

Parent/Student Handbook

2015-2016 School Year

Balsz School | Kindergarten - 8th | 4309 East Belleview | P: 602.629.6500

Brunson-Lee School | Kindergarten - 6th | 1350 North 48th Street | P: 602.629.6900

Crockett School | Kindergarten - 6th | 501 North 36th Street | P: 602.629.6600

Griffith School | Kindergarten - 8th | 4505 East Palm Lane | P: 602.629.6700

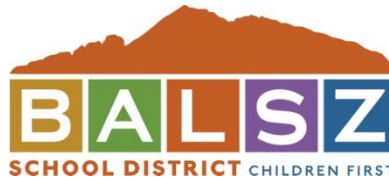
Orangedale Early Learning Center (OELC) | Preschool | 5048 East Oak Street | P: 602.629.6800



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Values: Excellence * Achievement * Innovation * Community

Mission: The Balsz District nurtures the unique skills and abilities of all learners.

Vision: Students empowered to be globally competitive and innovative thinkers who contribute to their community's sustainability.

Governing Board Members

Gail Q. Knight, President
Channel Powe, Clerk
Vic Grace
Todd Schwarz
Derrence B. White

Governing Board Meetings are open to the public and held monthly on the first Tuesday at the district office in the Governing Board Room unless otherwise noted. Agendas are available for public viewing 24 hours in advance online at www.balsz.org and at the District Office.

District Office

Phone: (602) 629-6400
FAX: (602) 629-6470
Website: www.balsz.org

Dr. Jeffrey J. Smith, Superintendent
Ms. Alexis Wilson, Assistant Superintendent of Administrative Services
Mr. Tim Leedy, Director of Business Services
Ms. Rhonda Chavez, Director of Education Services
Mrs. Kathleen Owen-Jones, Director of Student Services
Dr. Julie Morgenthal, Director of Technology Services
Mr. Doyel Chancey, Coordinator of Maintenance, Transportation and Construction
Mr. Claude Chatelain, Director of Food Services

School Information

Balsz School, K-8 4309 East Belleview, Phoenix, AZ 85008 **Ph: 602.629.6500**

Griffith School, K-8 4505 East Palm Lane, Phoenix, AZ 85008 **Ph: 602.629.6700**

School Hours for K-8 Schools: 8:30 a.m. - 3:30 p.m.
Early Release **every Wednesday** at 1:30 p.m.
Breakfast served in the classroom at 8:15 a.m.

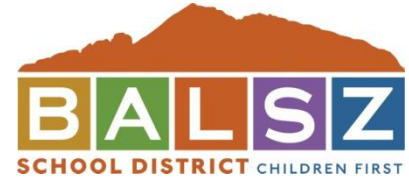
Brunson-Lee School, K-6 1350 North 48th Street, Phoenix, AZ 85008 **Ph: 602.629.6900**

Crockett School, K-6 501 North 36th Street, Phoenix, AZ 85008 **Ph: 602.629.6600**

School Hours for K-6 Schools: 8:00 a.m. - 3:00 p.m.
Early Release **every Wednesday** at 1:00 p.m.
Breakfast served in the classroom at 7:45 a.m.

Preschool: Orangedale Early Learning Center (OELC), 5048 East Oak Street, Phoenix, AZ 85008 Ph: 602.629.6800

School Hours for Pre-K: 7:00 a.m. – 5:00 p.m., no class on Wednesday



July 2015

Dear Families,

It is my pleasure to welcome you and your child to the Balsz School District. We know you have many choices when it comes to the education of your child and we are pleased you are placing your confidence in us. Our mission is to nurture the unique skills and abilities of all learners and have a caring and knowledgeable staff dedicated to the best interests of your child.

This handbook contains important information that will answer many questions you may have about our schools. You will also find some information we are required to provide to parents each year. We have included these to ensure that all families have equal access to the information necessary for effective communication and partnership in decisions involving your child.

The last section of the handbook outlines our expectations for student behavior. We place a high priority on providing each student with the opportunity to demonstrate appropriate social behavior, common courtesy and good citizenship. We can best achieve this end when all of our students know, understand and follow these expectations.

We encourage you to review the content of this handbook so your child is aware of the rules and practices intended for their safety and the safety of others. If you have any questions please feel free to contact your school office for clarification. After you have read the handbook, please sign and return the *Acknowledgement of Handbook Receipt* to your child's teacher.

We look forward to your involvement in our district. Thank you again for the opportunity to educate your child and for **Believing in Balsz!**

Sincerely,

Jeffrey Smith, Ed.D.
Superintendent
Balsz Elementary School District #31

Student Registration

The parent, guardian, or surrogate of each new enrollee in the District, except homeless pupils as defined in A.R.S. 15-824, will be asked to produce the following:

Registration Requirements

- A child shall be eligible for admission to kindergarten if he/she is five (5) years of age prior to September 1st of the current school year (A.R.S. 15-821).
- If a child is born between Sept. 1st and Dec. 1st, an Early Kindergarten Entrance Assessment is available.
- A certified copy of the child's birth certificate
- Immunization Records
- Proof of Residence
- Proof of Guardianship, if applicable

Custody

In most cases, when parents are divorced, both parents continue to have equal rights to their children. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please furnish a **current** copy to the school office. **EQUAL RIGHTS MUST BE PROVIDED** to both parents unless a court order stating otherwise is on file in the school office.

