



“Learning for all. Every child, every school, every day.”

District Goals

- 1. To increase student achievement***
- 2. To provide exceptional customer service***
- 3. To provide opportunities for innovation***

STUDENT/PARENT HANDBOOK

2015-16

Dr. Jacob A. Chávez
Superintendent

This handbook contains a great deal of required and useful information to help you know and understand the policies and procedures of the schools in the Cartwright School District. Throughout life there are rules to be followed and standards to be met. This is especially true in the school setting where rules are necessary to reduce problems and interruptions so that the business of learning may take place.

Cartwright School District expects and requests that parents take the time to review the policies and procedures contained in this handbook with their child. We ask that you place special emphasis upon the District's Weapon Policy (Governing Board Policy JICI) located on page 20.

TABLE OF CONTENTS

Calendar 2015-16	4
Governing Board and District Administration	5
District Directory	6
School Hours and Early Dismissal Times	6
Communication with the School	7
Visitors	7
Student Pick-up and Drop-off Rules	7
Parental Involvement Policy	7
Classroom Visits by Parents	7
Classroom Interruptions	8
Parent/School Relations	8
English Language Education	8
Personal Appearance and Dress	9
Parents' Responsibility for Student Attendance	10
Absences	10
C.U.T.S. Program	11
Health Services	12
Meal Program	13
Transportation and Field Trips	13
Travel To and From School	16
Permission to Leave School	16
Telephones	16
Personal Property	16
Student Records	16
Promotion and Retention of Students	17
Move On When Reading	17
Positive Behavior Interventions and Support (PBIS)	18
¡Cuídate!	18
Guaranteed and Viable Curriculum	19
Child Abuse (Reporting)	20
Emergency Lockdown Procedure	20
Homework	20
Auto-Dialer	20
Student Discipline	20
Student Violence/Harassment/Intimidation/Bullying	21
Weapons Policy	22
Discipline Program	23
Definitions of Offenses	25
Removal of Students from School-Sponsored Activities	26
Student Violence/Harassment/Intimidation/Bullying Exhibit	27
Tobacco Use	30
Student Concerns, Complaints, and Grievances	30
Public Concerns and Complaints	30
Photo and Video Use	31
Use of Technology	31
Forms	32
Electronic Information Services Agreement	42
Handbook Receipt	43

CARTWRIGHT SCHOOL DISTRICT #83 2015-16 CALENDAR

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Cartwright School District Directory

Cartwright School District Office	5220 W. Indian School Ave., 85033	(623) 691-4000
Cartwright School	2825 N. 59 th Avenue, 85035	(623) 691-4100
Glenn L. Downs School	3600 N. 47 th Avenue, 85031	(623) 691-4200
John F. Long School	4407 N. 55 th Avenue, 85031	(623) 691-4300
Justine Spitalny School	3201 N. 46 th Drive, 85031	(623) 691-4400
Holiday Park School	4417 N. 66 th Avenue, 85033	(623) 691-4500
Sunset School	6602 W. Osborn Road, 85033	(623) 691-4600
Starlight Park School	7960 W. Osborn Road, 85033	(623) 691-4700
Charles W. Harris School	2252 N. 55 th Avenue, 85033	(623) 691-4800
Desert Sands Middle School	6308 W. Campbell Avenue, 85033	(623) 691-4900
Frank Borman School	3637 N. 55 th Avenue, 85031	(623) 691-5000
Heatherbrae School	7070 W. Heatherbrae Drive, 85033	(623) 691-5200
Estrella Middle School	3733 N. 75 th Avenue, 85033	(623) 691-5400
Palm Lane School	2043 N. 64 th Drive, 85035	(623) 691-5500
Peralta School	7125 W. Encanto Boulevard, 85035	(623) 691-5600
Tomahawk School	7820 W. Turney Avenue, 85033	(623) 691-5800
G. Frank Davidson School	6935 W. Osborn Road, 85033	(623) 691-1500
Marc T. Atkinson Middle School	4315 N. Maryvale Parkway, 85031	(623) 691-1700
Bret R. Tarver School	4308 N. 51 st Avenue, Suite 102, 85031	(623) 691-1900
Manuel "Lito" Pena Jr. School	2550 N. 79 th Avenue, 85035	(623) 691-3100
Raul H. Castro Middle School	2730 N. 79 th Avenue, 85035	(623) 691-5300

Preschool AM	7:45 AM - 10:15 AM	Preschool PM	11:30 AM - 2:00 PM
Kindergarten-5	6th Grade Centers	Middle School (7-8)	K-8 Schools
8:00 AM-2:30 PM	8:30 AM - 3:00 PM	8:45 AM - 3:40 PM	K-6 8:30 AM-3:00 PM 7-8 8:00 AM-3:00 PM

Success For All Academy			
K-6	8:30 AM - 2:15 PM	7-8	8:30 - 3:15 PM

Glenn L. Downs Elementary			
K-5	7:55 AM - 2:30 PM	7-8	7:55 AM - 3:00 PM

Early Dismissal Times

For Staff Inservice Every Thursday: (except during AIMS Testing Week)

Preschool AM	9:15 AM	Preschool PM	1:00 PM	K-5	1:15 PM
6th Grade	2:00 PM	7-8	2:00 PM	K-8 schools	1:15 PM
Success for All		K-6	1:00 PM	7-8	2:05 PM

For Parent-Teacher Conferences, Early Release Days and Last Day of School:

Preschool AM	9:15 AM	Preschool PM	1:00 PM		
K-5	11:15 AM	6th Grade	11:45 AM		
7-8	12:15 PM	K-8	11:45 AM		
Success for All		K-6	11:00 AM	7-8	12:00 PM

Communication with the School

Good communication between the school and parents is imperative. If a concern should arise, parents should contact the teacher as soon as possible. If the problem persists, or is not resolved, then a school administrator may be notified. Should a concern fail to find resolution at the building level, parents may direct the concern to the District Office.

Visitors

Parents and interested citizens of the community are welcome to visit the school. All visitors must first report to the office where they will be issued a visitor's pass. This is a precaution established for the safety of our students. The school campuses are designated Drug Free and Weapon Free Zones. Individuals in violation of this provision may be referred to law enforcement officials.

Student Pick-up and Drop off Rules

- Students are to be picked up and dropped off in designated areas only.
- Park in designated parking only.
- Do not leave vehicle unattended unless parked in a parking space.
- Speed limit is 15 MPH in school zones.
- No parking or U-turns in school zones.
- No U-turns in front of school.
- Do not park in school bus drop-off areas.
- Do not park in fire lanes.
- Do not double park.
- Do not park in reserved parking spaces.

These rules are necessary for the safety of all students. Thank you in advance for your cooperation.

Parental Involvement Policy

The Cartwright School District's Title I Program promotes the development of strong partnerships with the home. By working together, parents and schools are able to promote the academic, social, and emotional growth of students. We recognize that a student's education is a responsibility shared by the school, family, and community.

The Title I District staff and Title I schools work jointly to ensure effective involvement of parents. Parents are provided opportunities to become involved in their child's education in a variety of ways, including: serving on the School Improvement Team, becoming a member of a school planning team, attending open houses, parent-teacher conferences, parent information meetings, and volunteering at school. Families and community members are provided with activities focused on improving student achievement.

