



Student Handbook For Success

A Guide for Parents, Students and Staff
2015-2016

Letter from Superintendent

August 2015

Dear Parents:

It is my pleasure to welcome you and your student to the 2015-2016 school year in the Phoenix Elementary School District.

We know that families have many choices when it comes to selecting a school for their children, and we are pleased that you have placed your confidence in us. Our mission is to lead students to the highest level of academic achievement each and every day. We have a caring and knowledgeable staff to see that we fulfill that promise!

This handbook contains important information that will answer questions you have about our schools.

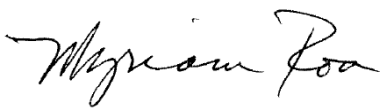
Information in the handbook includes:

- Attendance Policies & Procedures
- General Policies
- Discipline Policies & Procedures
- Important Telephone Numbers

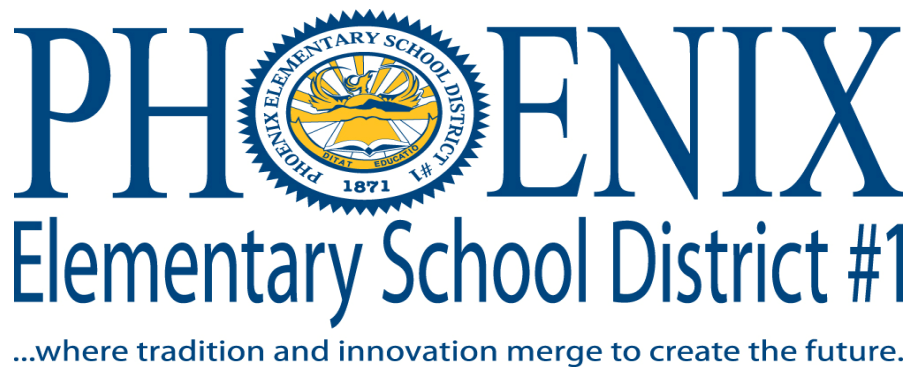
We place a high priority on providing each student with the opportunity to learn within a safe school setting. We can accomplish this expectation if all parents and students know, understand and follow these expectations.

Thank you again for the opportunity to educate your students. We look forward to your involvement in your child's school!

Sincerely,



Dr. Myriam Roa
Superintendent



School District Mission, Vision & Beliefs

Vision

In Phoenix Elementary School District #1 students, parents, community and staff are partners who share high expectations so each child can achieve their personal best.

Mission

Phoenix Elementary School District #1 provides each child we serve with educational experiences that ensure academic and social success.

Our mission is aligned with state academic standards that include:

- Every child performing at grade level or above in reading, writing, mathematics, science and social studies.
- Every child prepared for high school.

Beliefs

At Phoenix Elementary School District, we believe:

- All children can and will learn. NO EXCEPTIONS!
- Parents want and deserve the best education for their children.
- Education is the key to opportunity and success.
- Education has the opportunity to cultivate all aspects of a child's learning.
- Diversity enriches us all.
- The education of our children is a shared responsibility among our community.
- We are all learners.
- Factors such as race or socio-economic status do not predict student achievement.
- We live on this earth, not to see through one another, but to see one another through.

HANDBOOK FOR STUDENT SUCCESS

Table of Contents

- Handbook for Student Success Agreement..... 1
- Letter from Superintendent..... 3
- School District Mission, Vision & Beliefs..... 4
- Part I - Attendance 10
 - Attendance Requirements 10
 - Attendance (Ref: Board Policy JE, JHB)..... 10
 - Legal Requirements 10
 - Absence Policies 10
 - Attendance is Essential..... 10
 - Parent Responsibilities..... 10
 - Chronic Illnesses 10
 - Homebound..... 10
 - Truancy Absence..... 11
 - Attendance Discipline for Excessive Unexcused/Excused Absences – CUTS 11
 - Potential actions or consequences for repeated Unexcused/Excused total absences..... 11
 - Permission to Leave School during School Hours..... 12
 - Partial Day Attendance..... 12
 - General Attendance Procedures..... 12
 - Parent Notification 12
 - Tardiness to Class (Ref: Board Policy JH-R) 12
 - Legal Action for Excessive Truancy..... 12
 - Attendance Procedures for Students with Disabilities 12
- Part II - General Policies (for parent reference) 13
 - Extracurricular Activities 13
 - Extracurricular Activity Eligibility (Ref: Board Policy JJJ) 13
 - District Sponsored Athletic Participation..... 14
 - P.E.E.R. Club..... 14
 - Closed Campus..... 14
 - Parental/Family Involvement 14
 - Homework..... 15
 - Student Dress and Appearance (Ref: Board Policy JICA) 15

| | |
|---|----|
| Computer, Tele-Communication & Network Resources (Ref: Board Policy IJNDB, IJNDB-E) | 15 |
| Terms & Conditions | 15 |
| Crisis/Emergency & Evacuation Plan..... | 16 |
| Emergency Drills/School Safety | 16 |
| Public Concerns/Complaints about Facilities & Services (Ref: Board Policy KED-R)..... | 17 |
| Student Publication (Ref: Board Policy JICE & JICE-R) | 17 |
| School Site Council | 17 |
| Custody | 17 |
| Interviews – Department of Child Safety Workers | 18 |
| Interviews – Law Enforcement Officers | 18 |
| Reporting Child Abuse - Mandatory Reporting Law | 18 |
| Health Information | 18 |
| Wellness Policy | 18 |
| Food in Classrooms..... | 18 |
| Child Nutrition | 19 |
| Immunization | 19 |
| Dispensing Medication | 19 |
| Annual Vision & Hearing Screening | 20 |
| School/Parent Notification of Communicable Diseases | 20 |
| Pest Control..... | 20 |
| Insurance..... | 20 |
| Enrollment Procedures and Promotion/Retention..... | 21 |
| General Enrollment..... | 21 |
| Preschool Enrollment | 21 |
| Open Enrollment..... | 21 |
| Non-Discrimination | 21 |
| Promotion/Retention Policy (Ref: Board Policy IKE) | 22 |
| Appeal of Teacher Decision to Promote, Retain, Pass or Fail a Pupil..... | 22 |
| SAMPLE - First Notice of Retention..... | 23 |
| Student Services..... | 24 |
| 504 Plans..... | 24 |
| Special Education Programs (Ref: Board Policy IHB-R) | 24 |
| ALPS Gifted Learning Opportunities..... | 24 |
| Preschool Childfind..... | 25 |

| | |
|--|----|
| Student Records Information (Ref: Board Policy JR-R) | 25 |
| Request for Student Records | 25 |
| Destruction of General Education Records | 25 |
| Destruction of Special Education Records | 25 |
| Directory Information..... | 26 |
| Transportation..... | 26 |
| Bus Information..... | 26 |
| Field Trips..... | 26 |
| Transportation Bus Rules..... | 26 |
| Part III - Discipline | 27 |
| Discipline On & Off Campus..... | 27 |
| Threatening an Educational Institution | 27 |
| Jurisdiction During/After School Hours..... | 27 |
| Hazing..... | 27 |
| Drug-Free Zone..... | 28 |
| Electronic Devices | 28 |
| School & Student Property/Search & Seizure (Ref: Board Policy JIH) | 28 |
| Bus Behavior Flowchart..... | 29 |
| Disciplinary Action Chart | 30 |
| Definition of Disciplinary Action Chart..... | 30 |
| Due Process and Appeals (Ref: Board Policy JKD, JKE) | 34 |
| Due Process Policy | 34 |
| Part IV - Definition of Offenses | 35 |
| Definitions Provided by Arizona Safe Accountability for Education (AzSAFE) | 35 |
| Part V – Phoenix #1 School Board Policies – Appendix A..... | 39 |
| Student Suspension / Expulsion / Due Process Rights (Ref: Board Policy JKD, JKE)..... | 39 |
| Authority to Suspend (Ref: Board Policy JKD, JKE, JIA) | 39 |
| Short Term Suspension Procedures (Ref: Board Policy JKD)..... | 39 |
| Long Term Suspension/Expulsion procedures (Ref: Board Policy JKD) | 40 |
| Suspension and Expulsion of Students with Disabilities..... | 40 |
| Appeals Process..... | 40 |
| Student Discipline History | 41 |
| Part VI - Arizona Laws Pertaining to Attendance, Assault, Expulsion, Threats and Bullying..... | 42 |
| Attendance | 42 |

| | |
|---|----|
| Assault..... | 42 |
| Expulsion & Suspension..... | 43 |
| Threats | 43 |
| Anti-Bully Provisions | 44 |
| Part VII - McKinney-Vento Homeless Assistance Act | 45 |
| McKinney-Vento Information for Parents..... | 46 |
| Part IX – District Forms..... | 47 |
| Family Educational Rights and Privacy Act (FERPA) | 48 |
| Enrollment Form..... | 50 |
| Initial Identification of Family Status | 52 |
| Student Release | 53 |
| Photo Permission..... | 53 |
| Student Marketing Release Form..... | 54 |
| Student Records - Request for Student Education Records (Ref: Board Policy J-7084.1 © JR-ED) | 55 |
| Transportation Eligibility Form..... | 56 |
| McKinney-Vento Eligibility Questionnaire..... | 57 |
| Electronic Information Services User Agreement..... | 58 |
| Electronic Devices Agreement | 60 |
| Exclusions and Exemptions from School Attendance (Ref: Board Policy J-1982 © JHD-EB) | 61 |
| Administering Medicine to Students (Ref: Board Policy J-5381 © JLCD-E)..... | 63 |
| Permission to Participate in Activity | 64 |
| Sports Player Code of Conduct..... | 66 |
| Parent Code of Conduct..... | 67 |
| Arizona Interscholastic Association Annual Statement and Acknowledgement Form | 68 |
| Heads Up Concussion: A Quiz for Coaches, Athletes, and Parents | 70 |
| Emergency Health and Medical Emergency Card | 72 |
| Bullying, Harassment or Intimidation and Follow-up Services Forms | 73 |
| Public Complaints/Concerns about School Personnel (Ref: Board Policy K-1481 © KEB-E) | 76 |
| Citizen’s Request for Review of Basic Curriculum Materials (Ref: Board Policy K-1531 © KEC-EA) | 77 |
| Citizen’s Request for Reconsideration of Library Media Center Materials (Ref: Board Policy K-1532 © KEC-EB) | 78 |
| Public Concerns/Complaints about Facilities and Services (Ref: Board Policy K-1581 © KED-E) | 79 |
| Public Concerns and Complaints (Ref: Board Policy K-1381 © KE-E)..... | 80 |
| Part X - School Directory | 81 |
| Signature Schools..... | 81 |

Attendance

Part I - Attendance

Attendance Requirements

Attendance (Ref: Board Policy JE, JHB)

The Governing Board believes that the attainment of academic excellence requires attendance on a regular basis. Attendance is the responsibility of the students and parents; students may fail classes or promotion may be withheld if this requirement is not met.

Legal Requirements

Arizona law ARS § 15-803 A requires students to attend school from the ages of 6 to 16.

Absence Policies

Attendance is Essential

Regular attendance is the key to much of the success a student may gain from his/her school program. Students should remain out of school only when absolutely necessary, as much of the classroom activity cannot be made up; the benefit of lectures, discussion and participation is lost forever to those who are absent. A doctor's verification may be requested for excessive illness-related absences.

Parent Responsibilities

Any absence due to illness, death in the family, religious observance or other extraneous circumstances will be excused. Parents of absent students are expected to call on the day of the absence, preferably no later than one hour after the start of school. If no contact is made with the school within 24 hours of the start of the absence, the absence may be considered unexcused.

Chronic Illnesses

In cases where medical documentation can be provided from a licensed physician regarding a long-term illness or an ongoing medical condition, parents should be in contact with the school nurse regarding the chronic health program.

In the case of expected prolonged absences (90 days) of a student from school, the principal will advise the student's parent(s) concerning the availability of teaching services for homebound students. The principal/Student Services will determine in each instance whether provisions for such services are appropriate. See Part IX – District Forms, Exclusions and Exemptions from School Attendance, page 62.

Homebound

"Homebound" or "hospitalized" means a pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for a period of not less than three school months or a pupil who is capable of profiting from academic instruction but is unable to attend school regularly due to chronic or acute health problems, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for intermittent periods of time totaling three school months during a school year. The medical certification shall state the general medical condition, such as illness, disease or chronic health condition that is the reason that the pupil is unable to attend school. Homebound or hospitalized includes a student who is unable to attend school for a period of less than three months due to a pregnancy if a competent medical doctor, after an examination, certifies that the student is unable to attend regular classes due to risk to the pregnancy or to the student's health. §A.R.S. 15-901 (B-13)

Contact the school nurse for a Homebound Rationale Form.

Truancy Absence

A truant absence is any absence from school without the prior knowledge and consent of the parent/guardian. Absence from one or more classes without an acceptable excuse approved by the school is considered truancy.

Attendance Discipline for Excessive Unexcused/Excused Absences – CUTS

School attendance is not only a good habit; state law requires it and requires that schools enforce it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of 6 and 16 ensure the child attends school full time school it is in session unless unable to due to illness or another legitimate reason.

Phoenix #1 wants to encourage your child(ren) to make school attendance their good habit by continuing to implement a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression) DIRECT-CITE and C.U.T.S Programs. We will also be working in partnership with you by tracking attendance very closely, so you will be aware of your child's attendance. Your child is expected to be at school every day unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. As defined by law, an unexcused absence will count as a truant day. A student is "habitually truant" if he/she has five or more unexcused absences from school or is absent more than ten percent of the required number of school days per year whether the absence is excused or unexcused.

When a student has five or more unexcused absences or more than 10 percent (18 days/20 days for Magnet) absences (excused or unexcused), the student can be referred to the CUTS DIRECT-CITE Program through the Juvenile Court. If your child is cited, the hearing will be held at the Juvenile Court Facility. Both parent(s) and the child will be expected to appear at 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 \$50.00 Diversion fee. Failure to complete these consequences may result in the prosecution of the child at the Juvenile Court. If you, as a parent or guardian receive a citation for Failure to Provide Education to your child and are convicted, it is a Class 3 misdemeanor punishable by jail time (up to thirty days) and/or a fine (up to \$500.00).

The following disciplinary measures may be taken:

Absent five (5) Unexcused days:

The office staff will send a letter to parents notifying them of the absence including a review the attendance policy on absences.

Absent ten (10) Unexcused/Excused days:

- The office staff will confirm the ten absence days.
- Parents will be notified via letter or conference that any further absences can occur only under these conditions:
 - Illness verified by a doctor's statement.
 - Significant religious observance, with approval by the principal or designee prior to the absence.
 - Emergency: In an emergency situation, (e.g., death in the immediate family, hospitalization, etc.) the parent must notify the school office directly.

Potential actions or consequences for repeated Unexcused/Excused total absences.

1. Referral to the C.U.T.S./DIRECT-CITE Programs or C.U.T.S L.I.T.E. program for students who are 6 to 16 years of age may include Citations to Juvenile Court and an assessment fee of \$50:
 - after five (5) trancies
 - after eighteen/twenty days for Magnet (18/20 days for Magnet) Unexcused/Excused total absences
2. Other appropriate disciplinary action

Permission to Leave School during School Hours

For K-8 students – A person picking up a student must be listed on the Enrollment and/or Student Release Form (see Part IX-District Forms, Student Release, page 59) and must show valid picture ID. A legal parent/guardian or authorized person, listed on the Student Release Form, is required to come into the office and sign out the student prior to their departure. Student's leaving campus as part of an educational activity must have prior written approval from the legal parent(s)/guardian(s).

Please see the Preschool Handbook for procedures that apply to preschool students.

Partial Day Attendance

Tardiness to school and leaving school early are viewed as a disruption to a classroom. Coming in late or leaving school early not only deprives the student of full learning time, but also disrupts the education of other students. Partial Day Absences will be added to the cumulative total of full days absent on their attendance record.

A student will be defined as being tardy if he/she is up to ten (10) minutes late after the scheduled start of class. A student who arrives (10) minutes after scheduled start of class will be counted absent and must have an admit slip to enter class.

In the event the student exceeds ten (10) tardies per trimester the student may be assigned detention as follows:

- 11th Tardy - 15 Minutes
- 12th Tardy - 30 Minutes
- 13th Tardy - 45 Minutes
- Every subsequent tardy - an additional 15 minutes

Failure to comply with detention assignment will be considered defiance of school authority and will result in additional disciplinary action.