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file. It is the responsibility of the parents to provide the school with the most recent court order. Restraining orders can only be rescinded by the court.

Open Enrollment

The Balsz Elementary School District has an Open Enrollment Policy consistent with A.R.S. 15-816. If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories of those who have properly completed and submitted applications. Open enrollment applications are available at each school office. In order to be considered, the application must be received by March 1. The parent or legal guardian will be notified by June 1 whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected.

Promotion/Retention

At the end of the 8th grade year, students who have met specific academic criteria will be acknowledged for their work by attending the 8th grade promotion ceremony. The promotion ceremony is a celebration of work accomplished by the student throughout the year. If

students do not meet the school's criteria to earn promotion, the student will not earn the right to walk in the 8th grade promotion.

Students will normally progress from one grade to the next. However, when facts indicate that retention is the best interest of a student's academic progress, there needs to be close cooperation and communication between the parents and appropriate school personnel.

Each child considered for retention will be given individual consideration and the decision regarding retention will be made only after careful review of all data related to the student's growth and development.

In accordance with state law, teacher(s) make the decision for promotion or retention of students.

Decisions for kindergarten through eighth-grade students should be based on the following criteria:

- A student's academic achievement
- Attendance/discipline records
- Standardized and alternative assessment results
- Any other information considered pertinent to the recommendation. Measures of student achievement are defined as grades. A student successfully completes a course/subject if he/she earns "developing" in grades K-1 and at least a grade of "D" in grades 2-8.

If a parent or legal guardian chooses not to accept the teacher's decision to promote or retain a student, the parent or legal guardian may file an official appeal. Only the Balsz Elementary School District Board may overturn the teacher's decision. Should the Board overturn the teacher's decision, the teacher is automatically released of all liability for actions done in good faith relating to the child's promotion or retention.

Updating Address, Phone and Emergency Contacts

Please notify the school immediately when there is a change of address, telephone number, or change in the emergency contact used when unable to reach a parent. Even though you may have an unlisted telephone number, the school **MUST** have the telephone number to call in case of emergency. If there is a change in home address, you will be asked to provide proof of new residence.

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Attendance Procedures and Guidelines

Absences

Regular attendance is the key to success in school. Students should remain out of school only when absolutely necessary, because much of the classroom activity cannot be made up. The benefit of lectures, discussion and participation is lost forever to those who are absent. In the event of a necessary absence known in advance, or is caused by an emergency, such as illness, the parent is expected to telephone the school attendance line each day of absences. Parents are expected to call on the day of the absence, preferably by 9:00 a.m. or within 24 hours of the absence. A doctor's verification may be requested for excessive illness-related absences. Students may not participate in after school activities, sports or dances unless they have been in school for at least half of the school day. A reasonable effort will be made to notify the parent by phone when their student is absent.

- **Excused Absences:** A pupil may be excused from school when the absence is one of the following: death in family, doctor's appointment, court appearance for the child, illness, religious holidays and deployment-related absences. Missing class to attend school activities will be excused with prior teacher and administrative approval. Unusual circumstances for absences will be considered on an individual basis and approved by the school administrator.
- **Unexcused Absences:** Any absence for reasons other than those listed as EXCUSED ABSENCES are deemed unexcused. Examples of unexcused absences include the following: take your child to work day, caring for siblings, vacation, failure to call the school, waking up late, missed bus, lice (more than 1 day).
- **Excessive Absences:** A student who is absent from a class more than 10 percent (ten days per semester) of the number of required attendance days, and whose absence has materially affected academic progress, may receive a lower grade or be retained. In addition, the student may be cited and reported to the Maricopa County Juvenile Court.
- **Physician Verification** The principal may require documentation from a doctor to verify a medical condition when absences total more than 10 percent of the number of required attendance days (ten days per semester).

Attendance Legal Requirements

It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session (A.R.S. 15-803). A child is considered habitually truant if he/she has excessive absences when the number of absent days exceeds ten percent (20 days).

Truancy is any absence from one or more class periods without the prior knowledge and consent of the parent/guardian and is in violation of state law and district procedure. Unexcused absences for at least five (5) school days within a school year constitutes habitual truancy. Habitual truancy may lead to discipline of the child and/or referral of the parent to the Court Unified Truancy Suppression (C.U.T.S.) Attendance Program.

- Credit may or may not be given for tests and major assignments missed due to truancy at the discretion of the principal.

C.U.T.S. (Court Unified Truancy Suppression)

C.U.T.S. is a Maricopa County Truancy Diversion Program, which brings consequences for students and parents whose children do not attend school. Students who are truant for five days or more or have excessive excused absences may be cited by school administration. As part of this citation process, both the parent(s) and the student will be required to attend a hearing with a probation officer from the Juvenile Court Center. The student and the parent will be assessed one or more of the consequences listed.

C.U.T.S. Phase 1 Consequences

1. Assessment Fee of \$50
2. Mandatory education session for students
3. Mandatory education session for parents
4. Community service hours for students

Chronic Illness

In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, parents should be in contact with the school Health Office regarding the development of a chronic health plan.

Make-Up Work

It is the student's responsibility to ensure that all work is requested and completed upon return from any absence. It is the responsibility of the teacher to make the assignments available to the student, and the responsibility of the student to master the material.

- a. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to complete the assignment for full credit.
- b. Credit may or may not be given for tests and major assignments missed during suspensions at the discretion of the principal. Each case will be determined on an individual basis.