The Arizona Department of Education prepares and distributes a yearly report card to each school which contains school profile information such as: instructional programs, test scores, achievements/accomplishments, staffing, resources, etc. The school report card contains the most current data available. Parents can access the school's report card by logging onto www.ade.state.az.us/.

Classroom Visits By Parents

For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule. In visiting a classroom, parents must realize that the teacher's

first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours. No person may enter onto school premises, including visits to a classroom or other school activity, without approval by the principal.

Classroom Interruptions

It is the responsibility of the principal to limit classroom interruptions as much as possible. It is critical that we protect instructional time as much as possible. Although parents are welcome to visit classrooms we ask that visits not become too frequent so as to create a distraction from instruction and student learning.

Parent/School Relations

It is in a student's best interest that parents and teachers have a positive relationship. Please make time to get to know your child's teacher. In addition, please be advised that per A.R.S. 15-507 a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor. Please remember that our students are consistently observing and one of the most powerful ways they learn is from the behavior we model for them. Thank you for respecting our students, staff, and schools.

English Language Education Policy and Program Description

Cartwright School District believes all students have a right to the opportunity of developing a full command of the English language and to be provided at their local school with an English language public education. English Language Learners shall be educated through Structured English Immersion (SEI).

Structured English Immersion Program

Structured English Immersion (S.E.I.) is an English language acquisition process for children in which all classroom instruction is in English but with the curriculum and presentation designed for children who are learning the language. Books and instructional materials are in English and all reading, writing, and subject matter are taught in English. Although teachers may use a minimal amount of the child's native language when necessary, no subject matter shall be taught in any language other than English, and children in this program learn to read and write solely in English. (A.R.S. § 17-751)

Program Goals

The goal of this program is to prepare English Language Learners to learn in English in S.E.I. classrooms. Students in this program will develop the ability to speak, read, and write in English and will be expected to achieve at or above grade level in all academic areas. Instruction is provided by a teacher trained in S.E.I., a bilingual education or ESL endorsed teacher.

English Language Development

Arizona law requires English language learners to be grouped together in a structured English immersion setting. (A.R.S. 15-751). In A.R.S. 15-756.01, a minimum of four hours per day of English language development is required for the first year a pupil is classified as an English language learner. English language development instruction will focus on pronunciation and listening, verb tense construction, English word order rules, and vocabulary. Specific course work for English language learners will include: English Reading, English Writing, English Grammar and Conversational English and Academic Vocabulary.

Materials

District adopted textbooks in English will be used for all content area subjects. District adopted supplemental ELD materials will be used to develop language proficiency for all students.

Student Placement

The Federal No Child Left Behind (NCLB) Act of 2001 mandates an annual assessment of English proficiency of all students with limited English proficiency in the schools served by the State educational agency. This assessment must definitively measure a student's oral language ability, reading aptitude and writing skills in English. After a structured and rigorous evaluation process, Pearson was selected by the state of Arizona as the official and sole provider.

The Arizona English Language Learners Assessment (AZELLA) assesses English language proficiency in the following areas:

- Listening, Writing Conventions, and Reading using multiple-choice items
- Writing, using an open-ended direct writing assessment and
- Speaking, using a performance test

Program Reclassification

Once an English Language Learner meets the program exit criteria, the student may be reclassified as Fluent English Proficient (FEP) and transferred to an English language mainstream classroom. Parents will be notified when their child has been reclassified as FEP. Reclassified students will be evaluated for 2 years on their academic performance to ensure they are performing satisfactorily.

Personal Appearance and Dress

Personal appearance is important. A good appearance can promote success in school and life. Students are to wear the appropriate uniform dress attire during the school day and at school sponsored activities. Students are to be dressed and groomed in a manner that reflects school as a place of learning.

Uniforms: A mandatory uniform dress code has been established for all schools in the Cartwright School District to promote learning, increase safety on the school grounds, foster unity, and minimize clothing expenses by eliminating label competition. The minimum dress code standard is white and navy blue collared shirts and navy bottoms.

Tops: All shirts must have collars, no logos, no stripes or designs. Please check with your school for the colors that are allowed. If your child(ren) transfer to a school within our district, they may wear the shirts approved at the previous school at the new school.

Bottoms: Pants, shorts, jumpers, skirts, or skorts (no stripes or designs). Please check with your school for the colors that are allowed.

Students transferring to a different school (within the District) that may have an alternative uniform color will be admitted immediately upon registration. The student may be allowed to wear the color of uniform from the previous school or be given the opportunity to exchange the shirt(s) for the color worn at the new school.

No student shall be denied enrollment the day they enroll due to not having the required uniform attire. A grace period of 15 days will be given for parents to purchase uniforms. Seek assistance from your school or the Welcome Center.

District policy prohibits school dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school

- Materially interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Prevent students from achieving their educational objectives
- Represent membership or affiliation with a gang
- Display obscene language or symbols, or symbols of sex, drugs, tobacco products or alcohol
- Expose the chest, abdomen, genitals or buttocks area of the body

Students in violation of the dress code will be required to change clothes and/or face disciplinary action.

Parents' Responsibility for Student Attendance

Arizona Revised Statutes (A.R.S. §15-802) mandates that children between the ages of six and sixteen years shall attend school for the full time school is in session within the district in which the child resides. Regular attendance is essential if students are to receive the best possible educational opportunities.

It is the responsibility of the parent to authorize any absence of the pupil from school and notify the school in advance. The attendance officer may investigate the reason for absence of more than two consecutive days if the school has not had contact with the family. It is also necessary for parents to provide a phone number at the time of enrollment where the parents can be reached. Parents must notify the school as soon as possible of any change in this phone number.

Absences

Please call the school office each day your child is absent within 30 minutes of school starting time. If phone contact is not made, a note must be sent to the school on the morning of the student's return. The note should include the child's name, date of absence, reason for the absence, and parent/guardian's signature.

Absences will be excused only for necessary and important reasons. Such reasons include illness, bereavement, and observance of major religious holidays of the family's faith. Excessive absences due to illness may require a doctor's excuse. Medical and dental appointments should be scheduled after school hours except in cases of an emergency. Family vacations should be scheduled during school vacation and/or intersession periods.

Funding for public schools is based on student attendance. During the school year the district must submit student attendance records to the Arizona Department of Education. Our records may be audited at any time, therefore it is critical that our records are accurate. If major errors are discovered, the district may be penalized and lose funds. For this reason, it is imperative that parents call the school whenever their child is going to be absent. Finally, if there is an error in attendance we ask parents to bring it to the schools attention as soon as possible because we cannot go back more than three weeks to make a change.

Students have the responsibility to make up all class work missed because of an absence.

A prolonged illness or injury recovery may qualify your child for homebound assistance. Please contact the school for information.

Excused Absences

- * Death in family
- * Doctor's appointment
- * Court appearance for the child
- * Illness
- * Religious holidays (as defined by the parent)
- * Lack of immunizations - 5 days only
- * Lice - 3 days only
- * Vacation - 3 days only

Unexcused Absences

- * Caring for siblings
- * Failure to call the school
- * Missed bus
- * Lack of immunizations - more than 5 days
- * Lice - more than 3 days

Any absence not listed above will be determined by the school administration as to whether the absence is excused or unexcused. Absence history may be taken into account.