General Attendance Procedures

Parent Notification

A reasonable effort will be made to notify the parent by phone when a student is absent without notice. Parents will be contacted (by the auto dialer system) for all daily absences and possibly in the afternoon if they are marked unexcused from a class. It is essential that parents contact the school immediately if there is a change of any contact telephone number, address or emergency contact.

Tardiness to Class (Ref: Board Policy JH-R)

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of other students.

Legal Action for Excessive Truancy

A student or parent whose student is truant may be issued a C.U.T.S. citation. The school staff shall notify the child's parent/guardian that the citation was issued and that the parent/guardian is required to appear in court with the child.

Attendance Procedures for Students with Disabilities

Whenever nonattendance interferes with the delivery of special education services or interferes with the attainment of goals and objectives identified in the Individual Education Program, a review of placement and review/revision of the IEP must be conducted.

General Policies

Part II - General Policies (for parent reference)

Extracurricular Activities

Phoenix #1 believes that Extra-Curricular Activities enhance the education of our students outside the regular school day. Extra-Curricular Activities may include interest-based clubs, Student Council, student leadership opportunities, community service, STEAM (Science, Technology, Engineering, Arts, and Mathematics) activities, athletics, cheerleading, or other opportunities for students to experience community events. All Extra-Curricular Activities sponsored by the school are supervised by school staff and may require additional permission from parents/guardians prior to student participation.

Please contact your child's teacher or principal for additional information about Extra-Curricular Activities available at your school.

Extracurricular Activity Eligibility (Ref: Board Policy JJJ)

All interscholastic activities in grades six through eight that are (1) of a competitive nature and involve more than one school where a championship, winner, or rating is determined and (2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such 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. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the District shall be under the direct supervision of the appointed person designated by the school Principal or Athletic Director for the activity. A physical exam prior to participation in athletics is required. A physical exam for clubs involving physical exertion is recommended. Please see the district Athletic Handbook for additional information at www.pesd1sports.weebly.com.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that over enthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- a. Students who, upon having their work checked on a cumulative basis at the end of each week, show that they are not working to capacity and have one or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
- b. The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- c. The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent or designee.
- d. The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
 1. Ineligibility is pending.

2. Ineligibility is determined to be necessary.

Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.

District Sponsored Athletic Participation

In the Phoenix #1 athletic program, the health and welfare of the athlete is the most important concern. We know that athletic participation enhances the learning environment of the campus. Every effort will be made to assure a healthy environment and safe training conditions for athletes.

Before athletes may participate in any aspect of school sports they must be academically eligible, maintain appropriate behavior and attendance, and have the following (5) forms completed at orientation:

- Permission to Participate in Activity and Authorization for Medical Services (page 65-66)
- Player Code of Conduct (page 67)
- Parent Code of Conduct (page 68)
- Annual Physical Evaluation (provided by healthcare provider)
- Arizona Interscholastic Association Annual Statement and Acknowledgement Form (page 72)

P.E.E.R. Club

P.E.E.R (Phoenix Elementary Enrichment Resources) is a before and after school program provided at no cost to working parents of students enrolled at Phoenix Elementary School District #1. P.E.E.R. provides a safe, enriching and fun environment for our students beyond the classroom. It serves students between the hours of 6:30 or 7:00 am and 6:00 pm (before and after school services are based on the bell times at each school). P.E.E.R. is also open during spring and fall breaks and during the summer months. In fact, the only time that P.E.E.R is not available to students is during the winter break and approximately two weeks in the summer prior to the start of school.

The programs and activities in P.E.E.R. are designed to include sports, recreation, arts, music, culture and academics to develop "the whole child" even beyond the regular school day, during fall/spring breaks and during the summer months.

Cultural Camps and Thematic Programs at P.E.E.R. are incredibly popular with the students and parents. During the week of fall and spring break or the summer program, when school is not in session, P.E.E.R. students have a very unique opportunity to participate in special programs. A Chinese Cultural Camp, Native American Cultural Camp, Health and Fitness Camp, and marine life camp known as Under the Sea are examples of programs that are offered. These programs provide lifetime memories for P.E.E.R. students, as well as academic, social and emotional growth.

Seventh and eighth grade students in P.E.E.R. have the opportunity to participate in our district sports programs. Integrated into the sport program are the tenets of character building that includes: trustworthiness, respect, responsibility, fairness, caring and citizenship.

For more information regarding P.E.E.R. or sport programs, please check with your school office or call 602-257-4055.

Closed Campus

School campuses are closed for all students throughout their scheduled day, including lunchtime.

Parental/Family Involvement

Phoenix Elementary School District is committed to the academic success of every child and believes in establishing partnerships between home, school and every community to help our children succeed. To build these partnerships,

parents and families are encouraged to volunteer in their child's classroom or school, attend parent/teacher conferences, and register for parent/family focused workshops that help support student learning outside of school. By working together, our students will experience greater success now and in the future.

Please contact your child's teacher, parent engagement liaison, or principal for additional information regarding parent/family involvement opportunities.

Homework

Phoenix #1 encourages a school-student-parent partnership to help teach student responsibility and raise student achievement. The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework is an important part of the students experience as it helps reinforce content that is covered in the classroom. Due to the important nature of homework, ensuring that your child completes his/her homework and providing an appropriate place of him/her to complete homework is an important role for the parent/guardian. In addition to any homework assigned by your child's teacher, please ensure your child reads 20 to 30 minutes each evening.

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. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

Please contact your child's teacher regarding homework expectations.

Student Dress and Appearance (Ref: Board Policy JICA)

For specific guidelines on school dress code, refer to the school handbook.

Computer, Tele-Communication & Network Resources (Ref: Board Policy IJNDB, IJNDB-E)

The following guidelines and policies apply to:

- A. Students who use computers belonging to Phoenix #1.
- B. Students who access network resources available through Phoenix #1.
- C. Students who bring personal electronic devices to Phoenix #1 schools/events.

Network access, including the Internet, is available to students. Our goal in providing this service is to promote instruction and learning. The district has taken technical and organization precautions to restrict access to controversial materials; however, on a shared network, it is impossible to control all controversial materials. The district believes the valuable information and interaction available on our network and the Internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

Terms & Conditions

Acceptable Use – Each user must:

1. Use the Educational Information Services (EIS) to support personal educational objectives consistent with the educational goals and objectives of the School District.
2. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Abide by all copyright and trademark laws and regulations.

4. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
5. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
6. Not use the network in any way that would disrupt the use of the network by others.
7. Not use the EIS for commercial purposes.
8. Follow the District's code of conduct.
9. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
10. Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

1. Maintain supervision of students using the EIS.
2. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
3. Take responsibility for assigned personal and District accounts, including password protection.
4. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility - I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network etiquette - I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

1. *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
2. *Respect privacy.* I will not reveal any home addresses, or personal phone numbers or personally identifiable information.
3. *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
4. *Observe the following considerations:*
 1. Be brief.
 2. Strive to use correct spelling and make messages easy to understand.
 3. Use short and descriptive titles for articles.
 4. Post only to known groups or persons.

Crisis/Emergency & Evacuation Plan

Each school in the Phoenix Elementary School District has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, each plan is updated annually by the school emergency response team and followed up with training for staff members.

Emergency Drills/School Safety

Emergency drills are held monthly to teach students the safest, quickest, route to exit from school buildings. A fire evacuation plan is posted in each room. Students and staff should study the plan and become familiar with it. It is important for students to follow teacher's instructions quickly and quietly whenever such an emergency situation exists. When the first alarm sounds, students will immediately exit the classroom in an orderly manner as outlined by the teacher. Since safety in an evacuation is of utmost concern, no one will be allowed to run. Students are not permitted to talk during a fire drill and are to remain with their teacher in the designated area away from the building. No one is to return to the building until instructed by administration.

Lock-down drills are periodically conducted at each school. The purpose of a lock-down drill is to practice safe procedures should there be an emergency in the community area surrounding the school neighborhood. During a

lock-down drill, students stay in their classroom under the supervision of their teacher. Lock-down drills prepare students and staff for the time when a lock-down of the building is requested by the police department and/or the principal.

Please talk with your principal if you have questions regarding the school safety plan.

Public Concerns/Complaints about Facilities & Services (Ref: Board Policy KED-R)

Citizens of the District who have complaints about District facilities or services may register such complaints with the site administrator.

Required information concerning complaint:

- A. Name(s) of person(s) making the complaint.
- B. Whether the person(s) represents an individual or group.
- C. Whether the person(s) making the complaint has discussed the problem with the site administrator.
- D. A summary of the complaint and suggested solution.
- E. Processing of complaint:
 - e. Level 1. The complaint shall be presented in writing, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.
 - f. Level 2. If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.
 - g. Level 3. If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Governing Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.
- F. If the concern is regarding facilities or eligibility and related procedures, procedural safeguards, or provision of a free and appropriate public education, the matter may be referred to the appropriate compliance coordinator.

Student Publication (Ref: Board Policy JICE & JICE-R)

An official school publication is that made up of materials produced by students in a regularly scheduled class and intended for distribution to the student body. Students shall be required to submit publications to the principal for approval prior to distribution.

School Site Council

School site councils were established by Arizona law. Members work together to provide input regarding decisions that are implemented and effective for the site. These decisions focus on helping students and the organization as a whole.

Custody

The most recent custody papers are to be kept on file in the school office as well as noted in Synergy. This would be the latest dated court decree. It is the parent's responsibility to provide the latest and most recent court papers to the school. Otherwise, the school uses the most recently dated papers received to validate custody.

- A. Order of Protection
 1. If there is an order of protection due to custody (or any other issues), the student file is flagged in the school office. Orders of Protection are only good for one year. When Orders of Protection expire it is the custodial parent's responsibility to give a copy of the renewed Order of Protection to the school office.
- B. Guardianship
 1. Legal Guardianship and Temporary Legal Guardianship can only be established by Court Order. The school should request "letters of guardianship," issued by a court, before enrolling a student. Temporary Legal Guardianship can only be granted for six months, per court order.
- C. Emergency Contacts

1. In the event of an emergency and the parent(s)/guardian(s) cannot be reached, the parent(s)/guardian(s) can provide a list of authorized contacts who may pick-up the student from school. See the Student Release form at Part IX – District Forms, page 59.

Interviews – Department of Child Safety Workers

Interviews by Department of Child Safety workers who are investigating abuse/neglect may be conducted at district schools. The parent of a student, who is the subject of an investigation, or a sibling of the subject, should not be given notice of such interviews. Because of the sensitive and confidential nature of a DCS investigation, school personnel and others are not permitted to be present during the interview of the child nor can they be informed of what was discussed.

Interviews – Law Enforcement Officers

In cases where students are interviewed for criminal investigations by law enforcement officers, the building administrator shall make reasonable efforts to notify the student's parent of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation.

A representative of the district will notify the student's parent within a reasonable time if the law enforcement officer refuses to allow notification prior to the student interview. A school official may be present during the interview, unless directed otherwise by the law enforcement officer. If a school representative was denied the right to be present during the interview, this fact shall be made known to the student's parent.

The school no longer has jurisdiction over the student if a student is arrested or taken into temporary custody on district property during the school day. The building administrator will notify the parent(s) of the arrest or will make reasonable efforts to notify the parent(s) when a student is arrested or when a student is taken into temporary custody. The building administrator will identify the law enforcement agency involved unless instructed by law enforcement not to notify the parent(s).

Reporting Child Abuse - Mandatory Reporting Law

A.R.S. 13-3620 requires that school personnel and other persons having responsibility for the care or treatment of children, whose observation or examination of any child discloses reasonable grounds to believe that a child has been neglected or abused, are mandated to report the matter immediately. The statute also states that anyone who reports a case of suspected child abuse is immune from liability in any civil or criminal proceeding resulting from the report unless the reporter has been charged with or is suspected of committing the abuse, or is acting with malice. If school personnel fail to report known or suspected child abuse or neglect, then they have committed a misdemeanor that is punishable under Arizona state law.

Health Information

Wellness Policy

The district has a wellness policy in place and follows the Arizona Nutrition Standards by restricting foods of minimal nutritional value (FMNV) from being served or available on campus during the school day. For more information regarding Nutrition & Wellness, including the Arizona Nutrition Standards, please visit their web site at www.azed.gov/health-nutrition/nutrition-standards/

Food in Classrooms

We are concerned with the safety of our students. We must also comply with the rules and regulations established by the Maricopa County Dept. of Environmental Services, United States Dept. of Agriculture, and Phoenix #1 Governing Board Policy. The guidelines below will help standardize how food is handled and served on all campuses.

- All foods offered must come from a commercial source with an approved Maricopa County Health permit. Examples of approved sources are: supermarket bakery, retail location, or a commercial restaurant.

- All food offered is delivered at proper temperature and unwrapped food is served with a non-latex gloved hand or serving utensil. The cafeteria manager at your school can provide you with non-latex gloves if needed.
- All food offered is being consumed within a reasonable amount of time and is maintained at proper temperature.
- No contact is to be made by a non-gloved hand with any food item that is not pre-wrapped.

Child Nutrition

Phoenix #1 schools are on the national school lunch and breakfast programs. Applications for free and reduced-price lunch are available and distributed to all students at the beginning of school. Meal accounts or cash may be used daily to purchase lunches. Modifications to the menu will be accommodated based on documentation provided by a healthcare provider.

Immunization

Arizona law (A.R.S. 15-871,) (Ref: Board Policy JLCB) requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. With some exceptions, students subject to this requirement who lack documentary proof may enroll but not attend classes until proof is provided.

Proof of immunization is defined as written documentation that includes the type of vaccine administered, the month, day, and year of each immunization and the name of the physician or health agency administering the vaccine, or laboratory evidence of immunity.

Dispensing Medication

For administration of over the counter (OTC) medications to be administered at school, the following procedure must be followed:

- The Emergency Health and Medical Emergency Card (See Part IX – District Forms, page 73) which includes emergency information, health conditions, and permission to treat and administer each medication must be completed and signed by the parent/legal guardian every academic year. A.R.S. §15-344
- An alternate permission form giving school permission to treat and administer each medication is also acceptable.

For administration of prescription medications or OTC medications not listed above, the following procedure must be followed:

- Prescription medication should be scheduled so that it is given at home by the parents. Under certain unusual circumstances, when it is necessary for the child to take prescription medication during school hours, the nurse and principal may cooperate with the family physician if the following requirements are met:
 - The medication must be prescribed by a physician. All prescription medications must be in the original pharmacy container, labeled with the child's name, prescription number, name of medication, dosage and number of times a day to be administered. Non-prescription medications must also be in the original, labeled container with information from the parent/guardian as to the date(s), time(s) and amount(s) to be given. All medications must be supplied by the parent(s)/guardian(s) and will be kept in the school health office. The parent is responsible to bring the medication to the health office, sign the Medication Administration Permission Form. The parent is also responsible for return visits to the doctor, renewal of medication supply, and advising school nurse of any dosage changes. Parent is responsible to pick up remaining medication the last day of school or medication will be properly disposed of by nurse.

Health office personnel have the authority to administer medications, both prescription and non-prescription, to minor students only with written permission from the parent(s) or legal guardian(s). Other school-designated personnel may only administer daily medications and emergency medications (epi-pens and asthma inhalers) if written permission is on file.

- Students are not permitted to carry any medication on school grounds except under the following circumstances:
 - Permission may be granted for students to carry their inhalers or epinephrine injectors during the school day, per parent/guardian request, if the following process has been completed through the nurse's office:
 - Physician's written statement regarding student's medical condition on file in the health office.
 - Nurse's assessment of the student's understanding of medication usage and maturity of student.
 - Completion of an individualized contract with parent/guardian, student, and school nurse signatures.
- Prescription pain reliever medication is NOT given or provided at school.

No medications are administered at school, not even Tylenol, without written permission from a parent or guardian. If required to take medication (cold, allergy, prescription medications, etc.) at school, you must provide the medication along with written permission from your parent/guardian. For prescription medications, See Part IX – District Forms, page 64.

Annual Vision & Hearing Screening

Prescribed glasses need to be in use for a child to be ready to learn. The school nurse will be performing annual screenings for all indicated students. If your child does not pass the vision and/or hearing screening, the screening will be repeated and the nurse will contact the parent to discuss any problems.