Permission to Leave School during School Hours

Parent or Guardian or authorized adult must sign-out through the front office prior to leaving campus during school hours and indicate the reason for early release. The parent or guardian must give written and/or verbal approval of the person picking up the student, who will be asked to show a valid picture I.D.

To prevent distractions and to maximize learning time, we will minimize interrupting classrooms for a student's early dismissal or change in their after-school routine. We ask that you notify the classroom teacher and/or front office the morning of any change in your child's after-school routine or early dismissal. If notification is not received, the front office will **not** interrupt classroom during the final 20 minutes of the school day. We understand that emergencies may happen and the front office will take this into consideration.

Tardiness

The Balsz Elementary School District expects students to come to school on time. Students should be at their designated meeting place ready and prepared to learn. Interventions for tardiness may result in detention, loss of privileges, in-school suspension, and parent conference.

Parents may sign-in a student if arriving late from an appointment, otherwise the tardy will remain unexcused.

Students with Disabilities

Whenever non-attendance 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 placement and review/revision of the I.E.P. must be conducted.

<h3>Dress Code Guidelines</h3>

All students Kindergarten through 8th grade who attend the Balsz School District are expected to dress in the proper standard school uniform attire. It is the parents' responsibility to ensure compliance with the dress code. Each school may choose individual school color for tops. Please see the school office for approved school colors. Changes may occur to the standard school clothing during the school year as approved by the Governing Board.

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

Tops:

- Solid school color with lay-down collar. No logos or labels showing. This may include, but is not limited to a "polo" shirt, dress shirt, or blouse and must be tucked in at all times.
- T-shirts or thermal shirts worn underneath the polo must be school uniform color.

- Special shirts that are given as incentives or that are for special programs, such as student council, may be worn with the approval of the school principal. On occasion, the principal may allow a "spirit" or "casual" day when students may wear clothing other than the standard school uniform.
- No undergarments may show.

Bottoms:

- Solid school color shorts, slacks, skirts, skorts or jumpers.
- Shorts, skirts and skorts must not be shorter than the middle of the thigh or longer than the bottom of the knee.
- No logos, labels, denim, sweat pants, or stretchy type material. White, blue or black leggings may be worn.
- Baggy or oversized clothing is not acceptable and is prohibited. Clothing may not be more than one (1) size too large, to allow for one (1) year's growth. No sagging of clothing is allowed. Pants must fit at the waist and not drag on the ground.
- No undergarments may show.

Belts:

- Belts (if worn) must be plain black, brown, or navy and may not be more than one (1) size larger than the waist. Belts must be worn at the waist and cannot hang below the waist. Belts and buckles must be plain with no designs or logos.

Socks/Shoes:

- Solid color socks.
- For safety reasons, it is recommended that students must wear closed-toed shoes. Students are to wear appropriate shoes for physical education classes such as tennis shoes. Slippers and shoes with wheels are not permitted.

Outerwear:

- Windbreakers, jackets, sweaters, flannels, sweatshirts or headwear are considered outerwear and may not be more than one (1) size too large for the student.
- Outerwear is designed to be worn outside as the weather dictates and should be removed in the classroom, at the discretion of the teacher.
- Outerwear of different colors, patterns and emblems are acceptable as long as they are appropriate and not gang related. Expensive or professional team related jackets are discouraged, as the school is not liable for damaged, lost, or stolen outerwear.

Other:

- Hats are not permitted.
- Any clothing, buttons, jewelry, or other accessories that are oversized or display vulgar, lewd, obscene, plainly offensive messages or images, display images of weapons, drugs, violence, alcohol, or references to gang affiliation, or ethnically offensive words or pictures are strictly prohibited.

Dress Code Guidelines continued on next page

- Students may not display the following: facial piercing, plugs, gauges, tattoos, chains, spikes, or any other type of sharp jewelry. A single earring for each ear no larger than the size of a nickel is acceptable.

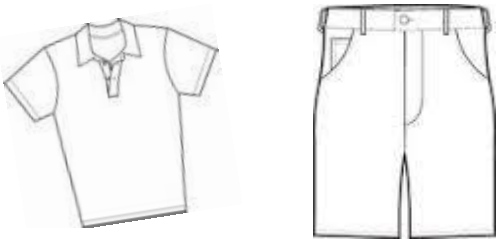
If any of the above items are deemed to be a safety risk or disruption to the educational environment may lead to disciplinary actions.

Students not dressed in accordance with the District dress code may be offered use of the standard school clothing for the day (if available) or their parents will be contacted to bring appropriate clothing.

Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District policy manual.

No student shall be subject to discipline for failure to comply with the dress code if the reason is due to economic hardship. Under such circumstances, the school will work with families to locate and provide assistance for the student to be furnished with standard school clothing.

New students who enter District schools will have two (2) weeks to purchase standard school clothing. During this time period, the school may donate the use of one (1) uniform set per child (if available).



Curriculum

Care is taken to select materials most valuable for classroom instruction. Occasional suggestions to the selection of instructional materials may be made by the public. If a parent has questions regarding the correct material being covered in class, they should first schedule a conference with their child's teacher.

Physical Education Program

Physical Education (P.E.) classes are part of the regular curriculum. Students are expected to attend P.E. classes with the proper shoes. Students who are restricted from participating in P.E. must present their written excuse to the Health Office. The nurse will issue a physical activity restriction notice, to be given to the classroom teacher and/or the P.E. teacher. If the duration is not stated on the notice, the student will be excused from only one P.E. class.