C.U.T.S. Program

To encourage and improve school attendance, Cartwright School District #83 has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **"habitually truant"** if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **18** excessive absences (excused OR unexcused), according to A.R.S. 15-802 (B. 1) the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held at the District Office with representatives from their school and the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child's driver's license, or inability to get a driver's license until their 18th birthday and/or formal court proceedings. It is the parent's/ guardian's responsibility to ensure their child's attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

Health Services

Immunization: All children must have proof of immunizations and be up to date with any required immunizations as per Arizona state law in order to enroll in school. Any questions regarding immunizations may be directed to your school nurse, doctor, or local health department (602) 506-6767.

Student Illness: The following guidelines will help control the spread of communicable illnesses at school.

- Do not send your child to school if he/she shows signs of illness.
- Some examples of communicable illnesses are: Chicken Pox, Cold/Flu symptoms, Conjunctivitis (pink eye), Diarrhea/Vomiting, Head Lice, Impetigo, Ringworm, or Scabies.
- Your child must be fever free (without the use of fever reducing medication) before returning to school.
- If your child has been hospitalized recently, please notify your school nurse. A doctor's note may be required for your child to return to school after hospitalization.

Head Lice: Head lice are a common problem among school age children and should not be cause for embarrassment. If your child is sent home with head lice, follow the instructions given to you by your school nurse or call your family doctor. Lice shampoo may be purchased at most stores. Please follow the directions on the bottle exactly. With proper treatment, duration of absence should not exceed 2-3 days. The school nurse must check your child's hair before he/she may return to class.

Bed Bugs: If a confirmed bed bug has been found on a student and welts are present, the child must be removed from school. Children may return to school after receiving treatment and/or are free from welts. The school nurse must see your child before returning to class. Students may attend school if welt free but must be screened daily until bed bugs no longer exist on the individual or on their belongings.

Food/Milk Allergy: Food allergies can cause discomfort and may even be life threatening. If your child has a food allergy or medical problem, please discuss it with your school nurse immediately. Children who are allergic to milk may obtain a substitute beverage at breakfast and lunch after providing the school with a written note from the doctor. This note must be renewed annually.

Medications: If a student needs to take a prescription or over the counter medication at school, the medicine must come in its original container and must be stored in the nurse's office. Instructions must be written in English and include:

- Child's name printed clearly on the bottle
- Dosage instructions and time to be given

A medication permission form must be completed and signed by the parent or legal guardian.

****It is mandatory that any medicine (including refills and over the counter medicine) be brought to school and/or taken home by a parent or designated adult.**

A School Based Health Clinic is located at Marc T. Atkinson Middle School. Limited primary and preventative medical & dental services are provided by a Nurse Practitioner. This service is provided to students without insurance or AHCCCS. Please contact your school nurse for further information.

Health Screening: Vision and health screenings are routinely conducted by the school nurse or parent/community volunteers as time and personnel permit.

Student Injuries: Occasionally there are accidents at school or on field trips and students may be injured. All medical costs will be the responsibility of the parents of the student. The district does not cover medical expenses such as transportation to the hospital.

Please inform the office of any changes in telephone number or address in case of an emergency.

Meal Program

Nutritional meals are available AT NO CHARGE for all children attending the Cartwright School District. All meals are federally funded through the United States Department of Agriculture's Child Nutrition Programs.

All schools offer free breakfast and lunch to students. Many schools offer "Breakfast in the Classroom," and/or free dinner after school to students. Please check with the school office on these additional programs.

Under federal law, adults may not consume food from a student's plate. Family members are welcome to enjoy meals with their children for a minimal charge. Visitors must sign in at the school office and receive a visitors badge prior to proceeding to the cafeteria. Please let your school cafeteria manager know about any special diet restrictions your child may have so they may be accommodated.

The goal of the District is to ensure that students are offered fruits and vegetables daily, as well as fat-free or low-fat milk, whole grains, age-appropriate portion sizes, and limited saturated fats, trans fats and sodium. Students must take a fruit or vegetable with all meals. Three nutritional entrée choices are offered daily for lunch and vegetarian choices are always available.

Menus are sent home with students monthly or may be accessed on our website at www.csd83.org.

The District also provides a free summer meals program for children. Information regarding dates, times and specific locations will be distributed at the end of each school year.

Transportation Services and Field Trips

Cartwright School District Bus Rider's Responsibilities:

Please remember that riding a bus is a privilege and not a right.

All riders must help to make the bus ride safe for all students. Unfortunately, if they do not, they will be removed from the privilege of riding the bus for the safety of all concerned.

Expectations and tips for safe school bus riding

Steps to a safe ride

1. Follow the bus driver's directions.
2. Be at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.
3. Line up in single line at the side of the road, no pushing or shoving
4. Sit on your seat, not on knees or backpack.
5. Speak quietly to each other.

6. Keep hands, feet and other items to yourself on the bus.
7. No food/drinks/gum/candy on the bus

Student Expectations

- Students are expected to help keep the bus clean and not purposely or carelessly destroy transportation equipment.
- Damage resulting from misbehavior shall be paid for by the student. Suspension from the bus will occur and continue until all damage is paid.
- Students will show consideration for other students and the bus driver by being courteous and well-mannered. No profanity or other abusive language will be permitted.

Bus Assignment & Stops

- All students must ride to school and home on their regularly assigned bus.
- Any point of pick-up or departure different from home must be approved by the administration.
- Drivers will not transport any person not regularly assigned to the bus without prior authorization.

Safety Infraction Steps

1st discipline referral = Verbal warning

2nd discipline referral = Detention

3rd discipline referral = Possible suspension and parent conference with Director of Transportation

4th discipline referral = Bus suspension

**The Transportation Administration reserves the right to modify or deviate from this at any time. Depending on the severity of the infraction, any of the mentioned consequences may be used at any time.

Severe Safety Violations

- Insubordination/disrespect to the driver
- Flagrant disregard for safety of others

The above conduct may result in possible loss of transportation.

Violent Acts, Sexual Harassment, & Bullying

Violent acts, sexual harassment, and bullying will be processed in accordance with Cartwright School Board Policy and may include both Out of School Suspension and/loss of bus service.

Special Notes

- Last day of school – A referral will result in a two-week suspension from bus service the following year.
- Summer School – 1 referral will result in loss of summer service.