School/Parent Notification of Communicable Diseases

For the well-being of all students, parents are expected to contact the school nurse when their student has contracted a communicable disease. Parent alert letters will be sent home when the school becomes aware of exposure.

During the school day, if the school health staff makes the determination that a student is unwell and it is in the best interest of the student that they go home, they will attempt contact of the parent/guardian/ designated emergency contact. See Part IX – District Forms, page 78 – Emergency Health and Medical Emergency Card. If the parent/guardian/emergency contact is not able to be reached, does not respond to the request to pick up their student, or the condition worsens and becomes an emergency, the health staff will summon 911 emergency medical services to safeguard the student's well-being.

Pest Control

The Maintenance and Operations division will notify any school 72 hours before using any pesticide or herbicide. Notifications will include school office, and front door postings.

Insurance

Parents are responsible for their children's insurance. The District does not carry insurance for students' medical or dental costs.

In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are not paid for by the district.

Enrollment Procedures and Promotion/Retention

General Enrollment

Student enrollment consists of providing certain legal documents to help maintain safety and security of all students attending school these include:

- Proof of student birth/ Proof of custody (Ref: Board Policy JF)
- Proof of residency for custodial parent/guardian (Ref: Board Policy JFAA/JFAB)
- Proof of immunizations for the student (Ref: Board Policy JLCB)

The parent or person who has custody shall enroll the child in and ensure that the child attends school for the full time school is in session. In accordance with guidelines adopted by the department of education, school districts and charter schools shall require and maintain verifiable documentation of residency in this state for pupils who enroll in the school district. (ARS 15-802).

If you have difficulty in providing any of these documents, please speak with your school office staff, so they can work with you.

Preschool Enrollment

Parents/Guardians interested in having their children attend Phoenix #1 Preschool need to contact the office of the school they are interested in having their child attend to see if there is space available in the preschool classroom(s) and to obtain a preschool application.

Students need to be four years old by September 1st of the current school year unless they have an identified special learning need. The preschool teacher will contact the parent to set up an appointment to meet and assess the child. Students will be selected based upon academic need which is determined by the results of the assessment. The preschool teacher will contact and notify the parent to enroll their child if there is space available or that the child's name will be placed on a waiting list. The teacher will contact the parent when space becomes available.

Parents will need to submit all necessary paperwork before the child will be admitted into the classroom. Parents need to read Phoenix #1 Preschool Parent Manual and agree to follow all program guidelines.

Phoenix #1 Preschool Programs are licensed by the Arizona Department of Health Child Care Licensure Department.

Phoenix #1 Preschool classrooms are inclusionary having both typically developing children and children with special needs. Three and four year old children with special needs are required to receive special education services. Parents who live in the district and have concerns about their child's development need to contact 602-257-3808.

Open Enrollment

The Phoenix Elementary School District has an open enrollment policy consistent with Arizona state law. Open enrollment is the term that is used for out-of district students applying for Phoenix #1 schools. Parents may pick up enrollment applications at the school site or download them from our website, at www.phxschools.org/students or See Part IX – District Forms, page 52, Open enrollment applications must be submitted each year.

Special Education students applying for Open Enrollment are reviewed by the Director of Student Services prior to acceptance.

Non-Discrimination

No person connected with the Phoenix Elementary School District whether a student, employee or volunteer shall, on the basis of gender, creed, color, race, sexual orientation, homelessness or disabling condition, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any educational program or activity.

Promotion/Retention Policy (Ref: Board Policy IKE)

The District is dedicated to the continuous development of each student. Promotion from year to year will be based upon standards for each basic subject area as identified in the course of study. The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education. In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level. When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful. Retention and/or placement of special education students will be determined by the individualized education program (IEP) on a case-by-case basis.

COMPETENCY REQUIREMENTS FOR PROMOTION OF STUDENTS FROM THIRD GRADE – MOVE ON WHEN READING

Beginning in the school year 2013-2014, Arizona 3rd graders who score in the Falls Far Below category will be retained in 3rd grade at the end of the year. Schools will be required to provide held back students with intensive help so the student can learn to read and progress in school. There are some exceptions to the rule. In accordance with the new law, a school district, governing board or the governing body of a charter school is allowed to promote a pupil who earns an AzMERIT score that falls far below the third grade level for any of the following good cause exemptions:

1. English Language Learners or Limited English Proficient that have received less than two years of English instruction; and
2. Students with disabilities provided that the pupil's individualized education program (IEP) team and the pupil's parent or guardian agree that promotion is appropriate based on the pupil's IEP.
3. Students with medically diagnosed dyslexia.

Appeal of Teacher Decision to Promote, Retain, Pass or Fail a Pupil

Pursuant to Arizona Revised Statutes, a parent or student of majority may appeal to the Board for reconsideration on any placement decision. The parent or guardian and student have the burden of proof to overturn the decision to promote, retain, pass or fail the pupil. It must be demonstrated to the Board that the student has or has not mastered the State Board adopted standards required for the recommended placement. If the Governing Board overturns the decision to retain, a written finding of mastery or non-mastery of the State Board adopted standards must be approved by the Governing Board.



Phoenix Elementary School District #1

...where tradition and innovation merge to create the future.

SAMPLE - First Notice of Retention

School: _____

This is to advise you that _____ is not meeting academic standards. Unless immediate and on-going improvement is shown, there is a strong possibility that your child will be retained in the present grade. Please contact your child's teacher at your earliest convenience.

This letter is to be signed by a parent/guardian and returned to the school. It will be kept on file in the office.

Teacher's Signature / Date

Principal's Signature / Date

Telephone

SAMPLE

Parents:

Please sign this letter and return it to the teacher. The teacher will schedule a conference with you.

Parent's Signature / Date

Student Services

Student Services includes the following divisions: Special Education Program and Child Find; Health Services; Student Records Information & Student Records Request; 504 Plans; Destruction of Records; and Alternative Placements/Long Term Suspensions. For detailed information, please go to phxschools.org/students/special_education/

504 Plans

Students with a documented physical or mental impairment that substantially limits learning, may be eligible for reasonable accommodations under Section 504. Please see the school social worker or contact Student Services for more information.

Special Education Programs (Ref: Board Policy IHB-R)

Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities. This free, appropriate public education refers to special education and related services, described in an Individualized Education Program and provided to the child in the least restrictive environment.

Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help assure that your input is considered.

If you would like a copy of the procedural safeguards notice or a copy of the Phoenix #1 Board Policy, please call the district's Student Services Department (602) 257-3805 or visit the website at phxschools.org/students/special_education/.

If you suspect your school age child is struggling academically, behaviorally, or socially, please contact your child's teacher and/or the Response to Intervention (RTI) Facilitator for information on accessing interventions or additional services to help your child succeed.

ALPS Gifted Learning Opportunities

The Gifted Program at Phoenix Elementary School District #1 is known as ALPS – Accelerated Learning Procedures. The ALPS Program is located at the Monterey Park Learning Center. Gifted students receive instruction one day a week at Monterey Park. Additionally, gifted teachers provide push-in or pull-out services at school sites.

Through enrichment and expansion activities, we help gifted students develop their unique leadership abilities and talents. Our program for gifted students is designed to assist them in the development of their intellectual, emotional and social needs. Diversity is addressed through the use of differentiated and challenging curriculum to create high levels of curiosity for our gifted students.

Testing is offered three times each year as follow: **First Trimester** – Mass Screening of new students (grade levels 1-8); **Second Trimester** – 1st – 8th students; **Third Trimester** – Kindergarten. All gifted testing takes place during the school day by trained testing technicians. Testing accommodations are made for students with disabilities according to the student's IEP, and Section 504 Accommodation Plans.

Parent, students, teachers, school administrators and Special Education staff members may nominate students for gifted testing. Parent permission is required for individuals nominated for gifted testing.

A “gifted child” means a child who is 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 special instruction or special ancillary services, or both, to achieve at levels commensurate with his/her intellect and ability. ARS 15-779.2

Approximately 3% of the population qualifies for gifted services. Recommendations for screening can be made by contacting the school office or the Coordinator of Gifted Services (602) 257-6342.

Preschool Childfind

If you think your preschool-age child may have developmental delays in speech/language, motor, cognitive, social-emotional and/or adaptive areas, please call Student Services Preschool at (602) 257-3808 to make an appointment for a developmental screening.

If your child is between birth to 2.6 years of age and you feel there are delays, contact Arizona Early Intervention Programs (AzEIP) at (602) 253-1620 to consider your concerns.

Student Records Information (Ref: Board Policy JR-R)

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for a parent's right to inspect, review and seek correction of a child's educational records. Copies of this policy are on file in each school office and at the District Office and are available on the website for the US Department of Education at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

If you wish to review your child's record, you may request the school principal to set up a convenient time for such a review. If your child is enrolled in a special education program, you should contact the Director of Student Services to arrange such a review. The district will comply with your request as soon as possible.

If, when reviewing the records, you feel that the information on your child is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request the deletion or modification of the records or enter into the records your own statements of clarification or explanation.

Upon reaching the age of 18, a student has all of the legal rights and responsibilities previously given to a parent or legal guardian. Parents who claim a student 18 years or older as a dependent, may still have access to all records. To request records, the student may release their records to an authorized representative in the form of a notarized written statement.

Request for Student Records

Student records may be released to authorized district personnel or another school that the student wishes to attend. If the student is a minor (17 years of age or younger), the parent(s) or legal guardian must provide legal documentation verifying relationship to the student and present a government issued picture identification along with a written request. If the student is an adult (18 years of age or older) they must present a government issued picture identification verifying identify and submit a written request. If the student is an adult and unable to request records in person, the student may release their records to an authorized representative in the form of a notarized written statement.

Destruction of General Education Records

Pursuant to ARS § 39-121.01, the district destroys all general education records on students four (4) years after the student's last date of attendance. The district maintains a permanent record of the student's name, date of birth, place of birth, gender, parents and/or legal guardian's name, and record of attendance.

Destruction of Special Education Records

Pursuant to ARS § 41-1347, the district destroys all psychological and special education records on students five (5) years after the student's last date of attendance. The district maintains a permanent record of their special education services with the student's name, date of birth, ethnicity and special education eligibility.

Directory Information

Directory information may be gathered and issued for each student. This information includes, but is not limited to: student's name, address, telephone number, date and place of birth, electronic email address, photo; yearbook information such as major field of study, dates of attendance, school organizations and awards received; sports information such as height and weight. If there is personal information that you DO NOT wish to have included in directory information, indicate that request on the FERPA (Annual Notice for Disclosure of Student Directory Information). (See Part IX – District Forms, pages 49-50)

The releasing of directory information to any agency with a profit motive is prohibited unless specific approval of the Governing Board is granted.

Transportation

Bus Information

The Governing Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective IEP
- Students living outside a one (1) mile radius of the school unless crossing a major street where hazardous or difficult routes exist and where other arrangements cannot be provided.
- Students enrolled in special programs
- Students who qualify for transportation under the McKinney-Vento Homeless Assistance Act
- Phoenix #1 district residents that choose to attend 7th/8th grade outside the attendance zone.

The school bus is an extension of the school day and the same rules apply regarding discipline and general conduct. Additionally, students must remain properly seated, keep the aisle clear and ensure that all parts of their body (e.g., hands, heads, etc.) remain inside the bus. Specific rules regarding school bus conduct are posted on each bus and available from each school. Violations of rules or safety are grounds for denial of bus transportation privileges/discipline.

Field Trips

Parent-signed permission slips are required for student participation on field trips. Chaperones will be assigned by the teacher on the trip. All school rules apply while students are on field trips.

Transportation Bus Rules

“BE SURE TO KEEP YOUR RIDING PRIVILEGE!”

1. Cooperate with the driver and listen to their instructions.
2. Stay seated at all times.
3. Keep food, drink and belongings in your backpack.
4. Keep the bus clean and graffiti free.
5. Keep head, hands, feet, and objects inside the bus at all times.
6. Use inside voices.
7. Be courteous, use appropriate language.
8. Be on time to the bus before and after school.

(See page 31 for Bus Behavior Flowchart)

Discipline

Part III - Discipline

Discipline On & Off Campus

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843 and A.R.S. 15-341.14. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may include a wide range of penalties that may be imposed for violations. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

Principals, teachers and staff members are authorized to temporarily remove a student from a class. A staff member may temporarily remove a student to the principal, or to a person designated by the school administrator, in accordance with:

- Rules established for the referral of students.
- The conditions of A.R.S. 15-841, when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

Information concerning a student's disciplinary record will be held in confidence. Disclosure of records will only be done with parent consent except as required by FERPA or authorized agencies. Only authorized staff will have access to student disciplinary files. Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student, and entered into the student information system.

Threatening an Educational Institution

Threatening an educational institutional means to interfere with or disrupt an educational institution as found in ARS 15-841 and 13-2911. A student who is determined to have threatened an educational institution may be expelled from school for at least one (1) year. The District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the consequences of the threat. The District may require the student's parent(s)/guardian(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Jurisdiction During/After School Hours

The Phoenix Elementary School District may pursue disciplinary action against students for trespassing violations and acts of vandalism to district/school facilities and property when occurring during or after school hours, weekends, holiday breaks and summer recess. Restitution will be sought for property damage and loss.

Hazing

Hazing is prohibited. A student may be involved in an initiation ONLY when the activity has received the express approval of the principal and is properly supervised. All initiations that might involve verbal, physical, sexual, or any other actual or threatened abuse are absolutely prohibited. Initiations related to any school club, athletic team, or other group is subject to the above prohibitions, whether or not the conduct occurs on school grounds.

Drug-Free Zone

Drug Free Zone includes off-campus (ARS §15.341.14 'to and from') consumption prior to being on District property, at a District function or at a school-sponsored activity. It also includes use, possession or distribution of drug paraphernalia, imitations of non-prescribed drugs, narcotics and other noxious substances.

The sale and/or distribution of any unauthorized controlled substances to other students at school, at school activities or on any District property or within the defined bounds of the drug free school zone shall result in a recommendation for an expulsion hearing. This includes use, possession, distribution or sale of tobacco, alcohol, drugs, controlled substances, narcotics paraphernalia, any non-prescribed drug (i.e. steroids, creatine, supplements, etc.) or any other illegal contraband on district property and /or at school sponsored activities.

Electronic Devices

Phoenix Elementary School District #1 acknowledges the importance of electronic communication between students and parents before and after school. Additionally, the school recognizes that instructional time is precious and must be protected from unnecessary disruption. For this reason, personal electronic devices including ear buds and headphones may not be seen or used during the school day, *unless with teacher permission within a classroom*. Otherwise, they be **turned off and packed away in backpacks** before entering the front gate and during the entire school day. The District is not responsible for and will not investigate damaged/lost/stolen personal electronic devices. The District will follow the Phoenix #1 Handbook for Student Success with regards to inappropriate or disruptive use of personal electronic devices. Please review the handbook so that you and your child are aware of the policy as violations of the policy will likely fall under the category of "Electronic Devices (Improper Use)".

Personal electronic devices that are not turned off and packed away in backpacks during the school day will be confiscated and turned into the office. In most cases, your child may pick up the confiscated item at the end of the school day. If this behavior is repetitive (defined as three separate incidents or more), a parent will be required to pick up the confiscated item and the student may face disciplinary action. Again, we ask that you please review the Phoenix #1 Handbook for Success as violations of this type will likely fall under the category of "Defiance, Disrespect Toward Authority, & Non-Compliance".

Please assist us in keeping our learning environment free from distractions. When it is necessary for your child to contact you during the day, he or she may access a school phone. If it is necessary for you to get an important message to your child during the school day, you may contact our office and our staff will relay the message to your child.