Structured English Immersion

The Balsz Elementary School District provides Structured English Immersion (SEI) services for qualified students at all schools. Students with a primary home language other than English who

do not demonstrate grade level competency in oral English, reading and writing, who have been assessed on the state language proficiency test (AZELLA) and who have been determined to be at the "limited English proficient level," are eligible for services. For further information, please contact your school principal or the Federal and State Projects Director, at 602-629-6430.

Textbooks

Textbooks and other instructional materials will be supplied to students free of charge. Students are responsible for all textbooks/materials in their possession. Parents and students are financially responsible for any lost, damaged or stolen materials/items while in their possession.

Extra-Curricular Activities

The Extracurricular Activity Fee for each student enrolled is five dollars (\$5.00). If parents are unable to pay due to financial hardships, scholarships are available upon request to the school principal.

Students may be eligible to participate in after school extra-curricular activities. Participating in after school sports is a privilege. Athletes involved accept the responsibility to model good sportsmanship, appropriate social behavior and common courtesy. Students participating in after school sports will be given all the necessary information and policies required to participate. It must be signed by the student and parent/guardian before participation.

- Students may not participate in after school activities or dances unless they have been in school for at least half of the school day.
- Students serving a suspension in or out of school are ineligible to participate.

Athletic Participation

In the Balsz Elementary School District Athletic Program, the health and welfare of the athlete is the most important concern. Every effort will be made to ensure a healthy environment and safe training conditions for athletes. Before athletes may participate in school sports they must be academically eligible, Junior High students must have proof of an annual physical exam on record and must have a signed permission slip and Athletic Participation Contract on file. It is the parent responsibility to cover any costs of injury in athletic participation (see Medical Insurance section for more details). Prior to participation parents and/or students may be required to attend an orientation meeting for a specific sport.



Health Office

Each school maintains a Health Office with a nurse or trained/supervised Health Aide. Please call the school attendance number to report an illness. Students who become ill during the school day must report to the Health Office. THEY ARE NOT TO LEAVE CAMPUS WITHOUT AN AUTHORIZED ADULT SIGNING-OUT WITH THE SCHOOL OFFICE. The Health Office will notify parent/guardian of students who become ill at school so that the students can be picked up. It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible. Please update emergency contact information with the front office in case you are not available or cannot leave work. Students may not return to school until the child does not have a fever, diarrhea or vomiting for 24 hours without medication.



Communicable Diseases

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion has passed or until a physician recommends a return, in accordance with applicable law; appropriate regulations of the State Department of Health Services; and policies of the county health department Policy JLCC.

Parents will be requested to provide a history of communicable diseases for enrolled students. A student suffering from a communicable disease shall be excluded from school for his/her own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. In the case of a reported outbreak, the County Health Director shall make the decision for exclusion and readmission.

- Any student exhibiting symptoms of illness such as skin rashes, inflamed eyes, fever, and the like, will be referred to the health office. The health office will contact the parents/guardians depending on the condition of the student. The school nurse/health aide may request physician clearance before the student is allowed to return to school.
- Any student excluded from school under the aforementioned health regulation must receive clearance from the health office before being readmitted to class.
- All diagnoses and suspected communicable diseases considered to be reportable under appropriate Arizona Department of Health Services rules and regulations and A.R.S. 36-621, are to be reported to the Maricopa County Health Department.

Dispensing Medication

When it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be written permission from the parent to allow the appropriate staff member to administer the medicine.
- The medicine must be delivered to the school office by the parent or guardian in the original prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.
- All medications are to be given to the school nurse/health aide or designee for administering.
- Inhalers may be carried by the student providing the health office has a signed parent permission and the inhaler is properly labeled by a pharmacist with the student's name, dosage and physician's name.
- Parents are responsible for picking up their child's medication on the last day of school or making arrangements with your school nurse; or medications will be disposed.

The district may disallow the use or administration of any medication on the school premises if the threat of abuse or misuse of the medicine poses a risk of harm to any member (s) of the student population.

Immunization Requirements

The Arizona Revised Statutes A.R.S. 15-871 through 15-874 and Arizona Administrative Codes (A.A.C.) Communicable Disease Rules R9-6-701 through 706 and Child Care Facilities R9-5-305 require that:

1. A school or child care center shall forbid the attendance of any pupil not meeting the requirements for immunization or exemption from immunization and shall suspend such pupil in accordance with A.R.S. 15-872 or A.A.C. R9-5-305.
2. Proof of up-to-date immunizations must be provided from a documented source
3. Disease-specific laboratory confirmation of immunity is also acceptable

The immunization record shall show that the child has received current, age-appropriate immunizations against the following diseases: diphtheria, tetanus, pertussis, polio, measles, chickenpox, mumps, rubella, and hepatitis B, T-dap and Meningococcal are required for students who are 11 years old. HIB and hepatitis A are also required for children in preschool.

Medical Insurance

Parents are strongly encouraged to purchase student accident insurance. Accidents to students are not covered by the District insurance.

The District does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance. In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parents.

Health Office continued from previous page

Pediculosis (Lice Infestation)

The school nurse/health aide at times may need to examine an entire classroom if he/she feels a need to check for pediculosis. The school nurse/health aide will only notify a child's parent if the check is positive. Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student has been cleared by the school nurse/health aide to return to school.