Afterschool, Detention, Activities and Sports' Routes

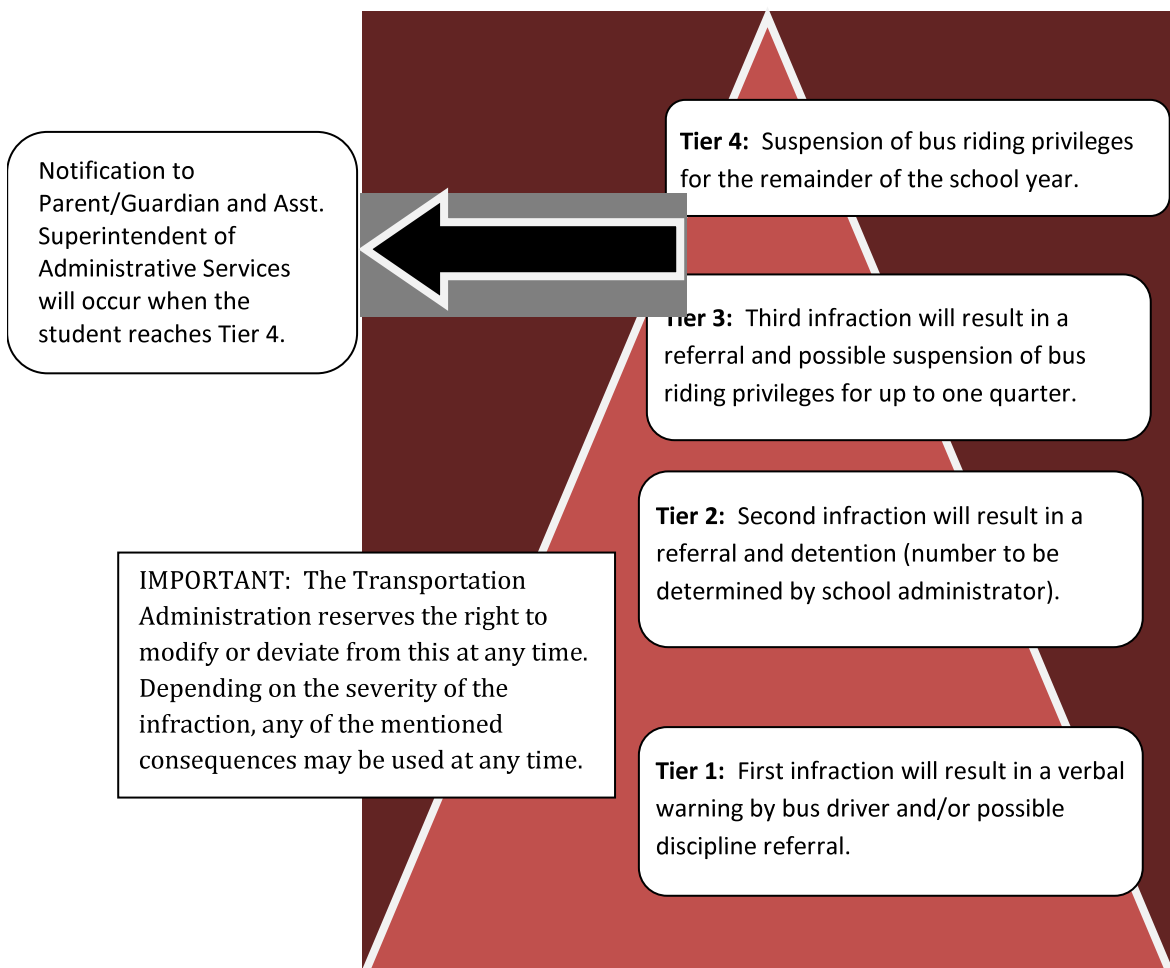
One referral on any afterschool route will result in a bus suspension

Please discuss these rules with your children. The more aware they are and informed of what safety is, the more likely they will become safe bus riders.

Children suspended from their regular bus may not ride Cartwright School District buses including late activity buses until their suspension has been served. Suspension from the bus is a good time for discussion between parent and child about safety issues.

Transportation of students is a privilege extended to students in the District and is not a statutory requirement. The safety of the students and the transportation staff is a top priority. It is for this reason that students are expected to follow all school and bus rules whether at the bus stop or on the bus itself. All Cartwright School District staff has the authority to enforce rules and regulations both on and off the bus.

CARTWRIGHT TRANSPORTATION DEPARTMENT BUS RIDING DISCIPLINE PYRAMID



Travel To and From School

The safety of our students is very important. It is for this reason that we ask parents to assist their children in choosing the shortest and most appropriate route to and from school. Students are to go directly to the school campus and not stop along the way. Upon entering campus, students shall remain in designated areas that are supervised by school employees. Once students have arrived on campus, they must remain on campus until school authorities dismiss them. No student should be on campus before the time designated by his/her school.

The District is not responsible for students traveling to and from school by means other than the District's transportation department. However, to ensure the safety of students and respect for property, the school may impose disciplinary actions based on situations that take place during this time period.

Permission to Leave School

- Students are not permitted to leave the school grounds at any time during school hours without permission from the office.
- Students may only leave campus if there is confirmed parent consent. Students must sign out in the office and sign in when returning.
- A parent should notify the school if the student is going to be late or if the student is not returning to school after lunch or scheduled appointment.
- A parent picking up a student during the school day, for any reason, is required to come to the school office and sign the student out. Students will be called to the office and released to the adult after proper identification has been established. When the student returns to school, either the student or parent is to report to the office and sign in. The student must be signed in before returning to class.

Telephones

School telephones are for school business. If a student must make a call, it should be for urgent reasons only. Students may use classroom telephones with permission from their teacher.

The principal or staff will determine if the student has a valid reason before granting permission to use the office telephones. Classroom instruction will not be interrupted for telephone messages. Messages for students may be left in the office.

Personal Property

Personal property such as radios, cameras, pagers, cell phones, trading cards, electronic games, and other items not necessary to the school curriculum should not be brought to school. Students are advised not to bring expensive items such as jewelry, cell phones, iPods, or large amounts of cash. The school or District cannot assume responsibility for the loss or theft of personal property. If any electronic devices are confiscated from a student, it will be the parent's responsibility to pick them up at the school office. Electronic devices will not be released to the student.

Student Records

Student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student and moves with the student from school to school.

By law, both parents have access to the records of a student. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

As a parent you have the right to:

- Inspect and review your child’s education records
- Seek amendment of any portion of the records you feel are inaccurate, misleading, or in violation of the student’s privacy rights
- Give consent to disclosures or personally identifiable information contained in the records, except to the extent that the Family Education Rights and Privacy Act (FERPA) authorizes nonconsensual disclosures
- File a complaint with the Department of Education alleging failure by the District to comply with FERPA’s requirements

Should you wish to review and/or amend your child’s records, please contact your child’s school.

Promotion and Retention of Students

Cartwright District is dedicated to the continuous development of each student. Promotion from year to year will be based upon the standards adopted by the State Board of Education and the District in the areas of reading, written communication, mathematics, science, and social studies. In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

At the Middle School, promotion is based on the year’s final grade average for each subject. The year’s final grade average for each subject, including electives, must be 1.0 (D) or higher in order to be promoted to the 8th or 9th grade. Eighth grade students who do not achieve these minimal standards will not be permitted to participate in the school’s promotion ceremonies and related activities.

ARS§15-701 Move On When Reading

Arizona’s new law (ARS§15-701) requires that all 3rd grade students be proficient in reading, as measured by the state reading test. Those students who fall in the area of “Falls Far Below” on the state reading assessment will be retained in 3rd grade.

The law provides exemptions to certain circumstances:

- a) Students who have disabilities in reading or language
- b) English Language Learners or Limited English Proficient students who have received less than 2 years of English instruction

Should retention occur, the law requires that students be provided extended time, intervention and remedial strategies. These interventions and strategies may include:

- a) Summer school reading instruction
- b) Student assignment to a different teacher for reading instruction
- c) Providing online reading instruction
- d) Intensive reading instruction throughout the following school year before, during or after the regular school day

- This year AzMERIT will be given for the first time in Spring 2015. As with the first administration on any statewide assessment it will take much longer for schools to receive student scores because of the standard setting process. Therefore, schools will not have student scores on AzMERIT back in time in 2015 to determine if a student should be held back. This means the MOWR law will not be used to make retention decisions for the 2015-2016 school year.
- Once Spring 2015 AzMERIT scores are available, fall of 2015, Schools MUST provide Intervention and/or remedial strategies to students who were promoted to 4th grade and FFB on the reading portion of the spring 2015 AzMERIT Assessment.