School & Student Property/Search & Seizure (Ref: Board Policy JIH)

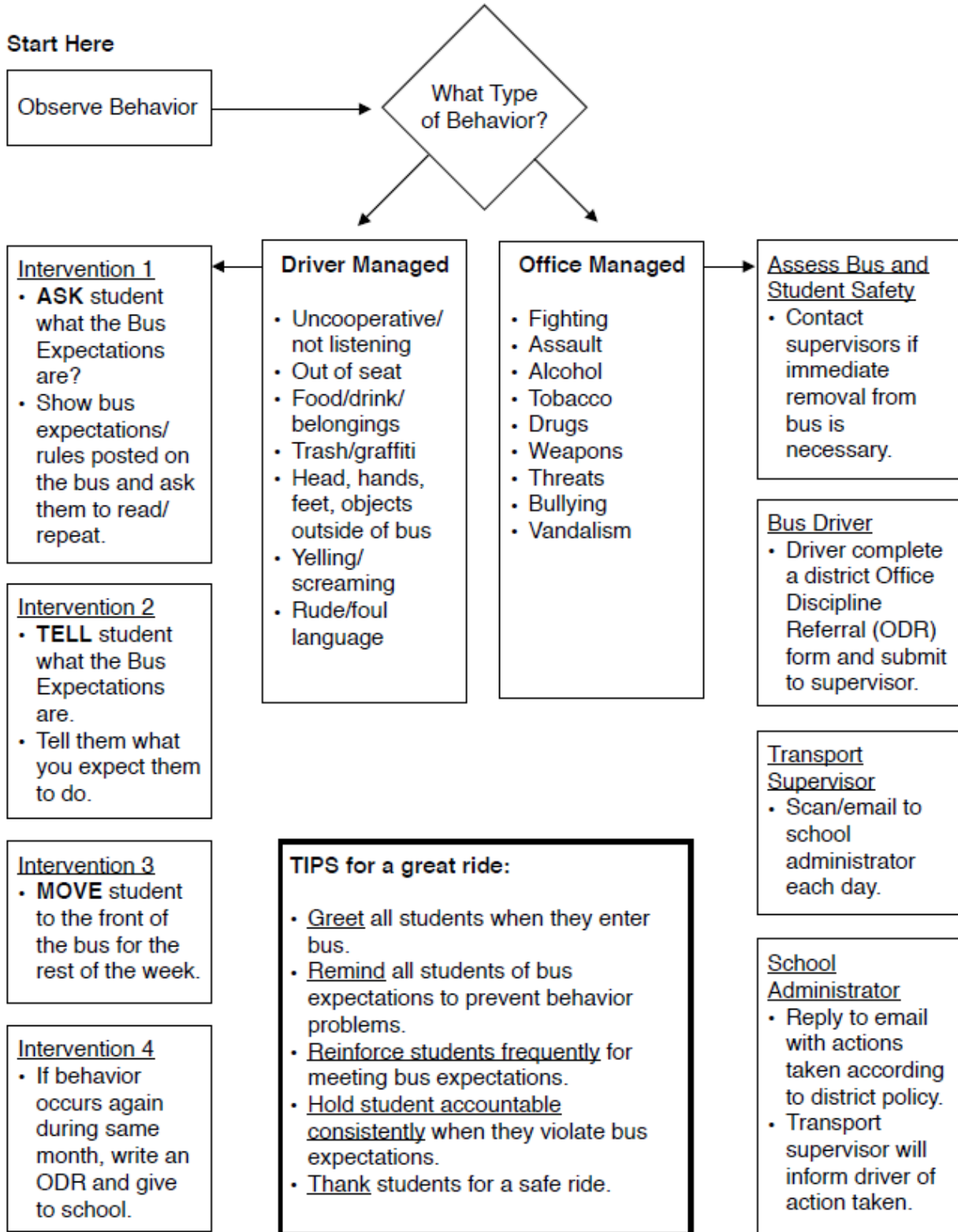
Student lockers, desks, school textbooks and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, desks, books and other property and equipment. Inspections of lockers and desks may be conducted by school authorities at any time without a search warrant or student consent. This may include the use of canine searches of lockers.

Personal items that are not considered necessary for the student's educational experience should be left at home, as the school cannot assume responsibility for these items.

The Phoenix Elementary School District is not responsible for the safe keeping of your personal items nor does the district assume responsibility for your lost or stolen property. Any personal item (i.e. technological items or devices not otherwise approved, toys or dangerous items.) which causes a disturbance or interferes with learning should not be brought on campus and may be taken from you and may or may not be returned. When there is reasonable suspicion to believe that some material has been missing or stolen or may be detrimental to the health, safety and welfare of others, a search may be conducted of his/her personal property including backpacks, cell phones, and clothing pockets.

The use of school property after hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited.

Bus Behavior Flowchart



Revised 4/28/14

Disciplinary Action Chart

Definition of Disciplinary Action Chart

This chart reflects the minimum and maximum action for first offense and repeated offenses. Please note that there are a variety of actions that may be taken between the minimum and maximum that are not reflected in the chart. Some examples of other actions include; loss of privileges, detention, suspension, community service, parent(s)/guardian(s) contact.

The action for any violation will be determined by the administrator. The range of actions provides the administrators with the flexibility to administer disciplinary actions that are appropriate for the developmental level and/or age of the child and the severity of the violation.

Suspension can be either in school or out of school based on the nature of the violation.

*Reported to ADE, **Mandated to report to local law enforcement, also ADE

Minimum and Maximum Disciplinary Actions

| VIOLATION | RANGE | ACTION TO BE TAKEN | |
|---|---------|-----------------------|-----------------------|
| | | FIRST OCCURENCE | REPEATED OCCURENCES |
| Aggressive Act - Minor | Minimum | Conference | Detention |
| | Maximum | Detention | Short Term Suspension |
| Alcohol Violation* | Minimum | Conference | Short Term Suspension |
| | Maximum | Long Term Suspension | Expulsion |
| Arson of a Structure or Property * | Minimum | Conference | Short Term Suspension |
| | Maximum | Long Term Suspension | Expulsion |
| Arson of an Occupied Structure ** | Minimum | Short Term Suspension | Short Term Suspension |
| | Maximum | Expulsion | Expulsion |
| Assault * | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Expulsion |
| Assault - Aggravated ** | Minimum | Short Term Suspension | Long Term Suspension |
| | Maximum | Long Term Suspension | Expulsion |
| Bullying * | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Expulsion |
| Burglary/Breaking & Entering | Minimum | Short Term Suspension | Short Term Suspension |
| | Maximum | Long Term Suspension | Long Term Suspension |
| Cheating | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Combustible | Minimum | Parent Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Contraband | Minimum | Conference | Conference |
| | Maximum | Short Term Suspension | Short Term Suspension |

Minimum and Maximum Disciplinary Actions

| VIOLATION | RANGE | ACTION TO BE TAKEN | |
|---|---------|-----------------------|-----------------------|
| | | FIRST OCCURENCE | REPEATED OCCURENCES |
| Defiance, Disrespect Towards Authority, & Non-Compliance | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Disorderly Conduct | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Expulsion |
| Disruption | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Dress Code Violation | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Drug Possession/Use (Indicate Prescription or Illicit)** | Minimum | Short Term Suspension | Short Term Suspension |
| | Maximum | Long Term Suspension | Long Term Suspension |
| Drug Providing/Sale (Indicate Prescription or Illicit)** | Minimum | Short Term Suspension | Long Term Suspension |
| | Maximum | Long Term Suspension | Expulsion |
| Drug Paraphernalia | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Drug - Substance Represented as Illicit | Minimum | Conference | Short Term Suspension |
| | Maximum | Detention | Short Term Suspension |
| Electronic Devices (Improper Use) | Minimum | Conference | Conference |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Endangerment * | Minimum | Conference | Long Term Suspension |
| | Maximum | Detention | Long Term Suspension |
| Extortion * | Minimum | Conference | Short Term Suspension |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Fighting * | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Fire Alarm Misuse ** | Minimum | Parent Conference | Short Term Suspension |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Forgery | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Gambling | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Gang/Negative Group Affiliation | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Expulsion |
| Graffiti or Tagging | Minimum | Conference | Conference |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Harassment, Nonsexual * | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |

Minimum and Maximum Disciplinary Actions

| VIOLATION | RANGE | ACTION TO BE TAKEN | |
|--|---------|-----------------------|-----------------------|
| | | FIRST OCCURENCE | REPEATED OCCURENCES |
| Harassment, Sexual * | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Harassment, Sexual with Contact * | Minimum | Conference | Conference |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Hate/Bias Related Incidents | Minimum | Conference | Conference |
| | Maximum | Long Term Suspension | Expulsion |
| Hazing * | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Indecent Exposure or Public Sexual Indecency * | Minimum | Parent Conference | Short Term Suspension |
| | Maximum | Long Term Suspension | Expulsion |
| Language, Inappropriate | Minimum | Conference | Detention |
| | Maximum | Detention | Long Term Suspension |
| Leaving School Grounds without Permission | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Lying | Minimum | Conference | Conference |
| | Maximum | Detention | Short Term Suspension |
| Plagiarism | Minimum | Conference | Detention |
| | Maximum | Detention | Short Term Suspension |
| Pornography | Minimum | Parent Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Profanity/Verbal Abuse | Minimum | Conference | Conference |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Public Display of Affection | Minimum | Conference | Detention |
| | Maximum | Detention | Short Term Suspension |
| Recklessness | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Robbery * | Minimum | Conference | Short Term Suspension |
| | Maximum | Long Term Suspension | Expulsion |
| Robbery, Armed** | Minimum | Conference | Short Term Suspension |
| | Maximum | Expulsion | Expulsion |
| Rough housing/Play Fighting | Minimum | Conference | Conference |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Sexual Abuse/Sexual Conduct with Minor/Child Molestation ** | Minimum | Parent Conference | Short Term Suspension |
| | Maximum | Long Term Suspension | Expulsion |
| Tardy | Minimum | No Action | No Action |
| | Maximum | Conference | Detention |

Minimum and Maximum Disciplinary Actions

| VIOLATION | RANGE | ACTION TO BE TAKEN | |
|--|---------|-----------------------|-----------------------|
| | | FIRST OCCURENCE | REPEATED OCCURENCES |
| Technology - Improper use of Telecommunication Device | Minimum | Conference | Conference |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Theft, Petty | Minimum | Restitution | Restitution |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Threat, Bomb ** | Minimum | Short Term Suspension | Short Term Suspension |
| | Maximum | Expulsion | Expulsion |
| Threat, Chemical or Biological ** | Minimum | Short Term Suspension | Short Term Suspension |
| | Maximum | Expulsion | Expulsion |
| Threat or Intimidation | Minimum | Conference | Detention |
| | Maximum | Long Term Suspension | Long Term Suspension |
| Tobacco Violation * | Minimum | Conference | Short Term Suspension |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Trespassing | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Truancy | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Unexcused Absence | Minimum | Parent Notification | Parent Notification |
| | Maximum | Parent Conference | Citation |
| Vandalism of Personal Property * | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Vandalism of School Property * | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Verbal Provocation | Minimum | Conference | Detention |
| | Maximum | Short Term Suspension | Long Term Suspension |
| Weapons - Dangerous Items * See Violation Definition | Minimum | Conference | Short Term Suspension |
| | Maximum | Short Term Suspension | Expulsion |
| Weapons - Firearms ** See Violation Definition | Minimum | Short Term Suspension | Long Term Suspension |
| | Maximum | Expulsion | Expulsion |
| Weapons - Firearm - Simulated | Minimum | Conference | Conference |
| | Maximum | Short Term Suspension | Short Term Suspension |
| Weapons - Other ** | Minimum | Detention | Short Term Suspension |
| | Maximum | Short Term Suspension | Expulsion |

Due Process and Appeals (Ref: Board Policy JKD, JKE)

The purpose of this statement is to assure due process rights for students involved in disciplinary action in the Phoenix Elementary School District, as dictated by the United States Constitution as interpreted by the court. Every student is entitled to due process before he/she may be suspended or expelled. Each school is to establish its due process procedure within the following guidelines.

Due Process Policy

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the local school administration. In every incident, a written report of the alleged violation must be prepared by the person(s) initiating the referral. The report must include the time, place, observed behavior, names of witnesses, description of violation, etc., and be delivered to an administrator within 1 school day of the referring person's first knowledge of the alleged violation. A conference will be held with the student by the administrator to determine what actions should be taken.

Student may be permanently removed from a teacher's class, per teacher's request and approval from a Site Placement Review Committee. The committee will include the Principal, Social Worker, Teacher on Assignment, School Psychologist, and Director of Student Services. Student will then be reassigned to another teacher's classroom. (In the case of a student with a disability, the placement review committee will defer to the IEP team). A.R.S. 15-841-J the Governing Board, at its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

Definition of Offenses

Part IV - Definition of Offenses

Definitions Provided by Arizona Safe Accountability for Education (AzSAFE)

AzSAFE is an initiative to improve the collection, use, and reporting of safety and discipline incident data. The School Safety and Prevention unit of the Arizona Department of Education (ADE), in partnership with the Exceptional Student Services section, has embarked upon this effort to assist in creating and maintaining safe environments, improving school climate, and ultimately increasing student achievement.

THIS LIST IS NOT ALL-INCLUSIVE

A student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the school administrator or superintendent.

AGGRESSIVE ACT – MINOR

Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.

ALCOHOL VIOLATION

- (Possession/Use) Using, under the influence of, in possession of or intent to be in possession of alcoholic beverages or any substance being represented as alcohol.
- (Providing/Selling) Giving, selling, offering, providing or intending to provide alcoholic beverages or any substance being represented as alcohol.

ARSON (Structure/Property)*

Intentional burning of property belonging to the school, school personnel, or another person on campus

ARSON (Occupied Structure)

Intentional burning of property in which one or more human beings either is or is likely to be present.

ASSAULT

Intentionally, knowingly or recklessly causing any physical injury to another person; placing another person in reasonable apprehension of imminent physical injury; or touching another person with the intent to injure, insult or provoke such person.

ASSAULT – AGGRAVATED

Causing serious physical injury to another; using a deadly weapon or dangerous instrument; person eighteen years

of age or older committing the assault, upon a child fifteen years or under; and/or knowing that the victim is a peace officer, teacher or other district employee.

BULLYING

Repeated acts over time, involving a real or perceived imbalance of power. Bullying occurs whenever a student treats another abusively or threatens another through actions or statements that are reasonably interpreted as a serious expression of a purpose to inflict harm. Bullying may include, but is not limited to:

- Physical harm to another student by pushing, hitting, kicking, spitting or stealing;
- Verbal harm to another student making threats, taunting, teasing or name calling;
- Psychological harm to another student by social exclusion, spreading rumors, or manipulating social relationships;
- Cyber bullying involves using the Internet, cell phones or other electronic devices to send or post texts or images intended to hurt or embarrass another person.

(See Part IX – District Forms, page 79, for Bullying Reporting and follow-up services forms.)

BURGLARY OR BREAKING AND ENTERING

A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of school buildings or grounds.

CHEATING OR PLAGIARISM

Taking someone else's work for one's own, practicing fraud or deception with relation to school work or responsibilities or using electronic devices to

inappropriately retrieve or disseminate classroom information.

COMBUSTIBLES

Possessing a substance or object that is readily capable of causing bodily harm or property damage (i.e., matches, lighters, firecrackers, snap caps, poppers, stink/smoke bombs, and lighter fluid).

CONTRABAND

Items stated in school policy as prohibited because they may disrupt the learning environment.

DEFIANCE, DISRESPECT TOWARDS AUTHORITY, & NON-COMPLIANCE

Refusal to follow directions, talks back, or delivers socially rude interactions.

DISORDERLY CONDUCT

Use of profanity, obscene behavior, unsafe behavior or any conduct which is in any way disruptive to the educational process of the school.

DISRUPTION

Engaging in behavior causing an interruption in a class or activity. Includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.

DRESS CODE VIOLATION

Wearing clothing/apparel that does not fit within the dress code guidelines stated by school or district policy.

DRUG VIOLATION (Possession/Use)

The unlawful use, possession or intent to possess, any controlled drug or narcotic substance, or substances represented as such, or equipment used for preparing or taking drugs or narcotics. Includes being under the influence of drugs. Includes the inappropriate possession/ use of over-the-counter medications. This category does not include tobacco or alcohol.

DRUG VIOLATION (Providing/Selling)

Giving, selling, offering, providing, or intent to provide any controlled drug or narcotic substance, or substances represented as such, or equipment used for preparing or taking drugs or narcotics. Includes providing/selling of over-the-counter medications. This category does not include tobacco or alcohol.

ELECTRONIC DEVICES (Inappropriate Use)

This includes cell phones ('sexting'), camera phones, cameras, video cameras, and iPods.

ENDANGERMENT

Recklessly endangering another person with a substantial risk of physical injury or imminent death.

EXTORTION

Knowingly obtaining or seeking to obtain property or services by means of a threat to inflict harm in return for protection.

FIGHTING

Mutual participation in an incident involving physical violence, where there is no major injury.

FIRE ALARM MISUSE

Intentionally activating fire alarm when there is no fire.

FORGERY

Falsely and fraudulently making or altering a document.