Vision and Hearing Screening

Hearing screenings are given to selected groups of students per mandate under the guidelines of the Arizona Department of Health Services. Vision screenings are conducted each year with selected groups of students per Arizona guidelines. These screenings should not take the place of recommended medical screenings. If your child should fail the school screening, a referral will be sent to you which should be filled out by a medical professional and returned to the school nurse/health aide. Your child should also be examined by an appropriate medical professional if he/she complains of any auditory or visual problems.



Special Education

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 through age 21. The law and its implementing regulations also provide methods to help you assure that your input is considered. If you want a copy of the procedural safeguards, please call the district's Special Education Department at 602-629-6820.

If your child is having difficulty in school, please check with the teacher to determine what interventions have been

tried to help your child succeed. A referral to the school's Child Study Team (CST) can be made. The CST will develop an intervention plan to address any academic or behavioral concerns. If the interventions are unsuccessful, a referral for special education evaluation may be necessary. If special education disabilities are suspected, the school is required to evaluate your child to identify and document whether your child has a disability that affects his or her learning and, if so, to determine what special education and related services are appropriate. The evaluation will be done only after the school has explained what will be done during the evaluation. Tests and procedures selected are specifically designed for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school. This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, the school will provide you with the results.

If your child is found to be eligible for special education services, you are required to serve as part of a team to help the school develop an Individualized Education Program and identify the special education and related services your child needs.

If you do not understand special education and what it may offer your child, you should speak with the child's teacher, school psychologist or school administrator where your child receives educational services, or the director of special education. Parent Information Network Specialists, a support group sponsored by the Arizona Department of Education, can also help you to better understand the procedure. The Exceptional Student Services Division of the Arizona Department of Education is also available to assist you at 602-364-4000.

Preschool Child-Find

If you think your preschool-age child may have Speech, motor, or other delays in learning, please call 602-629-6820 to obtain information regarding our monthly screenings for preschool. Children as young as two years and nine months may attend the screening. At the screening, your child's vision and hearing will be checked by a school nurse.

Further screening will be done to look at how well your child speaks, uses fine and gross motor skills, and learning basic concepts. If needed, an appointment for further evaluation will be set. Based on the evaluation results, eligible children who have significant delays will be offered enrollment in our special needs preschool program.

Section 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination, harassment, intimidation, and/or bullying in any form toward individuals on the basis of their actual or perceived disability is unacceptable and will not be tolerated. The District will promptly investigate any complaints of disability-based discrimination/harassment and take reasonable actions to stop future incidents of such discrimination/harassment. The District has specific responsibilities related to the provision of a Free Appropriate Public Education (FAPE) to school age individuals with disabilities under Section 504. The District is required to provide a program designed to meet the educational needs of students with disabilities as adequately as the educational needs of students without disabilities. For student who are not eligible for special education services, but meet the federal definition of persons with disabilities under Section 504, a Section 504 Plan may be developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in accessing the general education program. Section 504 must provide non-academic and extracurricular services and activities in a manner that ensures that individuals with disabilities have an equal opportunity to participate.

Unilateral Placement in a Private Special Ed. School

If you disagree with the district and consider enrolling your child in a private special education school, you must provide the district with a written notice 10 business days before you enroll your child. This notice shall include a statement that you are rejecting the placement offered by the district, what your concerns are about the offered placement, and your intent to enroll your child in a private school at public expense.

Special Education Records

The district destroys all psychological and special education records on students five years after those students have been removed from special education, have been withdrawn from the district or have graduated.



District Services

Dental Services

Balsz BEACH Clinic and AZ Tooth Doctor provide dental services for students with insurance, AHCCCS or Kids Care on site at all of our schools. Comprehensive treatment includes fillings, non-surgical extractions and preventative procedures like cleanings, fluoridation and sealants. For more information on Balsz BEACH Clinic or AZ Tooth Doctor contact your school health office.

Food Services

Breakfast in the Classroom is available at all schools 15 minutes prior to the start of the school day. Students receive a healthy nutritious breakfast at the beginning of the day while the teacher is taking attendance, collecting homework and listening to announcements, so no instructional time is lost. Balsz, Brunson-Lee, Crockett and Griffith Elementary Schools take advantage of the Provision Two Program of the National School Lunch and Breakfast Program. This provision allows us to provide breakfast and lunch to our students at no charge to their parents. Menus are posted on the School District Website and offers a pork-free menu.

The district has established a Local Wellness Policy which reflects the latest guidelines of the Arizona Nutrition Standards. These standards place restrictions on certain foods and beverages allowed during the school day to students, including food brought into the classroom for snacks and parties. The nutrition standards have been put in place to help maintain children's health and ensure that they are ready to learn. In addition, the standards will guarantee that our school district environment supports and encourages students to establish healthy eating behaviors. The Wellness Policy requires assessment throughout the school year and participation from students, parents, teachers, administrators, board members is mandatory, for more information on this policy and to be part of the Wellness Policy Committee, please contact the Food Service Department at 602-629-6440. Policy is posted on the Balsz School District Website, www.balsz.org.

Maricopa County Department of Health Services requires that food brought into the classroom for snacks and celebrations must come from a commercial source and cannot be homemade. Items should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, an adult wearing disposable gloves must serve the food. An alternative choice of healthy snacks are strongly recommended for all celebrations.