Positive Behavior Interventions and Supports (PBIS) and Boys Town

Positive Behavior Interventions and Supports (PBIS) - refers to a systems change process for an entire school or district. The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject in all areas of the school environment. It is a framework to teach school-wide expectations and develop a common language among the students and staff.

Boys Town Well-Managed Schools - student-centered Model that provides educators practical, real-world skills they can use to manage and improve behavior, build relationships, teach social skills, and improve school culture.

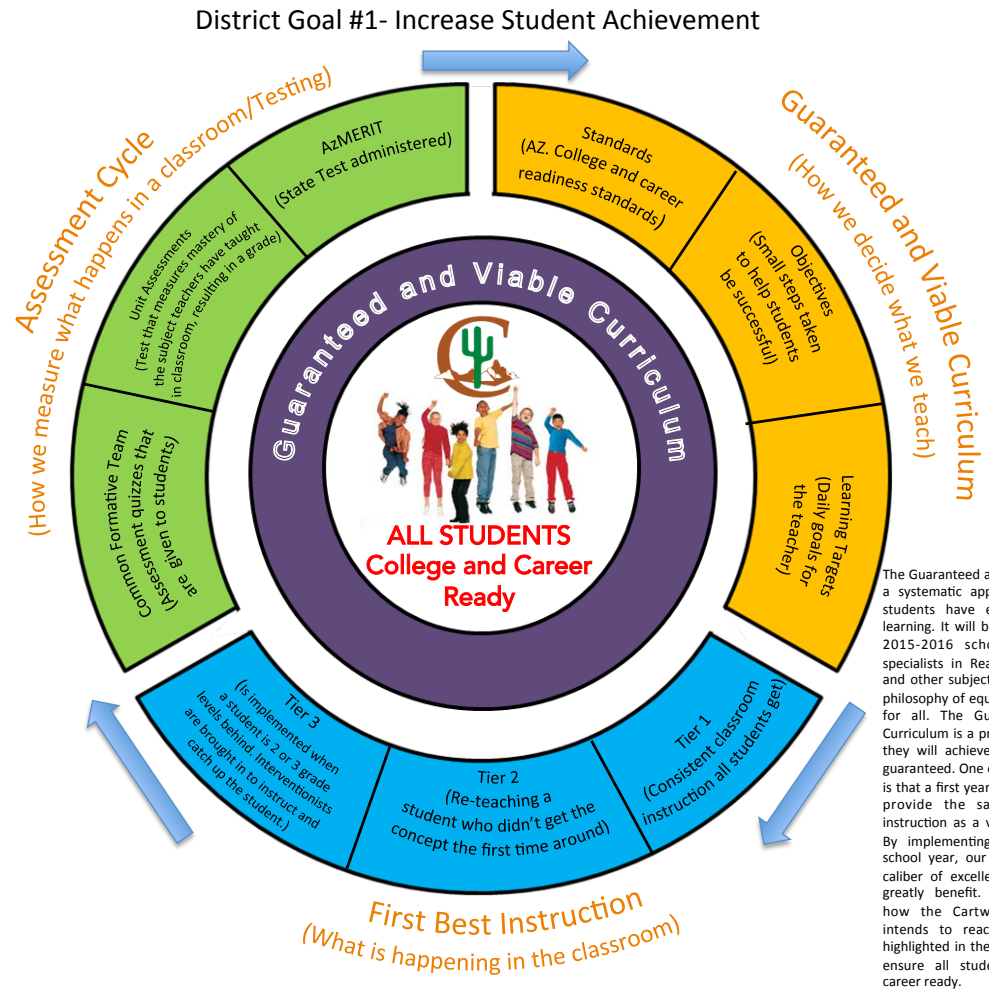
¡Cuidate!

Cartwright School District is implementing the ¡Cuidate! curriculum, an evidence-based program model proven to be effective in preventing teen pregnancy and high risk sexual behavior. It is appropriate for youth ages 13-18 years old. The program will help the youth gain knowledge and important skills regarding pregnancy prevention, HIV/AIDS, and other STIs or STDs.

The program goals are the following:

- Serve the West Valley, with special attention to municipalities demonstrating high teen pregnancy rates. Participants will demonstrate a significant increase in skills and self-efficacy in negotiating abstinence and condom use.
- Participants will demonstrate a markedly greater functional knowledge of STIs and HIV/AIDS
- To help young people change behaviors that place them at risk for becoming pregnant or becoming infected with HIV or other STIs.

Guaranteed and Viable Curriculum



The Guaranteed and Viable Curriculum is a systematic approach to ensuring all students have equal opportunity for learning. It will be implemented for the 2015-2016 school year. It utilizes specialists in Reading, Math, Language and other subjects that will support our philosophy of equal opportunity learning for all. The Guaranteed and Viable Curriculum is a promise to students that they will achieve success and that it's guaranteed. One of the guaranteed goals is that a first year teacher will be able to provide the same high quality of instruction as a veteran teacher would. By implementing this curriculum this school year, our district will be in the caliber of excellence and students will greatly benefit. The circle represents how the Cartwright School District intends to reach its goal, which is highlighted in the center. That goal is to ensure all students are college and career ready.

Child Abuse (Reporting)

School personnel who have responsibility for the care and treatment of students are required by law to report cases of child abuse or neglect. Should any observation or examination of a child disclose reasonable grounds to believe that the child is or has been the victim of injury, sexual abuse, or physical neglect that appears to have been caused by other than an accident, or is not explained by the available medical history, a report will be initiated. Should school personnel have reasonable grounds to believe there has been a denial or deprivation of necessary medical treatment, surgical care, or nourishment, they shall initiate a report. All such reports will be made immediately to a peace officer or to Child Protective Services of the Arizona Department of Economic Security. State law does not permit school officials to inform or discuss a reported case of abuse with the parent/guardian.

Emergency Lockdown Procedure

Should an emergency or disaster situation arise in the area or on a school campus while school is in session, the District has a plan to respond effectively to these situations. Your child's safety will be the first priority. If a school finds it necessary to go into a Lockdown status, students will remain at school in a locked location, until the threat of danger has been removed. If an emergency situation occurs during dismissal, parents should remain in their vehicles until the school environment is safe and the "all clear" has been signaled. Should it become necessary to initiate lockdown procedures, we ask that parents cooperate with the school staff.

Fire and lockdown drills are required. The school principal will perform fire drills monthly and lockdown drills will be performed at least four times during the school year. These drills will help ensure that students, staff, and others are familiar with procedures so they will be accomplished quickly and efficiently. These drills will be held at both regular and inopportune times to prepare students and staff for most situations.

Homework

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Assignments should be specifically addressed to the objectives of the instructional program. Students should develop responsibility for actively pursuing knowledge without immediate supervision outside and within the classroom. Students should understand that mastery of skills is not always possible within the time constraints of the classroom.

Auto Dialer

Schools and District office use an auto dialer system to call and notify parents, of student absences, school events, early release days, changes to school schedule, school lock-downs and other emergencies. Please be sure to update your contact information, if you have any changes during the school year please notify your school office as soon as possible.

Student Discipline

Well-disciplined students help make school an effective place of learning. School discipline, like parental discipline, is an integral and important part of training young people to be good citizens. Students are expected to be courteous and show respect for classmates and all adults. Both language and attitude must be respectful to all. Students are expected to use reasonable judgment and avoid incidents that might be viewed as prohibited by school officials. Student safety and welfare depends on compliance with school rules and regulations. Parental cooperation and support of the school are critical factors in maintaining effective discipline.