GAMBLING

Participating in games of chance for the purpose of exchanging money or something of value.

GANG ASSOCIATION OR GANG ACTIVITY OR NEGATIVE GROUP AFFILIATION

Gangs which initiate or advocate activities which threaten the safety and well-being of persons or property on school campuses are dangerous and are in opposition to the purpose for which the school is operated. A gang is a group of people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies;
- Exhibit antisocial behavior – may be associated with crime or a threat to the community.

GANG CLOTHING, SYMBOLS, PARAPHERNALIA

The wearing of hats, bandanas, tattoos and/ or other clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.

GRAFFITI OR TAGGING

Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.

HARASSMENT (Non-sexual)

Anonymously or knowingly communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. Continues to follow/stalk another person in or about school for no legitimate purpose after being asked to desist. Harassment may include but not limited to behavior or

innuendoes – spoken, written, or graphic related to gender, race, color, religion, national origin, or disability, which may include, but is not limited to, implied or overt threats, intimidation, demeaning jokes, taunting, slurs, derogatory remarks, or nicknames.

HARASSMENT (Sexual)

U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:

Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance.

HARASSMENT (Sexual with contact)

Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.)

HATE/BIAS RELATED INCIDENTS:

An incident is considered bias/hate related when one could reasonably conclude that it was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Such characteristics include but are not limited to age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation. Demeaning another student through taunting, writing, or artwork, or being habitually cruel with the express purpose of embarrassing, humiliating, or demeaning the victim in front of his/her peers or affecting the victim's self-perception in a negative way.

HAZING (Ref: Board Policy JICFA-EB) A.R.S 15-2301

Any intentional, knowing or reckless act committed by a student(s), against another student(s), which contributes to or causes a substantial risk of potential physical injury, mental harm or degradation in connection with an initiation, affiliation or maintenance of membership in any organization.

INDECENT EXPOSURE OR PUBLIC SEXUAL INDECENCY

Exposing body parts in front of another person.

LANGUAGE – INAPPROPRIATE

Delivering verbal messages that include swearing, name calling, or use of words in an inappropriate way.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION/CLOSED CAMPUS

Leaving school grounds or being in an "out of-bounds" area during regular school hours without permission of school officials.

LYING

Making an untrue statement with intent to deceive or create a false or misleading impression.

PLAGIARISM

Taking someone else's work for one's own, practicing fraud or deception with relation to school work or responsibilities or using electronic devices to inappropriately retrieve or disseminate classroom information.

PORNOGRAPHY

Using sexually explicit depiction of persons, in words or images to elicit significant sexual arousal of others.

PROFANITY/VERBAL ABUSE

Students are prohibited from using vulgar, profane, and/or racist language or gestures. Students are also prohibited from displaying or being in possession of obscene or inappropriate material. Students are also prohibited from using language or gestures that may incite another person or other people to fight.

PUBLIC DISPLAY OF AFFECTION

Holding hands, kissing, sexual touching or other displays of affection in violation of school policy.

RECKLESSNESS

Unintentional, careless behavior that may pose a safety or health risk for others.

ROBBERY

Using force or threatening to use force to commit a theft or while attempting to commit a crime.

ROBBERY – ARMED

Is armed with a deadly weapon or simulated weapon or uses threats to use a deadly weapon in the course of a robbery.

ROUGHHOUSING/PLAY FIGHTING

Non-serious but inappropriate physical contact (i.e., hitting, poking, pulling, pushing) including boisterous play or behavior.

SEXUAL ABUSE OR SEXUAL CONDUCT WITH A MIONOR OR CHILD MOLESTATION

Reference A.R.S. §13-1404. Sexual abuse; classifications - A.,

A.R.S. §13-1405. Sexual conduct with a minor; classifications - A., and

A.R.S. §13-1410. Molestation of child; classification - A.

TARDY

Arriving at school or class after the scheduled start time.

TECHNOLOGY (Improper use of Computer, Network Infraction, and Improper Use of Telecommunication Device)

Reference General Policies, page 17 of the Handbook for Student Success.

THEFT (Petty)

Taking or attempting to take money or property belonging to another person or the school.

THREAT - BOMB

Threatening to cause harm using a bomb, dynamite, explosive or arson-causing device.

THREAT – Chemical or Biological

Threatening to cause harm using dangerous chemicals or biological agents.

THREATS OR INTIMIDATION

Indicating, by word or conduct, the intent to cause physical injury or serious damage to a person or their property.

Intimidation through physical proximity with the intent of instilling fear;

TOBACCO VIOLATION

Use, possession, or intent to possess, tobacco products of any kind. Students are not permitted to be in possession or to use tobacco products, rolling papers, lighters, paraphernalia, and or matches on or near school property or at school-sponsored events.

TRESPASSING

Entering or remaining on a school campus or district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and those who have been directed by a school official to leave the premises.

TRUANCY/UNEXCUSED ABSENCE

Not in attendance for an entire day and does not have an acceptable excuse.

VANDALISM – PERSONAL OR SCHOOL PROPERTY

Willful destruction or defacement of personal or school property.

VERBAL PROVOCATION

Use of language or gestures that may incite another person or other people to fight

WEAPONS – DANGEROUS ITEMS (billy club, brass knuckles, explosives, lighter, knife, etc.)

Anything which is used, attempted to be used or threatened to be use that is readily capable of causing death or serious physical injury.

WEAPONS – FIREARMS

Any loaded or unloaded handgun pistol, revolver, rifle, shotgun or other weapon that will expel.

WEAPONS – SIMULATED Firearm

Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile or toy version or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm

WEAPONS (Other) POSSESSION AND/OR USE

Bringing/possessing on school campus any weapon, including on the person, in a backpack, locker or automobile or anywhere else. Using or threatening to use any weapon to inflict harm on another person.

Phoenix #1 School Board Policies – Appendix A

Part V – Phoenix #1 School Board Policies – Appendix A

Student Suspension / Expulsion / Due Process Rights (Ref: Board Policy JKD, JKE)

The Governing Board regards the use of out-of-school suspension or expulsion as an extraordinary step, which shall be utilized only when other means of bringing acceptable behavior have failed or the nature of the offense is so serious it endangers the health, welfare, or safety of other students or school personnel. Schoolwork missed due to suspension must be made up and full credit earned.

The authority to suspend a student for up to and including nine days after an informal hearing is held rests with the Superintendent or designee. Each suspension shall be reported to the Governing Board within five days [A.R.S. 15-843(I) (K)].

A recommendation to expel shall be determined by the principal and forwarded to the Superintendent. The authority to expel rests with the Board. All expulsions requested shall have supporting data indicating the required due-process procedures.

All students and their parents have the right to a hearing to review all charges and proposed punishment in disciplinary matters.

Authority to Suspend (Ref: Board Policy JKD, JKE, JIA)

The authority to suspend a student for up to nine days, after an informal hearing is held, rests with the Superintendent and/or their designee (principal). If a danger to students or staff members is present, the principal may immediately remove the student from school. The school will contact parents prior to removing the student from campus and will communicate with parents for a follow-up hearing as soon as practicable. The person imposing it shall report each suspension to the Governing Board, within five days. (A.R.S. 15-843).

Short Term Suspension Procedures (Ref: Board Policy JKD)

Suspension for ten (10) days or less:

Step 1: The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be asked for an explanation of the situation.
- The authorized District personnel shall make reasonable efforts to verify the facts and statements prior to making a judgment.

Step 2: Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to nine days.
- Other disciplinary alternatives to be determined by the school administrator.
- Exonerate the student.
- Suspend the student for nine days pending a recommendation that the student be given a long-term suspension or expulsion or both.
- When Suspension is involved:
- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

NOTE: A suspended/expelled student may not attend any school activities regardless of their location.

NO APPEAL IS AVAILABLE FOR A SHORT-TERM SUSPENSION

Long Term Suspension/Expulsion procedures (Ref: Board Policy JKD)

Suspension for over ten (10) days:

Step 1: If the offense is one that could result in a suspension of over ten days, in addition to Steps 1 and 2 of the short-term suspension procedures, the Superintendent/ Designee will set up and conduct a formal hearing.

During the period of time between the alleged misconduct and the day of the hearing, the student may remain in school unless it has been determined by the appropriate administrator that he/she is a clear and present danger to him/herself or others.

Step 2: Written notice to the parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five working days prior to the formal hearing describing:

1. The charges and the rule or regulation violated.
2. The extent of punishment being considered.
3. Designation of District Witnesses.
4. The date, time, and place of the hearing.
5. The rights of the student to be represented by counsel and to have witnesses present.

Step 3: A formal hearing will be held, during which the student will be informed of the following:

1. Nothing in these procedures shall be construed to prevent the students who are subject to the actions and their parents or legal guardians and legal counsel from attending any executive session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's request.
2. Notice must be given to the appropriate district administrator at least 48 hours before the hearing if the student or his/her parent(s)/guardian shall have an attorney or other representative present. At the conclusion of the hearing, the hearing officer may render a decision immediately or notify the parent(s)/guardian and the student within 48 hours in any event. The notification shall be made by certified and regular mail.

*For students protected under Individuals with Disabilities Education Act (IDEA), the IEP or 504 Team shall convene a manifestation determination meeting within 10 days of the initiation of the disciplinary action. Suspension for students with IEPs and/or 504s need not be consecutive days; they may be cumulative over the school year.

Note: Additional information is available in Board Policy JKD.

Suspension and Expulsion of Students with Disabilities

Students placed in special education programs will be expected to abide by the rules of conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of I.D.E.A. and state statutes.

Appeals Process

Parent(s)/guardian have 5 school days to appeal a long-term suspension. This appeal should be written to the Director of Student Services indicating violations of due process during the long term suspension hearing or any new evidence not presented during the hearing.

The Director of Student Services shall review the evidence and respond to the parent(s)/guardian appeal within 5 school days of receipt of the appeal letter.

Student Discipline History

Students and parents are advised that the District may take into account prior referrals or disciplinary actions at any other school or grade level when determining an appropriate consequence for a violation of the District's code of conduct. Upon transfer of a student to another school within the District, the transmitting the student's complete record of prior disciplinary reports, including those incidents in which no formal disciplinary action was taken. In the event that a student is referred for disciplinary action for violation of school or district policies, the school shall take into consideration all prior disciplinary referrals and/or actions taken at the student's current and previous schools when determining an appropriate consequence for the current referral.

Arizona Laws – Appendix B

Part VI - Arizona Laws Pertaining to Attendance, Assault, Expulsion, Threats and Bullying

Attendance

§15-803

School attendance; exemptions; definitions

1. It is unlawful for any child between six and 16 years of age to fail to attend school during the hours school is in session, unless excused pursuant to section 15-803.
2. A child who is habitually truant or who has excessive absences may be adjudicated as an incorrigible child. Absences may be considered excessive when the number of absent days exceeds 10 percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
3. As used in this section:
 - a. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
 - b. "Truant" means an unexcused absence for at least one class period during the day.
 - c. "Truant child" means a child who is between six and 16 years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Assault

§13-1203

Assault; Classification

1. A person commits assault by:
 - a. Intentionally, knowingly or recklessly causing any physical injury to another person; or
 - b. Intentionally placing another person in reasonable apprehension of imminent physical injury; or
 - c. Knowingly touching another person with the intent to injure, insult or provoke such person.

2. Assault committed intentionally or knowingly pursuant to subsection A, paragraph 1 is a class 1 misdemeanor. Assault committed recklessly pursuant to subsection A, paragraph 2 is a class 2 misdemeanor. Assault committed pursuant to subsection A, paragraph 3 is a class 3 misdemeanor.

§13-1204

Aggravated Assault, Classification

1. A person commits aggravated assault if the person commits assault as defined in §13-1203 under any of the following circumstances: 8(d). If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of his/her professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.
2. Aggravated assault pursuant to subsection A, paragraph 1 or 2 of this section is a class 3 felony except if the victim is under fifteen years of age in which case it is a class 2 felony punishable pursuant to §13-705. Aggravated assault pursuant to subsection A, paragraph 3 of this section is a class 4 felony. Aggravated assault pursuant to subsection A, paragraph 9 subdivision (b) or 10 of this section is a class 5 felony. Aggravated assault pursuant to subsection A, paragraph 4, 5, 6, 7 or 8 or paragraph 9 subdivision (c) of this section is a class 6 felony.

Expulsion & Suspension

§1S-841

Responsibilities of pupils: expulsion; alternative education programs; community service; placement review committee

1. Pupils shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with rules adopted by the school district governing board. A teacher may remove a pupil from the classroom if either of the following conditions exists:
 - a. The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
 - b. The teacher has determined that the pupil's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
2. A pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section 13-105, use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section 15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.
3. A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.
4. A school district may annually or upon the request of any pupil or the parent or guardian review the reasons for expulsion and consider readmission.
5. As an alternative to suspension or expulsion, the school district may reassign any pupil to an alternative education program if good cause exists for expulsion or for a long-term suspension.
6. A school district may also reassign a pupil to an alternative educational program if the pupil refuses to comply with rules, refuses to pursue the required course of study or refuses to submit to the authority of teachers, administrators or the governing board.
7. A school district or charter school shall expel from school for a period of not less than one year a pupil who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. This subsection shall be construed consistently with the requirements of the Individuals With Disabilities Education Act, 20 United States Code Sections 1400 through 1420. For the purposes of this subsection:
 - a. "Expel" may include removing a pupil from a regular school setting and providing educational services in an alternative setting.
 - b. "Firearm" means a firearm as defined in 18 United States Code Section 921.

Threats

§13-2911

Interference with or disruption of an educational institution; violation; classification; definitions

1. A person commits interference with or disruption of an educational institution by doing any of the following:
 - a. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:
 - i. Threatening to cause physical injury to any

- employee or student of an educational institution or any person on the property of an educational institution.
 - ii. Threatening to cause damage to any educational institution, the property of any educational institution, or the property of any employee or student of an educational institution.
 - b. Intentionally or knowingly entering 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.
 - c. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.
- 2. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.
- 3. The chief administrative officer of an educational institution or an officer or employee designated by the chief administrative officer to maintain order may order a person to leave the property of the educational institution if the officer or employee has reasonable grounds to believe either that:
 - a. Any person or persons are committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
 - b. Any person has entered on the property of an educational institution for the purpose of committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.

- c. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 1 of this section is a Class 6 felony. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 2 or 3 of this section is a Class 1 misdemeanor.

Anti-Bully Provisions

§15-341

Anti-bullying provisions require school districts to adopt and enforce procedures that prohibit the harassment, bullying and intimidation of pupils on school grounds, school property, school buses, school bus stops and at school sponsored events and activities.

The procedures must contain the following:

1. A confidential process that allows pupils to report incidents of harassment, intimidation or bullying to school officials.
2. A procedure for the parents or guardians of pupils to submit written reports concerning harassment, intimidation or bullying to school officials.
3. A requirement that school district employees report suspected harassment, intimidation or bullying.
4. A formal process for the documentation and investigation of reported incidents of harassment, intimidation or bullying.
5. A formal process for an investigation of suspected incidents of harassment, intimidation or bullying.
6. Disciplinary procedures for students admitting to, or who are found guilty of, committing harassment, intimidation or bullying.
7. A procedure that provides consequences for submitting false reports of harassment, intimidation or bullying.

(See Part IX – District Forms, page 79, for Bullying Reporting and follow-up services forms.)

Homeless

Part VII - McKinney-Vento Homeless Assistance Act

Federal Law pertaining to homeless students SEC. 1032. Education for homeless children and youths subtitle of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 ET SEQ.)

- 1) Each State education agency shall ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
- 2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulation, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
- 3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
- 4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.
- 5) Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students.

The term "homeless youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. Homeless status is determined in cooperation with parents or, in the case of unaccompanied youth, the local educational agency liaison.

Additional information regarding the McKinney-Vento Homeless Assistance Act is available from the district's Homeless Liaison at (602) 523-8988.