Homeless Services

Homeless (McKinney-Vento Act) students, if they qualify, are eligible for services, including free lunch program, before or after school tutoring, summer school, and assistance with other needs. For information or assistance, please contact your school nurse or the district Homeless Liaison in the Federal Programs office at 602-629-6430.

Interpretation Services

The Balsz Elementary School District will make a reasonable effort to provide interpretation services so that all parents can participate meaningfully in meetings and conferences regarding their children's education. Please contact your child's school office to request these services. Parents can also request translations of district documents by notifying the school office.

Social Work Services

Social work services may be available for students at schools with a School Social Worker. Students may wish to see the social worker for a variety of reasons including but not limited to: concerns about self-esteem, coping skills, stress management skills, peer interactions, anger management, divorce/separation/loss, and social skills. Students may be referred to the social worker three (3) times without having a signed consent on file. Students who wish to see the social worker on an ongoing basis must have a signed consent on file. All content within sessions is kept confidential with the exception of threats to hurt his/her self or someone else or if the student reports any form of abuse. As a mandated reporter, social workers are required to report disclosures of abuse to the Department of Child Safety (DSC).

Title I Services

The Title I Program at each school site provides services to students who are not progressing toward meeting state standards. The services include reading intervention during the school day and before or after school tutoring. Not every service is provided at each campus, each school provides different services to meet the academic needs of its students. For more information contact your Programs Director at 602-629-6430.



School Safety

Closed Campus District-Wide

We believe the safety of Balsz School District students is a priority and all schools are considered a Closed Campus. Gates will be closed to all persons other than enrolled students. Every adult on campus should have a Balsz School District badge on (*please refer to section: **Visitors to Schools***).

Crisis/Emergency Plan

Each school in the Balsz 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 and followed up with training for staff members. This book is located in the front office. In an event of an emergency, the automated school messenger system will be used to notify parents.

Visitors to Schools

All visitors to any school must report to the school office upon arrival to obtain a visitor badge where they will be asked for a form of Identification to be held until the visitor signs out.

For those who wish to visit a classroom during the school day, it is preferred that the teacher and principal be contacted in advance to arrange a day and time for such visit to avoid any conflicts with the classroom schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

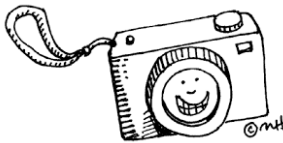
Volunteers

Volunteers make many valuable contributions to the students and educational programs of the District. All volunteers work under the supervision of professional school staff. Adults who volunteer on a regular basis must complete the volunteer packet which includes fingerprinting and a background check. Not all volunteering takes place in the classroom. Parents are encouraged to volunteer their time to assist with various school and district committees. Please contact the school office for a volunteer packet or for more information on volunteer opportunities.

School Safety continued on next page

Photo Release

The district photo release form is used by the district to determine photo release and name release permissions for students at district sponsored events and field trips. The district will defer to the District photo/name release for all online District/School sites, District/School social media, and print publications regardless of other releases collected by outside organizations. For events hosted by non-district entities, separate photo/name release forms may be sent that apply to that activity only and adherence to that outside release is the responsibility of the organization that provided said release. In other cases you or your child may attend an event hosted on a district site or in partnership with the district by a non-district entity where photos are being taken for public consumption. The district cannot be held liable for photographs or other name information published as a result of these types of events. If you do not want your child to attend any events hosted by non-district entities where photos may be taken or name information published, please notify the office.



Student/Parent Rights and Responsibilities

Parents have the right to inspect and review all educational records and all other rights guaranteed by the Family Educational Rights and Privacy Act (FERPA).

Student Directory

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. 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 has received special education services, contact the Director of Student Services to review records. 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.

Student records may be released to authorized district personnel or another school that the student wishes to attend. Student records will be released to others only with the signed, written dated request of the person legally responsible for the student.

Balsz Schools may keep on file student directory information containing student's names, telephone numbers, addresses, student or parent email addresses, photographs, date and place of birth, grade placement, dates of attendance, extracurricular participation, weight and height of members of athletic teams, most recent educational agency attended and achievement awards and honors. This information may be included in graduation programs, sports activity sheets, honor roll or other recognition lists and the annual yearbook.

STUDENT DIRECTORY INFORMATION WILL BE RELEASED WITHOUT PRIOR CONSENT FOR IN-DISTRICT PUBLICATIONS AND USES AND TO RECOGNIZED NEWS MEDIA. The District shall not release directory information for any commercial purpose. If, however, you do not wish any of the above listed information release about your child/children, please submit written notification to the school office. If such notification is not received, it is assumed that your permission is given to use directory information as described above.

Electronic Devices

Electronic devices or toys often interfere with the orderly operation of the school and may cause a disruption to the learning environment. School rules prohibit such items as cameras, cell phones, CD players, pagers, beepers, electronic games or any other electronic devices that may disrupt the school environment. In addition, the school is not responsible if these items are lost or stolen.

If a reasonable suspicion exists that electronic devices are being used in an inappropriate manner, Balsz Elementary School District reserves the right to review the contents and hold students accountable utilizing district disciplinary action charts.