Discipline Program

The classroom management programs used by teachers will set behavioral limits, provide reinforcement for good behavior, and provide consequences for inappropriate behavior. Parent-teacher cooperation is a key factor to the success of any classroom management program.

Each classroom, and perhaps other areas in the school, will have specific rules posted along with consequences for breaking those rules. These are set up in a sequential manner with each repeated violation receiving a more severe consequence. Examples of possible consequences may be a phone call to the parent, detention, or referral to the school's administrators. Each school and classroom may use different types of rules and consequences. Teachers will send home a letter explaining their classroom discipline plan.

The philosophy behind any discipline program is that a teacher has the right to teach, and the students have a right to learn. If a student chooses to disrupt the classroom and prevent the teacher from teaching or other students from learning, then that student should accept the consequences for that behavior. Incentives for good behavior and other methods of positive reinforcement are an integral part of a school's discipline program.

The District has developed a plan to deal with disciplinary problems in a systematic way. It is built in levels that reflect the severity of the offense and the possible interventions and consequences that could occur. Please see pages 21-23 for more specific information.

A student who has been suspended or expelled is not allowed on any property of the Cartwright School District (CSD) during the day or evening for any reason. If the student is found on any CSD property the student may be arrested for trespassing.

Student Violence/Harassment/Intimidation/Bullying

The Governing Board, District, and School Administration, believe it is the right of every student to be educated in a positive, safe, caring and respectful learning environment. A school environment based on these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, cyber bullying, harassment or intimidation will not be tolerated. Bullying may occur when a student(s) engage in behavior or aggression that is sufficiently severe, persistent or pervasive enough that the action, behavior, aggression or threat creates an intimidating, threatening or abusive environment where there is a real or perceived imbalance of physical, emotional or psychological power or strength for the victim(s). Such actions may constitute a violation of law. All suspected violations of law will be reported to local law enforcement.

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 bullying results in substantial physical, emotional or psychological negative effect on the victim(s) 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.

A student who is experiencing bullying or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. The initial notification of an alleged incident may be provided verbally. Afterwards, the person(s) reporting the alleged bullying must provide a detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. School personnel shall maintain confidentiality of the reported information. All reports of alleged bullying shall be investigated.

Weapons Policy

No student shall carry or possess a weapon or simulated weapon on school premises or on the way to and from school. No student shall threaten to use a weapon or simulated weapon to disrupt any activity of the District.

·Weapon means any of the following as described in Board Policy JICI:

- A firearm.
- A knife.
- A destructive device (designed to, or may be converted to expel a projectile, such as a BB/pellet gun, slingshot, bow, or crossbow).
- A dangerous instrument (anything carried, possessed, or available for use which could cause physical injury, such as fireworks, chains, clubs, brass knuckles, rocks, etc.).
- **Simulated weapon** means an instrument displayed or represented as a weapon.
- **School premises** means the school, school grounds, school buses, or vehicles used for school purposes and includes premises where school-sponsored events are held away from District property.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to suspension of one to ten days or expulsion. Police notification and/or filing of charges may be considered.

Possession of a firearm will result in a mandatory ten-day out-of-school suspension and will be subject to the following actions.

- Police notification and charges filed.
- A due-process hearing to determine if the student will be ****expelled** from the District.
- Before re-admittance of the student to district schools, a meeting must be held that includes the following persons: the student, parent/guardian, principal or designee, a District Office administrator, and an employee if involved.

****Expelled** means the permanent withdrawal of the privilege of attending any school in the Cartwright School District.

DISCIPLINE PROGRAM

The following Discipline/Intervention Guidelines are provided to ensure consistency and interventions to our student management program.

Offenses are categorized into three levels from serious to extreme. Some offenses are in more than one category. Each incident will be reviewed individually to determine the level of severity.

The frequency and level of severity of the offense will determine the consequence and the intervention issued.

Types of Offenses		
Level I	Level II	Level III
Serious	Severe	Extreme

Guidelines for Selected Violations

LEVEL	VIOLATION	INTERVENTION	CONSEQUENCE
1	Tardiness	1-5,7,9,15-18	Conference, detention, report to police, school resource officer**, other
1-2	Trespassing	2,4,15-18	Conference, detention, report to police, other
1-3	Disorderly Conduct	1-18	Conference, detention, alternative placement, suspension, other
1-3	Disrespect	1-2,4-5,7,13,17,18	Conference, detention, alternative placement, suspension, other
1-3	Graffiti	1-4,14-15,17,18	Conference, detention, alternative placement, suspension, report to police, other
1-3	Other* - Define / Describe	1-18	To be determined by severity of the offense
1-3	Theft	1-10,14-18	Conference, detention, suspension, report to police, other
1-3	Technology, improper use	1-2,4,7-9,15,17,18	Conference, detention, alternative placement, suspension, other
2	Endangerment	1,2,4,11,13,16-18	Conference, detention, alternative placement, suspension, expulsion, report to police, other
2	Verbal Provocation	1-18	Conference, detention, alternative placement, suspension, other
2	Truancy	1-11,12,15-18	Conference, detention, alternative placement, report to police, school resource officer**, other
2-3	Defiance	1-9,13,18	Conference, detention, suspension, alternative placement, other
2-3	Harassment threat or intimidation	1-2,4-9,11-18	Conference, detention, suspension, expulsion, report to police, other

LEVEL	OFFENSE	INTERVENTION	CONSEQUENCE
2-3	Tobacco	1-2,4-8,12,14,17,18	Conference, detention, suspension, expulsion, report to police, other
2-3	Vandalism	1-18	Conference, detention, alternative placement, suspension, expulsion, report to police, other
2-3	Bullying	1-18	Conference, detention, alternative placement, suspension, report to police, counseling, other
2-3	Fighting	1-18	Conference, detention, alternative placement, suspension, expulsion, other
3	Alcohol	1-2,4-7,12, 14-18	Conference, detention, suspension, expulsion, report to police, other
3	Arson	1-18	Conference, detention, suspension, expulsion, report to police, other
3	Assault	1-18	Conference, detention, alternative placement, suspension, expulsion, (mandatory report to police), other
3	Drugs	1-2,4-7,12,14,17,18	Conference, detention, suspension, expulsion, (mandatory report to police), other
3	Negative Group Affiliation	1-18	Conference, detention, suspension, expulsion, report to police, other
2-3	Sexual Harassment	1-10,12-13,17,18	Conference, detention, suspension, expulsion, report to police, other
3	Weapons	1-18	Conference, detention, suspension, expulsion, (mandatory report to police), other

**Other violations of state and federal law will be enforced which may not be listed in this handbook.*

***School resource officer, only if you have one, otherwise, contact Administrative Services.*

Interventions					
1.	Parent / Teacher Conferences	7.	Student Contract	13.	Behavior Management Class, i.e. anger-management, anti-bullying
2.	Parent Contact	8.	Academy for Success (AE) & Alternative to Suspension (ATS)	14.	Student Search Agreement
3.	Home Visit	9.	Monitor / tracking sheet	15.	Report to Police
4.	Parent / Administrator Conference	10.	Functional Behavior Assessment (FBA) & Behavior Intervention Plan (BIP)	16.	School Resource Officer (SRO)
5.	Referral to Specialist	11.	Threat Assessment	17.	Other – (must define / describe)
6.	Psychologist	12.	Family Welcome Center Referral		