Important Resources for Intervention

Emergency 911

| | | |
|---------------------------------------|----------------------------|--|
| Adolescent Substance Abuse | (602) 434-0249 | www.asapaz.com |
| Association for Supportive Child Care | (480) 829-0500 | www.asccaz.org |
| Crisis Hotline | (866) 205-5229 | www.empact-spc.com |
| DES – Department of Child Safety | (888) SOS-CHILD (767-2445) | www.azdes.gov |
| Domestic Violence Shelter | (800) 799-7739 | www.azdps.gov/services/crime_victims/ |
| Phoenix Crime Stop | (602) 262-6151 | www.phoenix.gov/police |
| Poison Control | (800) 222-1222 | www.poison.org |
| Silent Witness | (800) 343-TIPS (8477) | www.silentwitness.org |

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference and is feasible.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



Local Liaison
Sara Sims #602-523-8988

State Coordinator
Frank Migali #602-542-4963

If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:
1-800-308-2145 * homeless@serve.org * www.serve.org/nche

District Forms

Part IX – District Forms

| | |
|---|----|
| • Family Educational Rights and Privacy Act (FERPA) | 48 |
| • Enrollment Form | 50 |
| • Open Enrollment Form 2014 – 2015..... | 51 |
| • Initial Identification of Family Status | 52 |
| • Student Release..... | 53 |
| • Photo Permission | 53 |
| • Student Marketing Release Form | 54 |
| • Student Records – Request for Student Education Records (Ref: Board Policy J7084.1 © JR-ED) | 55 |
| • Transportation Eligibility Form | 56 |
| • McKinney-Vento Eligibility Questionnaire | 59 |
| • Electronic Information Services User Agreement | 58 |
| • Electronic Devices Agreement | 60 |
| • Exclusions and Exemptions From School Attendance (Ref: Board Policy J-1982 © JHD-EB) | 61 |
| • Administering Medicine to Students (Ref: Board Policy J-5381 © JLCD-E) | 63 |
| • Permission to Participate in Activity..... | 64 |
| • Sports Player Code of Conduct | 66 |
| • Parent Code of Conduct | 67 |
| • Heads Up Concussion: A Quiz for Coaches, Athletes, and Parents | 68 |
| • Arizona Interscholastic Association Annual Statement and Acknowledgement Form | 71 |
| • Emergency Health and Medical Emergency Card..... | 72 |
| • Bullying, Harassment or Intimidation and Follow-up Services Forms | 73 |
| • Public Complaints/Concerns about School Personnel (Ref: Board Policy K-1481 © KEB-E) | 76 |
| • Citizen’s Request for Review of Basic Curriculum Materials (Ref: Board Policy K-1531 © KEC-EA) | 77 |
| • Citizen’s Request for Reconsideration of Library Media Center Materials (Ref: Board Policy K-1532 © KEC-EB) | 78 |
| • Public Concerns/Complaints about Facilities and Services (Ref: Board Policy K-1581 © KED-E) | 79 |
| • Public Concerns/Complaints (Ref: Board Policy K-1381 © KE-E) | 80 |



Family Educational Rights and Privacy Act (FERPA) Annual Notice for Disclosure of Student Directory Information

August 2015

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Phoenix Elementary School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. Sometimes our school or district may disclose appropriately designated "directory information" without written consent unless you have advised the District to the contrary in accordance with district procedures, per Policy JR – Student Records.

The primary purpose of directory information is to allow us to include some types of information in certain school publications and is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a program showing your child's role in a school production
- honor roll or other recognition lists published at school or in newspapers
- school/student directory
- school or district website

Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (such as required student records)
- state or federal authorities enforcing state or federal laws
- colleges or universities evaluating programs
- a court by order of a subpoena

If you do not want our District to disclose information about your child without your prior written consent, you must complete the attached form "Annual Notice for Disclosure of School Directory Information" to let us know which type of directory information you wish to deny release. If you do not return the form, the District will consider this permission to release all directory information for your child.

Our school district has designated the following categories of information as directory information, according to Policy JR :

- Student Name
- Address
- Telephone Number
- Photograph
- Date and Place of Birth
- Dates of Attendance
- Grade Level
- Participation in School Activities
- Awards or Recognitions Received
- Student Achievement Data
- Weight and Height of Athletic Team Members

We ask that you complete one form for each child and return the form(s) to your child's school.

If you have any questions or concerns, please let us know.

Myriam Roa,
Superintendent



Family Educational Rights and Privacy Act (FERPA) Annual Notice for Disclosure of Student Directory Information

Name of Student: _____ Date: _____

Name of Parent/Guardian: _____ School: _____

Use a separate form for each child. Please return this form to your school office.

All information regarding your child will be released, unless exception(s) are indicated below:

Signature of Parent/Guardian: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email Address: _____

Preferred method for school to communicate with parent/guardian: telephone email

DO NOT release the following information about my child (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Student Name | <input type="checkbox"/> Dates of Attendance |
| <input type="checkbox"/> Address | <input type="checkbox"/> Photograph (Yearbook or Newsletter) |
| <input type="checkbox"/> Telephone Number | <input type="checkbox"/> Student Achievement Data |
| <input type="checkbox"/> Date and Place of Birth | <input type="checkbox"/> Participation in School Activities |
| <input type="checkbox"/> Grade Level | <input type="checkbox"/> Weight and Height of Athletic Team Members |
| <input type="checkbox"/> Awards or School Recognition | |

| OFFICE USE ONLY | | | |
|-----------------|-------------------|----------------|--------|
| Student ID #: | Date Distributed: | Date Received: | Notes: |
| | | | |

ENROLLMENT FORM

| | | | |
|--|----------------------------------|---|---|
| STUDENT NUMBER | SAS NUMBER | FAMILY CODE | |
| LEGAL LAST NAME | FIRST NAME | MIDDLE NAME | GOES BY |
| ADDRESS | CITY | ZIP CODE | HOME PHONE |
| | | | SEX <input type="radio"/> Male <input type="radio"/> Female |
| BIRTH PLACE (CITY, STATE, COUNTRY) | BIRTH DATE | Has your child ever received Special Services, including Speech/Language ? <input type="radio"/> Yes <input type="radio"/> No | |
| FATHER <input type="radio"/> | STEPFATHER <input type="radio"/> | FOSTER FATHER <input type="radio"/> | GUARDIAN (MALE) <input type="radio"/> |
| OTHER <input type="radio"/> | | | |
| MOTHER <input type="radio"/> | STEMOTHER <input type="radio"/> | FOSTER MOTHER <input type="radio"/> | GUARDIAN (FEMALE) <input type="radio"/> |
| OTHER <input type="radio"/> | | | |
| If student does not live with legal parent(s) please complete the following: | | | |
| LEGAL FATHER | BUSINESS PHONE | PLACE OF CONTACT DURING SCHOOL | |
| LEGAL MOTHER | BUSINESS PHONE | PLACE OF CONTACT DURING SCHOOL | |
| MOTHER'S NAME ON BIRTH CERTIFICATE _____ | | | |
| BROTHER(S) / SISTER(S) IN THIS DISTRICT _____ | | | |
| PHOENIX DISTRICT NO. 1 SCHOOL(S) ATTENDED: _____ | | | |
| LAST SCHOOL ATTENDED: | DISTRICT | ADDRESS | |
| FAMILY PHYSICIAN OR CLINIC | PHONE NO. | HOSPITAL PREFERENCE | |
| PERSON TO CALL IN CASE OF EMERGENCY (OTHER THAN PARENT/GUARDIAN) - NAME | | ADDRESS | PHONE NO. |
| 1. _____ | | | |
| NAME | | ADDRESS | PHONE NO. |
| 2. _____ | | | |

| | |
|--|--|
| HOME LANGUAGE SURVEY | Language |
| What is the primary language used in the home regardless of the language spoken by the student? | |
| What is the language most often spoken by the student? | |
| What is the language that the student first acquired? | |
| ETHNICITY DESIGNATION | Indicate the student's race. (Select all that apply) |
| Is this student Hispanic or Latino? <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> American Indian or Alaska Native <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Black or African American <input type="radio"/> Asian <input type="radio"/> White |
| Has a family member worked or intended to work in agriculture in the last three years? <input type="radio"/> Yes <input type="radio"/> No | |
| State Law requires that the legal parent/guardian provide consent for minors to receive care and treatment for minor injuries and illness. 1. Do you give consent to the school to provide care and treatment for your child? <input type="radio"/> Yes <input type="radio"/> No | CLB NUMBER _____ TRIBAL NAME _____ |
| 2. I hereby give permission to the school for my child to receive the following, if necessary. (check the ones you approve of). Tylenol (Acetaminophen) _____ Cough Medicine _____ The information listed is accurate and complete to the best of my knowledge. | |
| SIGNATURE OF PARENT / GUARDIAN _____ | DATE _____ |
| SCHOOL _____ | TEACHER _____ GRADE _____ |
| SECTION _____ ROOM _____ | ENTRY DATE _____ ENTRY CODE _____ |
| BC <input type="radio"/> BVS <input type="radio"/> BWP <input type="radio"/> AGE SEPT. 1 | |
| History: Check the (O) that your child has had | |
| <input type="radio"/> Allergic to: _____ <input type="radio"/> Chicken Pox <input type="radio"/> ENT / Hearing <input type="radio"/> Orthopedic Condition <input type="radio"/> T.B. or Contact <input type="radio"/> Vision Problems | <input type="radio"/> Asthma <input type="radio"/> Diabetes <input type="radio"/> Operations <input type="radio"/> Strep Throat <input type="radio"/> Valley Fever <input type="radio"/> Wheezing <input type="radio"/> Wound Care |
| Additional Health Info: _____ | |
| Do you wish a conference with the School Nurse? <input type="radio"/> Yes <input type="radio"/> No | Do you wish a conference with the School Nurse? <input type="radio"/> Yes <input type="radio"/> No |

Revised 4/13/2011 **PHOENIX ELEMENTARY SCHOOL DISTRICT NO # 1** FOR OFFICE USE ONLY



2015-2016 OPEN ENROLLMENT FORM

A separate application must be completed annually for EACH CHILD who desires to attend a Phoenix Elementary #1 school.

Form with fields for Student, Address, City, State, Zip Code, Parent/Guardian Name, Student's Date of Birth, Gender, Ethnicity, Special Education, District of Residence, SAIS Number, Current Grade Level, Home Phone, Cell Phone, Work Phone, Primary Home Language, School Currently Attending.

OPEN ENROLLMENT FORM is due no later than March 13, 2015. Please update any changes in above information as soon as possible.

OPEN ENROLLMENT SCHOOL CHOICES

The child resides: [] OUTSIDE or [] WITHIN the Phoenix Elementary School District #1 attendance area.

Is this child attending only in compliance with conditions imposed by a juvenile court? [] Yes [] No

Is this child expelled or currently being considered for expulsion, long-term suspension or denial of Open Enrollment from any school or district? [] Yes [] No

1st Choice: _____ Was child at this school last year? [] Yes [] No

2nd Choice: _____ Was child at this school last year? [] Yes [] No

District Employee? [] Yes [] No If yes, name of employee: _____

NOTE: The following conditions apply to the open enrollment program:

- 1. Enrollment is subject to the capacity limit established for the school grade level span.
2. The parent or legal guardian will be notified in writing whether the application has been accepted, rejected, or placed on a waiting list.
3. Transportation for the student is the responsibility of the parent or legal guardian unless otherwise required by law.
4. The District may deny an application for open enrollment based upon a student's past disciplinary history.
5. Absences in excess of 10% of days enrolled in school may result in the denial of a student's open enrollment status.
6. The parent/legal guardian must notify school personnel immediately when there is a change in address, home or emergency contact phone number.
7. Providing false information on this form may result in the application being denied or admission being revoked.

As the Parent/Legal Guardian of the Student, I affirm that I am a resident of the State of Arizona and will submit to the school office at the time of registration a copy of the required document that displays my name and residential address or physical description of the property where the student resides.

The student will abide by the rules, standards, and policies of the school and the District, if enrolled. I understand that acceptance in Open Enrollment is not automatic, and that I must apply ANNUALLY. Return this application to your School Office or Phoenix Elementary School District #1 / District Office / 1817 North 7th Street / Phoenix, AZ 85006. 602.257.3871 / Fax 602.257.2907

Parent/Guardian Signature _____ Date _____

District Office Use Only: _____ Application Accepted _____ Application Denied

[] Choice approved for: _____ [] Wait List for: _____
School Name School Name

Signature: District Office _____ Date: _____

Phoenix Elementary School District No. 1

1817 North 7th Street • Phoenix, Arizona 85006-2152 • (602) 257-3755

Student Release

Authorized Contacts

School Year: _____

School: _____

Student's Full Name: _____

Date of Birth: _____ Grade Level: _____

Students at Phoenix #1 Schools will only be released to those authorized by the parent(s) or guardian(s). If someone other than the parent(s) or guardian(s) will be picking up the student, the parent(s) or guardian(s) must leave a note in the office indicating whom that person will be, and what time they will arrive. Phone authorizations for release of a child will not be allowed unless we have written permission signed by the parent(s) or guardian(s). In the event that one parent or guardian has sole custody of a child, legal documentation is required for verification.

Listed below are the names of those authorized to pick up my child:

| Full Name | Relationship to Student |
|-----------|-------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Parent/Guardian Signature _____ Date _____

Photo Permission

Our students are photographed or interviewed about projects or programs related to our school from time to time. It is possible that at times these interviews are not scheduled.

My child:

- does not have permission to be photographed or interviewed under any circumstances
- does not have permission to be photographed or interviewed by an outside agency
- has permission to be photographed or interviewed

Parent/Guardian Signature _____ Date _____



Student Marketing Release Form

Dear Parents and Guardian:

From time to time our students are photographed or interviewed as they engage in school projects or programs. This may be planned or impromptu so it is important for us to gain your approval for use of the photos and interview content at the beginning of each school year. Please sign the release below to allow your child to be photographed or interviewed during the course of the school year. The content may be used in school or District marketing materials including but not limited to: website, flyers, newspapers, advertisements, radio, television or any marketing material.

Thank you.

I agree to the release my student's content.

Parent or Guardian Signature

Date

Student Records - Request for Student Education Records (Ref: Board Policy J-7084.1 © JR-ED)

| | | |
|------------------------|---------------------------|----------------|
| Requester | _____ | _____ |
| | Name of Authorized Person | Phone / Fax |
| Requested from | _____ | _____ |
| | Name of Agency | Address |
| Student | _____ | _____ |
| | Student Name | Address |
| _____ | _____ | _____ |
| Student Birthdate | Parent Name | Address |
| Previous School | _____ | _____ |
| | Name of Agency | Phone / Fax |
| | _____ | _____ |
| | Address | Dates Attended |

| | | |
|----------------------------|---|---|
| Purpose for request | <input type="checkbox"/> No information available about previous school program | <input type="checkbox"/> Need information to help prepare an educational program for the student |
| | <input type="checkbox"/> Need assistance in understanding complex behavior and needs | <input type="checkbox"/> Need verification that the student has a disability |
| | <input type="checkbox"/> Need evaluation information for immediate special education placement | <input type="checkbox"/> Other: _____ |

| | |
|--------------------------------------|---|
| Type of information requested | Permanent record data: <input type="checkbox"/> Basic identifying data, attendance data, and academic data |
| | General cumulative data: <input type="checkbox"/> General administrative data and results of group tests |
| | Health data: <input type="checkbox"/> General medical data and reports |
| | Specialized student data: <input type="checkbox"/> Individualized evaluation records and specialized reports (including reports from outside agencies) |
| | Special education placement records: <input type="checkbox"/> All records of placement if special education |

| | | | | | |
|---|---|-------|-------|----------------|----------------------|
| Assurance statement and signatures | <p>In making this request, the undersigned agrees that the information received will be used only by the professional school staff members who are assigned to work with the student in the educational program and will not be released to any other party without the prior written consent of the parent.</p> | | | | |
| | <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">_____</td> <td style="width: 50%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center; font-size: small;">Date Requested</td> <td style="text-align: center; font-size: small;">Authorized Signature</td> </tr> </table> | _____ | _____ | Date Requested | Authorized Signature |
| _____ | _____ | | | | |
| Date Requested | Authorized Signature | | | | |

| | | | | | |
|-------------------------|--|-------|-------|--------|-----------------------|
| Parental Consent | <p>I, _____, as the parent of _____</p> <p style="text-align: center; font-size: small;">(Parent Name) (Student's Name)</p> <p>consent to the release of records listed above to the party named above. I am aware of my rights to review the records and receive a copy at my expense, if I so request.</p> | | | | |
| | <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">_____</td> <td style="width: 50%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center; font-size: small;">(Date)</td> <td style="text-align: center; font-size: small;">(Signature of Parent)</td> </tr> </table> | _____ | _____ | (Date) | (Signature of Parent) |
| _____ | _____ | | | | |
| (Date) | (Signature of Parent) | | | | |

Transportation Eligibility Form

STUDENT INFORMATION

Students Full Name: _____ Request Start Date: _____
 Date of Birth: _____ Grade: _____ Student ID: _____
 Work Phone: _____ Home Phone: _____
 Parent's Name: _____ Cell Phone: _____
 Home Address: _____

Street (Speak with the Office if the physical address is out of assigned boundaries) City Zip

If Preschool / Head Start Session: AM PM Student's Hours: Start: _____ End: _____

Contacts and Emergency Persons must be authorized to pick up your child (see Student Release Form)

PICK UP INFORMATION

(If different from home) Contact: _____ Relationship: _____ Phone: _____
 Address: _____
Street City Zip

DROP OFF INFORMATION

(If different from home) Contact: _____ Relationship: _____ Phone: _____
 Address: _____
Street City Zip

EMERGENCY CONTACT PERSON(S)

| Name | Relationship | Phone |
|------|--------------|-------|
| | | |
| | | |

Is the student capable of being left at destination without supervision? Yes No 3 and 4 year old students must have an adult receiving them at pickup and drop off

If yes, parent/guardian signature required: _____

AM Pick Up Only PM Pick Up Only Mid-day Pick Up Only
 Special Directions (specify) _____

OFFICE USE ONLY

Transportation Type (**required**):

Pick Up Point Door to Door
 Other (specify - i.e. parent, dial a ride, etc.) _____

School of Residence: _____ Address: _____ Phone: _____
 School of Attendance: _____ Address: _____ Phone: _____

Team Member Requesting: _____ Date: _____ Phone/Ext: _____

File Copies: Teacher
 Cumulative File
Email Copy: Transportation Coordinator



McKinney-Vento Eligibility Questionnaire

School Name: _____

Student Name: _____
Last First M.I.