Child Protective Service (CPS) Interviews at School

Interviews by Child Protective Services (CPS) employees 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, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

Student/Parent Rights and Responsibilities continued on next page

Law Enforcement Officer Interviews

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 school official may be present during the interview, unless directed otherwise by the law enforcement officer. If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The building administrator will notify the parents of the arrest or will make reasonable efforts to notify the parent when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

No Child Left Behind

Under federal No Child Left Behind provisions, all school districts are required to notify parents of children who attend a Title I school that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Specifically, districts must provide the following information:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Teacher Resumes: Parents are allowed to request to view the professional resumes of their child's teachers. Requests should be made to the Human Resources Department by calling 602-629-6400.

Non-Discrimination

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

General Concerns

Examples include, but are not limited to: academic placement, assessment of student progress, student schedule, homework, class work, grades, student eligibility for sports or clubs, extra-curricular activities, communications and student/teacher relationships. The intent is to resolve the issue at the lowest level possible, allowing for dialogue between the involved parties and providing the employee with the opportunity to respond.

Public Concerns

Suggestions from the community are always welcome. Concerns are best resolved at the lowest levels starting with school teacher and when necessary, should proceed through the various administrative levels.

Parent Concern Procedure

The parent concern procedure is not intended for parents to seek discipline of employees or to evaluate employees, but to help parents reach a resolution regarding concerns to improve the child's classroom experience. The parent concern process addresses two categories of concerns: General and Professional Conduct. The parent may seek guidance from the school administrator relative to the category of the parent's concern within (30) days of the alleged occurrence. The following provides an overview of the steps to be taken within each category:

- 1) The administrator will strongly encourage the parent to confer with the staff member involved regarding any concern, and either party may request that the administrator mediate this conference. These conferences should include avenues for resolution of the concern.
- 2) If the parent is not satisfied with the outcome of Step 1, he/she may complete the Parental Concern Form and submit it to the employee's immediate supervisor or administrator. (Policy JII-EA available through the school office.)
- 3) The immediate supervisor/administrator or designee will schedule a conference with the employee, parent, and the administrator or designee within five school days to facilitate a resolution.
- 4) The administrator or designee will facilitate a conference that assures that the parent concern will be heard and the staff member will be afforded the opportunity to respond. The focus of the conference will be to develop a reasonable resolution to the concern. The administrator or designee will write a summary of proposed resolution on the Parent Concern Conference Summary Form. All parties will receive a written copy of the Parent Concern Conference Summary Form within five school days.
- 5) If the parent is in agreement with the proposed resolution as provided in the Parent Concern Conference Summary, but it can be demonstrated that the reasonable resolution has not been effective with the appropriate timeline, either party involved in the development of the resolution may request a second meeting to revise or amend the resolution. If the parent is not in agreement with the proposed resolution after receipt of the Parent Concern Conference Summary, they may complete and file a Parent Concern Conference Summary Appeal with the superintendent. The superintendent or designee will review the information and determine if a hearing should be held. If a hearing is necessary, a hearing officer will be appointed and the hearing will be scheduled within seven school days of receipt of the appeal. Both parties have a right to non-legal

representation. A written decision will be rendered within five school days following the hearing. The decision of the hearing officer will be final and the matter will be considered closed. If a hearing is not necessary, a written decision will be rendered within seven school days of receipt of the appeal. The decision not to hold a hearing will be final and the matter will be considered closed.

Reporting Child Abuse

By state law, school employees must report suspected cases of child abuse to Child Protective Services and local law enforcement agencies. Individuals required to report suspected abuse are protected by state law from civil or criminal liability. Each school has an identified school coordinator to help process suspected cases of child abuse. For more information, contact your school office.

School and Student Property

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 desks, books and other property and equipment. Inspections of desks, backpacks or book bags or the like may be conducted by school authorities at any time without a search warrant or student consent. The use of school property after hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited.

Search and Seizure

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search for and obtain the contraband from students or non-students if there is reasonable suspicion that the student possesses such contraband.

TRANSPORTATION

The safety and welfare of student riders is the first consideration in all matters pertaining to transportation. Students living more than one mile from school are eligible to ride the school bus. Bus routes and exact distances will be determined by the District Transportation Department.

School Bus Safety Rules

1. Follow the driver's directions.
2. Board and leave the bus in an orderly manner and only at your designated stop. Approval will be based on factors such as available seats, safety, schedules, etc.
3. Be at your assigned loading area five minutes before the bus is scheduled to arrive. If you walk to the bus stop and there are no sidewalks, walk as far from the edge of the road as possible.
4. While waiting for the bus, stay off the roadway and be alert to traffic. The edge of a busy road is no place to fight or play. Respect the property of the citizens/businesses where you wait. If you need to cross the street after getting off the bus, walk at least 10 feet in front of the bus and WAIT for the driver to signal to you. Then look both ways for the

traffic. Cross only when traffic is clear and walk directly across the street. Never cross behind a bus.

5. Form a line for boarding when the bus approaches. Let the bus come to a FULL STOP before moving toward the door. It is also important for the bus to be at a FULL STOP before unloading (leaving) the bus.
6. Unless otherwise instructed by the driver, go directly to the back of the bus and sit three to a seat. Remain seated at all times. Do not change seats. The bus driver may require any or all students to sit in certain seats.
7. Keep noises to a minimum and behave properly. Be considerate of others on the bus, pedestrians, motorists, and driver (who is responsible for your safety). Shouting, foul language/gestures, throwing objects (in or out of the bus) or other misbehavior will not be tolerated.
8. Help take care of your bus by picking up litter and being considerate of the equipment. Place trash in the waste receptacle as you leave the bus.
9. Hold your books and other belongings on your lap. If you carry a musical instrument, keep it on your lap, between the seats, or in a vacant seat. Never block the aisle.
10. Animals, radios, skateboards, glass, food, drinks, chewing gum or potentially dangerous objects (as identified by the driver or principal) are not allowed on the bus.
11. Get permission before opening a window. All body parts and all other objects must remain inside the bus.
12. In case of an emergency, remain seated until given instructions by the driver, or follow procedures discussed in the bus evacuation drills.