Definitions of Violations

VIOLATION	DEFINITION
ALCOHOL	Use, possession, sale or being under the influence of alcohol on school property or at school events - AZ Statute allows police charges to be filed.
ARSON	The setting of fire illegally.
ASSAULT	An actual and intentional touching or striking of another person against his/her will and intentionally causing bodily harm serious enough to result in formal police involvement.
BULLYING	Bullying is a form of aggression in which: (1) the behavior is intended to harm or cause distress, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power or strength among the parties. This imbalance of power may be physical or psychological. Bullying may be physical (hitting, shoving), verbal (name-calling, threats), or psychological (shunning, manipulating friendships).
DEFIANCE	A defying, open, bold resistance to staff members acting in their capacity as District employees, resistance to school rules and regulations.
DISORDERLY CONDUCT	Behavior that disturbs the educational atmosphere (includes horseplay).
DISRESPECT	Showing lack of respect to any adult or student.
DRUGS	Use, possession, sale or being under the influence of drugs on school property or at school events - AZ Statute allows police charges to be filed.
ENDANGERMENT	Behavior that may be dangerous or potentially dangerous to another person or to oneself.
FIGHTING	Physical contact or a hostile encounter between opposing forces.
GRAFFITI	The marking of names or symbols causing vandalism ARS 13-1602 allows for charges to be filed.
HARASSMENT, THREAT OR INTIMIDATION	Verbal - nonverbal or written threats, which intimidate or threaten person or property, nonsexual harassment and hazing.
NEGATIVE GROUP AFFILIATION	A student or group of students demonstrating and associating with others, individually or collectively as having antisocial behavior or from their joint efforts engaging in criminal behavior or behavior unbecoming to the educational setting (See Cartwright District Gang Policy).
OTHER*	Possession of contraband or combustible materials on district/school property. Dress code violation, gambling, an inappropriate public display of affection by two consenting individuals (kissing/touching) while on district/school property, or at a district/school sponsored function.
SCHOOL THREAT	Bomb threat, chemical or biological threat, fire alarm misuse or other threat/disruption to the school or educational environment.
SEXUAL HARASSMENT	The use of vulgar, coarse, crude, lewd, repulsive, language or gestures and the use of pornographic materials not acceptable in an educational setting. Sexual statements or actions, which intimidate or demean others.
TARDINESS	Arriving to school or class after the appointed time.
TECHNOLOGY, IMPROPER USE OF	To commit a network infraction, the improper use of a computer or telecommunication device or other technology that causes a disruption of the educational environment or is a direct violation of the law.
THEFT	Fraudulent taking and carrying away of an item/thing without claim of right, with intention of converting it to use other than that of the owner without consent. Also includes school or personal property.
TOBACCO	Use, possession, sale, or being, under the influence of tobacco on school property or at school events.
TRESPASSING	To go on district/school property without right or permission or while on suspension from school, or having been expelled from the District.
TRUANCY	Absence from one or more classes which has not been excused by parent or guardian and confirmed by school personnel in accordance with school or district attendance policy.
VANDALISM	Willful or malicious destruction of school property or the personal property of school personnel or students attending school.
VERBAL PROVOCATION	To urge; provoke; encourage, spur on; set in motion; as in "inciting a fight or not".
WEAPONS	The bringing to school or be in possession of a dangerous instrument which could result in harm to others (see Cartwright District Weapons Policy-Arizona Statutes allows police charges to be filed.

*Other violations of state & federal law will be enforced which may not be listed in this handbook.

REMOVAL OF STUDENTS FROM SCHOOL-SPONSORED ACTIVITIES
(THREATEN / INTERFERE WITH AN EDUCATIONAL INSTITUTION)

Safe schools are a priority to the District. Safety and security are the essential elements of an effective learning environment and central to student achievement and academic success. Clear and consistent expectations for appropriate behavior contribute to a peaceful, caring student culture and help establish a safe learning environment. Students need to be held accountable for misconduct, especially behaviors that threaten the safety and security of students and staff members.

Consistent with A.R.S. § 15-841 (H), a student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion for at least one (1) year except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in the mediation, community service, restitution, or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. In lieu of an expulsion recommendation, the administration may reassign a student who is subject to expulsion to an alternative education program if the student agrees to participate in mediation, community service, restitution, and/or other program(s) established by the administration in which the parent or guardian takes responsibility with the student for the threat and the result of the threat. This policy shall be construed consistently with the requirements of the Individuals With Disabilities Act (20 U.S. Code Sections 1400-1420).

For the purposes of this policy, threatened an educational institution, means to interfere with or disrupt and educational institution by engaging in any one (1) or more of the following, but not limited to:

- Threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution;
- Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution, or the property of any person attending an educational institution;
- Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others;
- Refusing to obey a lawful order to leave the property of an educational institution.

Any one (1) or more of the following categories of offenses may fall within and be included with the general category of threatened an educational institution depending upon the circumstances of each individual case:

- Insubordination – refusal to follow a reasonable request of a staff member.
- Possession or use of articles that disrupt the educational process.
- Involvement in a potential disturbance on or in the vicinity of a campus.
- Physical abuse of another person.
- Theft/vandalism.
- Intimidation or verbal abuse of, or threatening a staff member.
- Physical assault of a student
- Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students of staff members, or impair the normal educational process or educational climate.
- Endangering health, welfare, or safety of others; any act that disrupts the normal educational process.
- Sexual harassment.
- Possession of a dangerous instrument capable of intimidating or inflicting bodily harm to another person.
- Physical assault of a staff member.
- Gang activity.
- Possession of a weapon.
- Possession and/or use of explosive devices other than fireworks.
- Use if a dangerous instrument resulting in the inflicting of bodily harm on another person.
- Extortion.

The District is required by law to report to local law enforcement any suspected crimes against persons or property and incidents that could potentially threaten the safety or security of students, teachers, and/or administrators. If violations of this nature occur, school officials will notify the police and student's parents/guardians.

Any actions taken by law enforcement officials will be in addition to the action taken by the school. LEGAL REF.: A.R.S. § 13-2911, 15-341, 15-841.

**STUDENT VIOLENCE / HARASSMENT/
INTIMIDATION / BULLYING**

The Governing Board of the Cartwright 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 inclusive of these traits maximizes student achievement, foster student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

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

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

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

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

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

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

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

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally, psychologically 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 bullying results in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

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

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

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

EXHIBIT	EXHIBIT
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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 this policy, relevant District policies shall be followed.

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

Tobacco Use By Students/Parents or Visitors on Campus

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds
- School buildings
- School parking lots
- School playing fields
- School buses & other district vehicles
- Off-campus school-sponsored events

Disciplinary penalties for the possession or use of tobacco or similar products may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

Student Concerns, Complaints, and Grievances

Students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, or personal safety provided that:

- The topic is not the subject of disciplinary action 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

The accusation must be made within thirty(30) calendar days from time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member.

Middle school students shall file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary student.

Public Concerns and Complaints Policy KE

Whenever a complaint is made, it will be referred to the school administration for study and resolution, if possible. The administration will courteously receive complaints, and will take steps to make proper replies to complainants.