Date of Birth: _____
Month / Day / Year Grade Student ID

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to this residency information help to determine the services the student may be eligible to receive.

1. Is your current address a temporary living arrangement? Yes ___ No ___
2. If temporary, is this living arrangement due to loss of housing or economic hardship? Yes ___ No ___

If you answered YES to question 1 and 2, please complete the remainder of this form.
If you answered NO to either question 1 or 2, you may stop here.

Where is the student presently living? (Check one)

In a motel

In a shelter

With more than one family in a house or apartment

In a place not ordinarily used for sleeping (car, park, etc.)

Name of the Parent(s)/Legal Guardian(s): _____

Address _____ Zip _____ Phone _____
How long have you been at current address? _____

By signing, I attest this information is true and accurate

Parent/Legal Guardian _____ Date _____

Date _____

School Personnel Who Enrolled This Student – Please Print Name

Would you like to be contacted regarding eligibility for transportation under McKinney-Vento? Yes ___ No ___

Send McKinney Vento Questionnaires to the Federal Programs Office
Phone: 602-523-8988 Fax: 602.257.2837

Electronic Information Services User Agreement

Terms and Conditions

Acceptable use - Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility - I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette - I am expected to abide by the generally acceptable rules of network etiquette.

Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses, or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Electronic Information Services User Agreement

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained. I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

NAME _____
 SIGNATURE _____ DATE _____
 (STUDENT OR EMPLOYEE)
 SCHOOL _____ GRADE (IF A STUDENT) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

PARENT OR GUARDIAN NAME (PRINT) _____
 SIGNATURE _____ DATE _____



Electronic Devices Agreement

Phoenix Elementary School District #1 acknowledges the importance of electronic communication between students and parents before and after school. Additionally, the school recognizes that instructional time is precious and must be protected from unnecessary disruption. For this reason, personal electronic devices including ear buds and headphones may not be seen or used during the school day, *unless with teacher permission within a classroom*. Otherwise, they be **turned off and packed away in backpacks** before entering the front gate and during the entire school day. The District is not responsible for and will not investigate damaged/lost/stolen personal electronic devices. The District will follow the Phoenix #1 Handbook for Student Success with regards to inappropriate or disruptive use of personal electronic devices. Please review the handbook so that you and your child are aware of the policy as violations of the policy will likely fall under the category of “Electronic Devices (Improper Use)”.

Personal electronic devices that are not turned off and packed away in backpacks during the school day will be confiscated and turned into the office. In most cases, your child may pick up the confiscated item at the end of the school day. If this behavior is repetitive (defined as three separate incidents or more), a parent will be required to pick up the confiscated item and the student may face disciplinary action. Again, we ask that you please review the Phoenix #1 Handbook for Success as violations of this type will likely fall under the category of “Defiance, Disrespect Toward Authority, & Non-Compliance”.

Please assist us in keeping our learning environment free from distractions. When it is necessary for your child to contact you during the day, he or she may access a school phone. If it is necessary for you to get an important message to your child during the school day, you may contact our office and our staff will relay the message to your child.

Student Section

(Please print) Please fill out one per student and return to your homeroom teacher.

Student Name _____ Grade ____ School _____ Teacher _____

I have read (or had explained to me) and understand the *PESD #1 Guidelines for Electronic Devices*. I agree to follow the rules contained in this document. I understand that if I violate any of these procedures and practices that these electronic devices can and will be confiscated.

| | |
|-------------------|--------------|
| Student Signature | Student ID # |
|-------------------|--------------|

Parent or Guardian Section

I verify that my child and I are aware of the *PESD #1 Guidelines for Electronic Devices*. I will emphasize to my child the importance of following these guidelines.

| | |
|------------------|------|
| Parent Signature | Date |
|------------------|------|

Parent/Guardian Name (printed) _____

Exclusions and Exemptions from School Attendance (Ref: Board Policy J-1982 © JHD-EB)
Medical Certification of Students with Chronic Health Conditions

Must be Completed by a Licensed Physician

Student's Full Name: _____ Student's DOB: _____
School: _____ Grade Level: _____
Phone Number: _____

Parent/Guardian Name: _____
Address: _____

Date of Initial Consultation: _____

Medical diagnosis:

Medical prognosis:

Physical limitations affecting physical education activities:

Anticipated absences due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student (include anticipated surgeries, treatments, or hospitalizations that may interfere with school attendance during the ____ year):

Medical Certification of Students with Chronic Health Conditions continued...

| | |
|------------|--|
| Example 1: | _____ 's physical condition may result in frequent absences in the school year that may exceed ten (10) consecutive school days per semester, but I do not anticipate that _____ will be absent enough days to require homebound services. |
| Example 2: | _____ will require three (3) hospitalizations of approximately four (4) days' duration each and three to five (3 - 5) treatments of one (1) day each during the school year |

Other relevant information:

Type or print physician's name and licensed title

Physician's signature and title

Date

Phoenix Elementary School District No. 1

1817 North 7th Street • Phoenix, Arizona 85006-2152 • (602) 257-3755

Administering Medicine to Students (Ref: Board Policy J-5381 © JLCD-E)

Request for giving medicine at school

Student's Full Name: _____ Grade: _____

Teacher: _____ School: _____

Medication: _____ RX #: _____

Diagnosis/Reason for Giving: _____

Provider Name: _____

Time to be Given: _____ AM / PM Time to be Given: _____ AM / PM

Start Date: _____ End Date: _____

Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure and disciplinary action.

I give permission for the nurse/assistant to inform student's teacher of this medication. YES NO

Parent/Guardian Signature: _____ Date: _____

A signed physician's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine.

Phoenix Elementary School District No. 1

1817 North 7th Street • Phoenix, Arizona 85006-2152 • (602) 257-3755

Permission to Participate in Activity

This form is to be filled out completely and returned to the teacher or sponsor before the student is allowed to practice, compete, perform, and/or participate in extra-curricular or co-curricular activities, including field trips.

The parent/guardian of _____, who attends _____.
STUDENT NAME SCHOOL NAME

gives permission, indicated by signature at the bottom of this page, for this student to participate in the activity

BRIEF DESCRIPTION OF ACTIVITY DATE(s) OF ACTIVITY

TRANSPORTATION BY: BUS OR OTHER / EST. TIME DEPARTURE / EST. TIME RETURN

The parent/guardian recognizes that activities and/or trips involve some degree of risk and that the school district cannot guarantee the safety of participants. Knowing of this risk, the parent/guardian grants permission for the student to participate.

In the event of an accident requiring emergency care, a reasonable effort will be made to notify the parent/guardian if practicable. By signature below, the parent/guardian hereby authorizes emergency medical treatment and/or hospitalization deemed necessary by emergency response or medical personnel. IF YOUR CHILD HAS SPECIAL MEDICAL NEEDS OR ROUTINELY MUST TAKE MEDICATION YOU MUST COMPLETE THE REVERSE SIDE OF THIS FORM. A copy of this permission form will accompany the activity sponsor.

Students and staff are expected to display the virtues of respect, citizenship, caring, trustworthiness, fairness and responsibility. All students who are participating in extra-curricular activities or field trips are expected to practice these qualities both on and off campus. Participation in extra-curricular activities is a privilege offered to, and earned by students. Students engaged in these activities are serving as representatives of their school and community and are expected to maintain the highest standards of behavior at all times. Students are expected to abide by all the standards of the Phoenix Elementary School District’s conduct code in the handbook at their individual school.

Students who will require a prescription medication during the course of the field trip must advise the activity sponsor in advance. A copy of the doctor’s medication order or prescription must be on file in the school nurse’s office. Special arrangements for the transporting of student medications may be required.

EMERGENCY CONTACT INFORMATION – PLEASE PRINT CLEARLY

STUDENT HOME ADDRESS

PARENT HOME PHONE NUMBER PARENT WORK PHONE NUMBER

NAME OF OTHER EMERGENCY CONTACT RELATIONSHIP PHONE NUMBER

MEDICATION(S) STUDENT IS TAKING KNOWN ALLERGIES TO MEDICATION OR FOODS

We agree to the statements above.

Parent/Guardian Signature: _____ Date: _____

The student may not be able to participate in the activity if the permission form is incomplete.

Phoenix Elementary School District No. 1

1817 North 7th Street • Phoenix, Arizona 85006-2152 • (602) 257-3755

Authorization for Medical Services

THE PURPOSE OF THIS FORM IS TO ADDRESS MEDICAL SERVICES FOR ILL OR INJURED STUDENTS, OR STUDENTS WHO ROUTINELY MUST TAKE MEDICATIONS OR WHO HAVE MEDICAL CONCERNS THAT MAY REQUIRE TREATMENT, WHILE PARTICIPATING IN SCHOOL SPONSORED ACTIVITIES OR FIELD TRIPS.

Dear parent/guardian of _____,

FULL NAME OF STUDENT

Phoenix Elementary School District No. 1 wishes to avoid difficulties in obtaining medical services for students who may become ill or injured during school sponsored activities. As the parent/guardian of a student participating in a school sponsored activity, it is necessary that you consent, in advance, to hospitalization, medical attention, and surgery for your child in case an emergency occurs. You must provide direction if no consent is given.

In the event of illness or injury, a reasonable effort will be made to contact you to obtain consent in advance of medical services being given. If we are unable to contact you, the activity sponsor will consent to such services for your child by acting on your behalf based on written advance authorization. That authorization is in the consent form below.

Selection of a doctor or hospital will be made on the basis of family preference, if known. If family preference is unknown, the student will be taken to the closest hospital or one consistent with the existing circumstances.

Authorization for Medical Services

I, the parent/guardian of _____, have read the above and hereby

NAME OF STUDENT

designate the sponsor of the field or activity trip to act on my behalf in the event of a medical emergency. He/she may authorize such hospitalization, medical attention, and surgery as may be required in an emergency because of illness or injuries sustained by my child, while participating in school sponsored activities. I hereby assume financial responsibility for hospitalization, medical attention, and surgery provided.

1. List medical concerns (including allergies) which sponsor and chaperon need to be aware of:

2. Prescription medications, for which an authorization form to be taken at school has been filled out, that need to be taken by or administered to student while on field trip or participating in extracurricular or co-curricular activities:

3. Prescription medications, for which an authorization form to be taken at school has been filled out, that need to be taken by or administered to student in an emergency.

Parent/Guardian Signature: _____ Date: _____

Limited or No Medical Services Authorized

If participation in field or activity trip is permitted but medical services are not authorized, please attach written statement of procedures to be followed if your child is injured or ill during the trip.

This form must be in the possession of the sponsor at all times during all trips.

The student may not be able to participate in the activity if the permission form is incomplete.

Page 2 of 2 – Permission to Participate in Activity & Authorization for Medical Services



Sports Player Code of Conduct

As a **PLAYER**, I understand that I must follow these rules to stay in good standing:

1. Follow the district athletic mission statement “Our Best is Our Quest” and the Six Pillars of Character.
2. Respect the game, play fairly and follow its rules and regulations.
3. Show respect for authority to the officials of the game and of the league.
4. Demonstrate good sportsmanship before, during and after the game.
5. Help parents and fans understand the league philosophy so they can watch and enjoy the game.
6. Be courteous to opposing teams and treat all players and coaches with respect.
7. Be modest when successful and be gracious in defeat.
8. Respect the privilege of the use of public facilities.
9. Refrain from the use of drugs, tobacco, alcohol and abusive language.

Name _____ Signature _____ Date _____



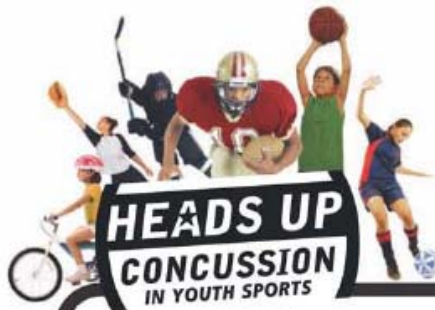
Parent Code of Conduct

The Phoenix Elementary School District has implemented the following **Parent Code of Conduct** for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in our league. Any parent that displays improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game; repeated violations will result in suspension for the year.

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youths, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other events.
6. I will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practice that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's BEST is more important than winning, so that my child will never feel defeated by the outcome of a game or their performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practice and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches or the Athletic Director at the game field and will take time to speak with coaches and/or Athletic Director at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sport events.
17. I will refrain from coaching my child or other players during games and practice, unless I am one of the official coaches of the team.
18. I consent to my child's picture to be published on the district website.

Parent/Guardian Signature _____

Date _____



WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

- 1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- 2. Keep your child out of play.** Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- 3. Tell your child’s coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

It’s better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**, visit:
www.cdc.gov/ConcussionInYouthSports

For more detailed information on concussion and traumatic brain injury, visit:
www.cdc.gov/injury



HEADS UP CONCUSSION IN YOUTH SPORTS

SIGNS AND SYMPTOMS

SIGNS OBSERVED BY PARENTS OR GUARDIANS

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. **Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

IMPORTANT PHONE NUMBERS

FILL IN THE NAME AND NUMBER OF YOUR LOCAL HOSPITAL(S) BELOW:

Hospital Name: _____

Hospital Phone: _____

Hospital Name: _____

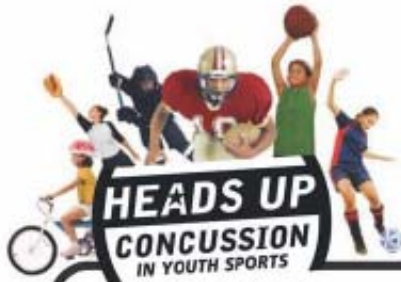
Hospital Phone: _____

For immediate attention, CALL 911

For more information and to order additional materials **free-of-charge**, visit:
www.cdc.gov/ConcussionInYouthSports

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION





A QUIZ FOR COACHES, ATHLETES, AND PARENTS

Review the "Heads Up: Concussion in Youth Sports" materials and test your knowledge of concussion.

Mark each of the following statements as True (T) or False (F)

1. A concussion is a brain injury.
2. Concussions can occur in any organized or unorganized recreational sport or activity.
3. You can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury.
4. Following a coach's rules for safety and the rules of the sport, practicing good sportsmanship at all times, and using the proper sports equipment are all ways that athletes can prevent a concussion.
5. Concussions can be caused by a fall or by a bump or blow to the head or body.
6. Concussion can happen even if the athlete hasn't been knocked out or lost consciousness.
7. Nausea, headaches, sensitivity to light or noise, and difficulty concentrating are some of the symptoms of a concussion.
8. Athletes who have a concussion should not return to play until they are symptom-free and have received approval from a doctor or health care professional.
9. A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems.

