain expectations of the District, school, student, and parent that will ensure your child's success.

District Agreement

We believe all students can achieve high academic standards. Therefore, we will do the following:

- Assist participating schools with parent/guardian involvement activities
- Build the capacity for strong parental involvement
- Coordinate Title I parental/guardian involvement with other programs
- Conduct an annual evaluation of the parent/guardian involvement policy
- Involve parents/guardians in the activities of the schools

School Agreement

It is important that students achieve academically. Therefore, we shall strive to do the following:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment
- Provide a description and explanation of the curriculum, academic assessments, and the proficiency levels students are expected to meet
- Involve parents/guardians in the planning, review, and improvement of programs under Title I
- Communicate with student's parents/guardians on an ongoing basis (i.e., mid-term reports, phone calls, report cards)

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Come to school regularly, on time, and prepared to learn
- Do my best in my work and behavior
- Show respect for myself, others, and their possessions

Parent/Guardian Agreement

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Monitor my child's attendance, homework, and television/video game viewing
- Volunteer and participate in decisions relating to my child's education and extracurricular activities
- Communicate with my child's teacher(s) on an ongoing basis



Laveen School District creating bright futures

5001 W. Dobbins Road, Laveen, AZ 85339
Phone 602-237-9100 | Fax 602-237-9135 | www.LaveenSchools.org

July 1, 2024

Dear Parent:

This is to advise you that, in accordance with federal and state regulations, the Laveen Elementary School District will destroy all student record data including special education records (except permanent record cards and withdrawal information) four years after a student has withdrawn, transferred or been promoted from the district, or when this information is no longer needed to provide education services to your special education student.

Information contained in these records, however, may be needed for other purposes, such as documentation for eligibility for social security benefits, etc.

Before these records are destroyed, you have the right to review them and obtain copies of any information. This letter is to advise you of the district procedures relative to student records. If you wish copies of records, please contact the school secretary prior to leaving the district. No other notification of destruction of records is provided.

Sincerely,

Dr. Todd Liolios
Executive Director of Student Services



Laveen School District creating bright futures

5001 W. Dobbins Road, Laveen, AZ 85339
Phone 602-237-9100 | Fax 602-237-9135 | www.LaveenSchools.org

1 de Julio, 2024

Estimados Padres:

Esta carta es para notificarle que de acuerdo con las regulaciones federales y estatales, el Distrito Escolar Elemental de Laveen destruirá los archivos de todos los estudiantes incluyendo los de educación especial (excepto las tarjetas de archivos permanentes y la información de dar de baja) después de cuatro años que el estudiante se ha dado de baja, transferido o movido de este distrito, o cuando esta información no se necesite más para proveer los servicios de educación especial a su hijo/a.

La información incluída en estos archivos, de cualquier manera, puede necesitarse para otros propósitos, tales como la documentación para elegibilidad para los beneficios del seguros social, etc.

Antes de que estos archivos sean destruidos, usted tiene el derecho de revisar y obtener copias de cualquiera de esta información. Esta carta es para informarle del procedimiento que el Distrito tomará en relación a los archivos estudiantiles. Si usted desea copias de estos archivos, por favor póngase en contacto con la secretaria antes de dejar este distrito. No se le proveerá con otra notificación de destrucción de archivos.

Sinceramente,

Dr. Todd Liolios
Director de Servicios al Estudiante



2024-2025 Annual Parental Consent Release Form

Student's Name (print): _____ Parent's Name (print): _____

School: _____ Teacher: _____ Grade: _____

After reviewing the Student Handbook with your child, please sign and return this form to your child's teacher.

I have received and read the Student Handbook.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Please initial each box and sign below.

I have read the following sections from the Student Handbook and agree to the following:

Photo and Video Use

☐

parent initials

I give permission for my child to be photographed and/or videotaped in a school-related setting.

Student Surveys

☐

parent initials

I give permission for my child to participate in school-related student surveys.

Technology Use – District Policy Exhibit IJNDB-EB – Student Acceptable Use Agreement

☐

parent initials

I have read the Student Acceptable Use Agreement included in the Student Handbook and give permission for my child to use technology resources at the Laveen Elementary School District.

☐

student initials

I have read, understand, and agree to the Student Acceptable Use Agreement included in the Student Handbook.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Email: _____ Phone: _____



2024-2025 Forma Anual de Consentimiento Paternal

Nombre de Estudiante (molde): _____ Nombre de Padre/Tutor (molde): _____

Escuela: _____ Maestro/a: _____ Grado: _____

Después de revisar la Guía Estudiantil con su hijo/a, por favor firme y regrese esta forma al maestro/a de su hijo/a.

Yo eh recibido y leído el Guía Estudiantil.

Firma del Estudiante: _____ Fecha: _____

Firma del Padre/Tutor: _____ Fecha: _____

Por favor ponga sus iniciales en cada cuadro y firme abajo.

He leído las siguientes secciones del Guía Estudiantil y estoy de acuerdo con lo siguiente:

Uso de Foto y Video

iniciales de los padres

Yo doy permiso que mi hijo/a sea fotografiado y/o grabado en un marco relacionado a la escuela.

Encuestas de Estudiantes

iniciales de los padres

Yo doy permiso que mi hijo/a participe en encuestas relacionadas con la escuela.

Uso de Tecnología – Exhibición de la póliza del distrito IJNDB-EB – Acuerdo de Uso Aceptable del Estudiante

iniciales de los padres

He leído El Acuerdo de Uso Aceptable del Estudiante en la Guia Estudiantil y doy permiso para que mi hijo/a use los recursos de tecnología en el Distrito Escolar de Laveen.

iniciales de estudiante

He leído, entiendo y estoy de acuerdo con El Acuerdo de Uso Aceptable del Estudiante en la Guia Estudiantil.

Firma del Estudiante: _____ Fecha: _____

Firma del Padre/Tutor: _____ Fecha: _____

Email: _____ Teléfono: _____

Annual Notification to Parents Regarding Confidentiality of Student Education Records

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

Every Student Succeeds Act of 2015 (ESSA);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, sections 141 and 142.

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

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or

organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. District personnel will make arrangements for access and notify you of the time and place where the records may be inspected. District personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by you, the District will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the District to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

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