If a member of the community has a complaint, the following procedures are intended to assist in its resolution:

1. If the matter relates to a student, and it is appropriate, talk with the student's teacher. If the matter remains unsolved, talk with the school administrator.
2. If resolution of a problem cannot be accomplished at the building level (school administrator), either party may refer the matter to the Assistant Superintendent for Administrative Services for review.
3. When a complaint is made directly to the Board as a whole or to a board member as an individual, it will be redirected to the school administration for study and resolution, if possible.

All concerns/complaints shall be reported on forms. Forms are available in the school office and in the forms section of this handbook.

Photo and Video Use

It is possible that some time during the school year, your child might be photographed or videotaped for school use, including newsletters. If you do not wish to have your child's photo and/or video taken for school use, please notify the school office in writing and include your child's name, your name, and the teacher's name. No photographs or videos will be taken of your child for use by outside sources such as television or print media without a signed release. The media release form is located in the forms section of this handbook and in your school office.

Use of Technology

Cartwright School District believes that through the use of technology, students, teachers, and other users will encounter vast, diverse, and unique resources. The District's goal in providing these resources is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

All Cartwright School District Internet users are required to sign the Student and Parent Electronic Information Services Agreement and to abide by the terms and conditions set forth in Governing Board Policy and corresponding regulations.

FORMS

EXHIBIT

EXHIBIT

**STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

COMPLAINT FORM

(To be filed with the school administrator or the administrator’s immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator’s immediate supervisor)

Additional Pages may be attached if morespace is needed.

Please Print:

Name: _____ Date: _____

Address: _____

Telephone: _____ Another phone where you can be reached _____

During the hours of: _____

E-mail address: _____

I wish to complain against:

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

Address: _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to note relevant dates, times, and places.*

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

Name	Address	Telephone Number
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The projected solution:

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

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

Signature of Complainant

Date

Administrator or professional staff member
receiving initial complaint

Date initial complaint received

EXHIBIT EXHIBIT

PUBLIC CONCERNS AND COMPLAINTS

(This Form to be submitted to the Superintendent)

Persons (s) or group filing complaint _____

Complainant's address: _____ Complainant's phone: _____

Complainants e-mail address: _____

Date complaint is filed: _____

Has problem been discussed with the school administration?

Yes

No

Date: _____

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged problem, and suggested solution):

Multiple horizontal lines for text entry.

EXHIBIT EXHIBIT

Identification of other witnesses or persons with information about concern.

Five horizontal lines for writing identification of witnesses.

The projected solution:

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

Eight horizontal lines for writing the projected solution.

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

Signature of Complainant

Date

Printed Name of Person Assisting Complainant

Date

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

A written addendum may be attached when all information pertinent to this exhibit has been addressed by the complainant.

EXHIBIT

EXHIBIT

**STUDENT VIOLENCE/HARASSMENT/
INTIMIDATION/BULLYING**

COMPLAINT FORM

(To be filed with any School District employee who will forward this document to the principal or principals designee)

Please Print:

Name: _____ Date: _____

Address: _____

Telephone #1: _____ Another phone where you can be reached _____

During the hours of: _____

E-mail address: _____

I wish to complain against:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to note relevant dates, times, and places.* Additional pages may be attached if necessary

STUDENT RECORDS

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Under the Family Educational Rights and Privacy Act (FERPA), the following information is considered "directory information" and may be released to anyone, including the media, colleges and universities, and the military without your prior written consent.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Directory information includes student:

- The student's name
- The student's address
- The student's telephone
- The student's photograph
- The student's date and place of birth
- The student's electronic mail address
- The student's enrollment status
- The student's dates of attendance
- The student's grade level
- The student's most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor know or possessed only by the authorized user.

If you do not want any or all of the designated "directory information" about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing.

The request to prevent disclosure of directory information will be honored for the current school year unless specifically revoked in writing. Continuing students must complete a new non-disclosure form each school year. Submission of this form will not affect directory information already published or released. If the school district does not receive this form from you, it will be assumed that your permission is given to release your son's/daughter's designated directory information.

By signing this form, I am informing the Cartwright School District #83 that **I do not consent** to the release of the above directory information about the student named below, to any person or organization without my prior written consent or as authorized by law.

Please Print:

Student's Name: _____ Student ID#: _____

Parent/Guardian's Name: _____

Home address: _____

Home Phone: _____ Cellular Phone: _____

✕ _____
Parent/Guardian Signature

Date



Cartwright School District #83

5520 W. Indian School Road Phoenix, AZ 85031
(623) 691-4000

Cartwright School District Photo/Audio/Video Release

Cartwright School District staff often takes photographs and videos of students and class activities. These photos are used in district publications such as newsletters, brochures, and on the district website. Additionally, local news media sometimes cover Cartwright District events and programs where your child might be present. By signing this form, you authorize photos of your child to be used in Cartwright related publications and to appear in the newspaper and on television broadcasts.

Cartwright School District has my permission to photograph, videotape and/or interview my child for use in district publications and outside news media.

Child's Name (Please print)

School

Parent Signature

Date

**Cartwright School District
STUDENT AND PARENT
ELECTRONIC INFORMATION SERVICES AGREEMENT**

Please read this document carefully. When the signature page of the Student/Parent Handbook is signed by you and your parent or guardian, this becomes an agreement between you and the Cartwright School District. Your signature indicates that you agree to abide by the conditions and guidelines established herein. This agreement is in compliance with Board Policy IJNDB.

Parents/guardians are advised that those sites known to be inappropriate will be blocked so that they cannot be accessed. However, it is impossible to restrict access to all inappropriate sites because new ones are added every day. Parents/guardians are also advised that all computers in Cartwright District may be monitored for inappropriate use.

Personal Responsibility. I will accept personal responsibility for reporting misuse of the Information Services. Misuse can come in many forms. It can include, but is not limited to, sending or receiving material that exhibits or promotes pornography or violence, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the law, or Board Policy. I will agree to never be with someone I do not know. I will inform my parents or school personnel if any attempt is made to do so.

Acceptable Use Guidelines. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- use computers and information services for educational purposes only.
- not submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive, or illegal material.
- abide by all copyright and trademark laws and regulations.
- not reveal home addresses or personal phone numbers or personally identifiable data.
- not attempt to harm, modify, add or destroy hardware or software nor will I interfere with system security.
- not use chat rooms, interactive games, e-mail, or credit card purchases.

Consequences: Infractions of the provisions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action, up to and including expulsion.

Student Your signature on the last page of the Student/Parent Handbook signifies compliance with
Signature this agreement.

Parental Agreement: As the parent or guardian of this student, I have read this agreement and discussed it with my child. I understand that the Internet access is designed for educational purposes only and that students are required to refrain from sending or receiving illegal or offensive material. I hereby give permission for my child to have access to the Internet at Cartwright School District.

Parent Your signature on the last page of the Student/Parent Handbook signifies compliance with this
Signature agreement.

Acknowledgement of Handbook Receipt

I have received a copy of Cartwright School District’s Student-Parent Handbook for the current year and have taken the time to review and discuss the policies and procedures with my child. I have placed particular emphasis upon the discipline guidelines, the District’s Weapon Policy (Governing Board Policy **JICI**) and the Electronic Information Services Agreement (Governing Board Policy **IJNDB**).

Parent/Guardian Signature	Date	Student Signature	Date
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PLEASE SIGN AND DATE THIS PAGE. RETURN IT TO THE TEACHER OR THE SCHOOL OFFICE DURING THE FIRST WEEK OF SCHOOL.