ANSWER KEY: 1. True; 2. True; 3. True; 4. True; 5. True; 6. True; 7. True; 8. True; 9. True

It's better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**, visit:

www.cdc.gov/ConcussionInYouthSports



Arizona Interscholastic Association, Inc.

Mild Traumatic Brain Injury (MTBI) / Concussion

Annual Statement and Acknowledgement Form

I, _____ (student), acknowledge that I have to be an active participant in my own health and have the direct responsibility for reporting all of my injuries and illnesses to the school staff (e.g., coaches, team physicians, athletic training staff). I further recognize that my physical condition is dependent upon providing an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced before, during or after athletic activities.

By signing below, I acknowledge:

- My institution has provided me with specific educational materials including the CDC Concussion fact sheet (http://www.cdc.gov/concussion/HeadsUp/youth.html) on what a concussion is and has given me an opportunity to ask questions.
• I have fully disclosed to the staff any prior medical conditions and will also disclose any future conditions.
• There is a possibility that participation in my sport may result in a head injury and/or concussion. In rare cases, these concussions can cause permanent brain damage, and even death.
• A concussion is a brain injury, which I am responsible for reporting to the team physician or athletic trainer.
• A concussion can affect my ability to perform everyday activities, and affect my reaction time, balance, sleep, and classroom performance.
• Some of the symptoms of concussion may be noticed right away while other symptoms can show up hours or days after the injury.
• If I suspect a teammate has a concussion, I am responsible for reporting the injury to the school staff.
• I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion related symptoms.
• I will not return to play in a game or practice until my symptoms have resolved AND I have written clearance to do so by a qualified health care professional.
• Following concussion the brain needs time to heal and you are much more likely to have a repeat concussion or further damage if you return to play before your symptoms resolve.

Based on the incidence of concussion as published by the CDC the following sports have been identified as high risk for concussion; baseball, basketball, diving, football, pole vaulting, soccer, softball, spiritline and wrestling.

I represent and certify that I and my parent/guardian have read the entirety of this document and fully understand the contents, consequences and implications of signing this document and that I agree to be bound by this document.

Student Athlete:

Print Name: _____ Signature: _____

Date: _____

Parent or legal guardian must print and sign name below and indicate date signed.

Print Name: _____ Signature: _____

Date: _____

FORM 15.7-C 06/11

Emergency Health and Medical Emergency Card

Sex (M) _____ (F) _____

Grade Level _____ Student Name (Last) _____ (First) _____ (Middle) _____
 Address _____ Birth Date _____
 (Number and Street) (City) (Zip Code) (Day) (Month) (Year)

Parents and/or Guardian Mother's Daytime Phone _____ Father's Daytime Phone _____
 Mother's Name _____ Father's Name _____

In case of emergency: If Parent or Guardian are not immediately available:
 Friend or Relative _____ Phone _____
 Physician _____ Hospital _____

Medical History – Does student have a history of/or currently affected by any of the following:

| | |
|---|---|
| <input type="checkbox"/> ADHD/ADD | Past surgery? _____ |
| <input type="checkbox"/> Allergies (Food, Medications, pesticides) _____ | <input type="checkbox"/> Medications currently taking _____ |
| <input type="checkbox"/> Asthma _____ Medications: _____ | <input type="checkbox"/> Reason _____ |
| <input type="checkbox"/> Convulsive/Seizure Disorder: _____ Medications _____ | <input type="checkbox"/> Activity Restrictions _____ |
| <input type="checkbox"/> Diabetes: _____ Insulin Dependent? _____ | <input type="checkbox"/> Does student have a known hearing loss? Yes ___ No ___ |
| <input type="checkbox"/> Ear, Nose, Throat Problems: _____ | <input type="checkbox"/> Hearing Aid(s) _____ |
| <input type="checkbox"/> Heart Problems: _____ | <input type="checkbox"/> Does student wear glasses? Yes _____ No _____ |
| <input type="checkbox"/> Sickle Cell Anemia (Disease or Trait) _____ | <input type="checkbox"/> Does student wear contact lens? Soft _____ Hard _____ |
| <input type="checkbox"/> Serious accident or injury (Date) _____ | <input type="checkbox"/> Remarks: _____ |
| <input type="checkbox"/> Tuberculosis or contact _____ | <input type="checkbox"/> Other health problems? _____ |

**PHOENIX ELEMENTARY SCHOOL DISTRICT #1
NON-PRESCRIPTION MEDICATION PERMIT**

The school may administer non-prescription medications ONLY with the **WRITTEN PERMISSION** of the student's parent or guardian. Generic or name brand medications may be administered. Medications available in the Health Centers are listed below. Please check those medications you want your student to receive when necessary:

| | |
|--------------------------|---------------------------|
| Advil or Ibuprofen _____ | Sting Relief _____ |
| Benadryl liquid _____ | Anbesol or Oragel _____ |
| Tums _____ | Antibiotic Ointment _____ |
| RobitussinDM _____ | Bactine _____ |
| Tylenol _____ | Hydrocortisone 1% _____ |
| Cough Drops _____ | Calamine _____ |
| Solarcaine _____ | Sodium Bicarbonate _____ |

Your signature below indicates your permission for the school to administer those medications you have checked off. This also indicates that your child has **no allergies** to the medications you have checked. I hereby give my consent for the school to administer the above medications to:

Student's Name _____ Parent/Guardian Signature _____ Date _____

In case of an emergency the school may send the student to the hospital. (Without such permission the school assumes no responsibility for medical attention.) Upon return to school from emergency care, you may be required to present evidence that the student's physical condition permits safe, healthy participation in school programs. The signature below acts as permission to send for medical records from the hospital.

Signature of Parent or Guardian _____ Date _____

Bullying, Harassment or Intimidation Reporting Form

1817 North 7th Street
Phoenix, AZ 85006

This form is to be confidentially maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.

Directions: Bullying, harassment or intimidation is not acceptable. Please complete this form to report alleged bullying, harassment, or intimidation and return it to the school administration office. Contact the school for additional information or assistance at any time.

Today's Date: _____ School: _____

Name of Person Reporting Incident: _____

Telephone: _____ E-mail: _____

Are you (Check one): Student/ Victim Student Witness/Bystander School Staff Member
 Parent/Guardian Close Adult Relative Other Adult

Name(s) of Student Victim(s): _____ Name(s) of Alleged Offender(s): _____ Name(s) of Witness(es)/Bystander(s): _____

1. On what date(s) did the incident(s) happen? _____

2. Where did the incident(s) happen? (Check all that apply):
 Bus Computer lab Cafeteria Media Center Classroom PEER Hallway/Courtyard
 Playground Restroom School Activity/Event To/From School Other _____

3. What best describes what happened? (Check all that apply):
 Cyber Bullying/texting Hitting Inappropriate Touching Intimidation
 Kicking Name Calling Profanity Pushing
 Rude/Threatening Gestures Rumors/Gossip Social Exclusion/Rejection Teasing
 Theft Threatening Other _____

4. Was there an adult around at the time of the incident? Yes No If so, who? _____

5. Explain what you saw and heard

FOR OFFICE USE ONLY

Date received in office _____
 Repeat Bullying Offender? Yes or No _____ Parent Contacted on _____
 Referral? Yes or No Entered into Synergy? Yes or No _____
 Notes _____



Date:

Dear Parent/Guardian:

As a result of the bullying/harassment/intimidation report you submitted, and in accordance with Arizona Revised Statute 15-341 (37), the following information is being provided to you:

On ___ you submitted a bullying/harassment/intimidation report. This letter serves to inform you that we have completed an investigation into the allegations. We consider this matter resolved and have assigned consequences, if appropriate, in accordance with the District's disciplinary policies. In order to remain in compliance with the Federal Education Rights to Privacy Act (FERPA), we cannot disclose the consequences assigned to the alleged offender.

As summarized in Governing Board Policy JICK and its accompanying regulation (attached) an alleged victim of bullying/harassment/intimidation is entitled to the rights, protections and services described. Please contact the school principal if you would like any additional information related to this situation.

We appreciate your concern and diligent attention to school safety. By working together, we can successfully achieve our common goal of providing a safe and positive learning environment.

Sincerely,

Enclosure: Governing Board Policy JICK and accompanying Regulation

Enclosure: Policy JICK, approved by the school board on 10/27/11



**Policy JICK: BULLYING / HARASSMENT / INTIMIDATION
Student Rights and Services**

As a result of the bullying/harassment/ intimidation report you submitted, and in accordance with Arizona Revised Statute (ARS) 15-341 (37d), the following information is provided to you.

STUDENT RIGHTS

The documents referenced below are available in the school office:

- Handbook for Student Success
- For Student Rights with regard to Bullying, Harassment and Intimidation, refer to page 40 in the Handbook for Student Success
- For Student Rights with regard to reporting and resolution, please refer to ARS 15-341, 37 a-j

PROTECTIONS

Additional information on the items listed below can be provided by the school principal:

- Threat Assessment in accordance with District procedures
- Potential disciplinary consequences for offenders
- Health Center referrals, when necessary
- Individual Safety Plans
- Other protections on a case-by-case basis

SERVICES

Additional information on the services listed below can be provided by the school principal:

- Prevention counseling services
- Small group counseling sessions
- Intervention strategies
- Peer Mediation, where appropriate
- Other services according to individual circumstances

NOTE: *The provisions of the information in this document do not constitute confirmation of the bullying report. A thorough investigation must first be conducted including affording due process to the alleged offender. At the conclusion of the investigation, you will be provided notification of the closure of the bullying report*

12/1/11

Phoenix Elementary School District No. 1

1817 North 7th Street • Phoenix, Arizona 85006-2152 • (602) 257-3755

PUBLIC CONCERNS / COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

Citizen's Request for Review of Basic Curriculum Materials (Ref: Board Policy K-1531 © KEC-EA)

Type of Curriculum Material:

Title _____ Copyright date _____

Author or Editor _____

Publisher or Producer _____

Request initiated by _____ Telephone _____

Address _____

City _____ State _____ Zip Code _____

E-mail address _____

Complainant Represents: Himself or herself

(Name organization): _____

(Identify other group): _____

1. Did you read or view material in its entirety? If not, what parts did you read?
2. To what do you object? (Please be specific; cite pages, add as many pages as necessary)
3. What do you feel might be the result of the use of this material?
4. For what age group would you recommend this material? Why?
5. What things are good about this material?
6. Are you aware of the judgment of this material by literary critics?
7. What do you believe is the theme of this material?
8. Are you aware of the instructional purpose in using this work?
9. What would you like your school to do about this material?
 - Do not make it available to my child (children).
 - Have available on limited basis.
 - Withdraw it from all students.
 - Other (explain)
11. What school does your child attend?
12. In its place, what material of equal literary quality or equal instructional worth do you recommend that would convey as valuable a picture and perspective to serve the intended purpose as well as or better than this material?

Signature of Complainant

Date

Please use the reverse side for additional space or comments.

EXHIBIT EXHIBIT EXHIBIT

Phoenix Elementary School District No. 1

1817 North 7th Street • Phoenix, Arizona 85006-2152 • (602) 257-3755

PUBLIC CONCERNS / COMPLAINTS ABOUT INSTRUCTIONAL RESOURCES

Citizen's Request for Reconsideration of Library Media Center Materials (Ref: Board Policy K-1532 © KEC-EB)

Type of Media: Book Pamphlet Periodical Video Audio Electronic Resource

Title _____ Copyright date _____

Author/Editor/Composer/Speaker _____

Publisher/Producer/Distributor _____

Request initiated by _____ Telephone _____

Address _____

City _____ State _____ Zip Code _____

E-mail address _____

Complainant Represents: Himself or herself

(Name organization): _____

(Identify other group): _____

1. Did you read or view material in its entirety? If not, what parts did you read?
2. To what do you object? (Please be specific; cite pages, add as many pages as necessary)
3. What do you feel might be the result of the use of reading, viewing or listening to this?
4. For what age group would you recommend this material? Why?
5. What things are good about this material?
6. Are you aware of the judgment of this material by literary critics?
7. What do you believe is the theme of this material?
8. Are you aware of the instructional purpose in using this work?
9. What would you like your school to do about this material?
 - Do not make it available to my child (children).
 - Have available on limited basis.
 - Withdraw it from all students.
 - Other (explain)
11. What school does your child attend?
12. In its place, what material of equal literary quality or equal instructional worth do you recommend that would convey as valuable a picture and perspective to serve the intended purpose as well as or better than this material?

Signature of Complainant

Date

Please use the reverse side for additional space or comments.

EXHIBIT EXHIBIT EXHIBIT

Public Concerns/Complaints about Facilities and Services (Ref: Board Policy K-1581 © KED-E)

Complainant _____

Representing _____

Date of Presentation _____

School (if appropriate) _____

Prior contacts with the site administrator or teacher _____

Statement of Complaint:

Action Requested:

Signature

Date

Public Concerns and Complaints (Ref: Board Policy K-1381 © KE-E)

(This form to be submitted to the Superintendent)

Person(s) or group filing complaint _____

Complainant's Address _____ Phone _____

Date complaint is filed _____

Has problem been discussed with the administration?

Yes No Date _____

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

Identification of other witnesses or persons with information about concern:

School Directory

Part X - School Directory

Signature Schools

At Phoenix Elementary District #1 we have developed thematic Signature School Programs to engage students in learning and facilitate learning environments aligned with the needs and interests of our students throughout the elementary school and middle school years. Unlike any other district across the city, our Signature Schools and thematic programs offer unique opportunities for learning.

District Office – Emerson Court

1817 N 7th Street, Phx, AZ 85006
Superintendent: Dr. Myriam Roa
Assistant Superintendent - Business Services:
Larry Weeks
Assistant Superintendent - Curriculum & Instruction:
Tom Lind
(602) 257-3755 main
www.phxschools.org

Bethune PreK – 8

Believe. Achieve. Succeed.
1310 S 15th Ave, Phx, AZ 85007
(602) 257-3830 main
(602) 257-2915 fax
Principal: Dr. Ronnie Pitre

Capitol PreK – 8

A Healthy Learning Community
330 N 16th Ave, Phx, AZ 85007
(602) 257-3835 main
(602) 257-6397 fax
Principal: Mr. Russell Sanders

Dunbar PreK – 8

A Historic Neighborhood School
707 W Grant St, Phx, AZ 85007
(602) 257-3837 main
(602) 257-3874 fax
Principal: Ms. Gail Harris

Edison PreK – 8

Showcasing Technology & Innovation
804 N 18th St, Phx, AZ 85006
(602) 257-3867 main
(602) 257-3704 fax
Principal: Mr. Fred Graef

Emerson PreK – 7

A Community School
915 E Palm Ln, Phx, AZ 85006
(602) 257-3853 main
(602) 257-3937 fax
Principal: Ms. Lucia Raz

Garfield PreK – 8

A Performing Community School
811 N 13th St, Phx, AZ 85006
(602) 257-8711 main
(602) 257-4866 fax
Principal: Ms. Sylvia Bernal

Heard PreK – 8

A Distinctly Diverse Community School
2301 W Thomas, Phx, AZ 85015
(602) 257-3879 main
(602) 257-3881 fax
Interim Principal: Ms. Zariffe Magana

Herrera PreK – 8

A Fine Arts & Dual Language Signature School
1350 S 11th St, Phx, AZ 85034
(602) 257-3885 main
(602) 257-3952 fax
Principal: Mr. Kevin Sotomayor

Kenilworth PreK – 8

A Global Community School
1210 N 5th Ave, Phx, AZ 85003
(602) 257-3978 main
(602) 257-3923 fax
Principal: Mr. Anthony Pietrangeli

Lowell PreK – 8

A Math, Science & Technology School
1121 S 3rd Ave, Phx, AZ 85003
(602) 257-3902 main
(602) 257-6396 fax
Principal: Mr. Tyson Kelly

Magnet Traditional K – 8

A Traditional Signature School
2602 N 23rd Ave, Phx, AZ 85009
(602) 257-6282 main
(602) 257-6287 fax
Principal: Mr. Adrian Walker

Shaw Montessori PreK – 8

A Montessori Signature School
123 N 13th St, Phx, AZ 85034
(602) 523-8971 main
(602) 257-3926 fax
Principal: Ms. Susan Engdall

Whittier PreK – 8

Academics. Academics. Academics.
2000 N 16th St, Phx, AZ 85006
(602) 257-3925 main
(602) 257-3924 fax
Principal: Ms. Clare Okyere