School Bus Disciplinary Procedures

Riding the bus to school is a privilege, not a right. By disobeying any of the "Bus Safety Rules," students jeopardize their safety and the safety of others on the bus. Drivers will always first remind students of proper behavior. Should the situation not improve and/or become of a serious nature, the driver will issue a written "Student Referral" with the student's knowledge. Videotaping may be used to document student behavior.

An administrator will then discuss the situation with the student and try to remedy the situation. When it becomes necessary the driver and/or parents/guardians will be included. Should the incident(s) warrant severe consequences such as loss of bus privileges, in school suspensions, or out-of-school suspension, parents/guardians will be notified. Parents are responsible for appropriate, safe alternative transportation for suspended students. Copies of the written "School Bus Incident Report" will be sent to the parent/guardian, the transportation department and the school office.

Field Trips

Parent-signed permission slips are required for student participation on field trips. Students are representing their school and all school rules must be observed while on a field trip.



BEHAVIOR STANDARDS

The Balsz Elementary School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning and would interfere with the orderly conduct of our public schools. Furthermore, the Governing Board charges the staff with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement and maintaining an appropriate learning and behavioral environment. According to Arizona law (A.R.S. 15-341), the Governing Board also has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration authority to discipline students for disorderly conduct and other offenses at school sponsored activities.

Balsz School District Schools, classrooms, and offices are professional work places. **Adults and children are expected to demonstrate respectful and appropriate behavior at all times.** Disruptive, vulgar or threatening language or behavior toward staff or students will not be tolerated. Anyone refusing to model appropriate and acceptable behavior may have access to the school restricted. **A.R.S. 15-507. Abuse of teacher or school employee in the school; classification:** A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor.

The Balsz School District Governing Board periodically votes on updating policies throughout the school year, please visit the district website for up-to-date policies at www.balsz.org.

DISCIPLINARY ACTION CHARTS

Multiple offenses in a combination of categories may result in long-term suspension or expulsion. There are certain items that may be subject to expulsion on the first offense. The chart below is not all-inclusive. A student committing an act of misconduct not listed will be subject to the discretionary authority of the school administrator or superintendent.

Please refer to the list following the Disciplinary Action Chart defining A-L disciplinary actions.

***These are major violations and may be reported to proper authority.**

Offense	First Offense Action Taken	Repeated Offenses Action Taken
AGGRESSION		
Verbal Provocation – Use of language or gestures that may incite another person or people to fight.	Minimum-G Maximum-H	Minimum-H Maximum-L
Aggressive Behavior – Non serious but inappropriate physical contact. Behaviors that demonstrate low level hostility. (poking, pulling, pushing, etc.)	Minimum-A Maximum-G	Minimum-B Maximum-H
Recklessness – Unintentional, careless behavior that may pose a safety or health risk for others.	Minimum-A Maximum-G	Minimum-B Maximum-H
*Fighting – physical violence, where there is no major injury.	Minimum-G Maximum-H	Minimum-H Maximum-L
*Assault 1. Intentionally, knowingly or recklessly causing any physical injury to another person. 2. Intentionally placing another person in reasonable apprehension of imminent physical injury. 3. Knowingly touching another person with the intent to injure, insult or provoke such person.	Minimum-G Maximum-L	

Disciplinary Action Chart continued on next page

Offense	First Offense Action Taken	Repeated Offenses Action Taken
ALCOHOL, TOBACCO, ELECTRONIC CIGARETTES AND OTHER DRUGS		
*Drug and Alcohol – The nonmedical use, possession, distribution or sale of alcohol, drugs, synthetic drugs, counterfeit drugs, or imitation drugs on school property or school events is prohibited. <i>Nonmedical is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition” consistent with accepted practices of the medical profession. “Drugs” include, but not limited to: all dangerous controlled substances prohibited by law, all alcoholic beverages, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy, hallucinogenic substances, inhalants, synthetic, counterfeit or imitation drugs.</i>	Minimum-I Maximum-L	Minimum-L Maximum-K
*Tobacco, Electronic Cigarettes, and Vapor Products - The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited on school grounds, school buildings, school parking lots, school playing fields, school buses and other District vehicles, and at off-campus school-sponsored events.	Minimum-I Maximum-L	
ARSON		
*Arson of Structure or Property – Knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.	Minimum-G Maximum-L	
CHEATING, FORGERY OR PLAGIARISM		
Cheating -To deprive of something valuable by the use of deceit or fraud to influence or lead by deceit, trick or artifice.	Minimum-A Maximum-F	Minimum-C Maximum-H
Forgery -Falsely and fraudulently making or altering a document.	Minimum-C Maximum-G	Minimum-C Maximum-H
Plagiarism -To steal and pass of the ideas or words of another as one’s own.	Minimum-A Maximum-F	Minimum-C Maximum-H
GANG ACTIVITY		
*Demonstrating behavior or actions that may be gang related.	Minimum-B Maximum-L	Minimum-C Maximum-L
* Clothing, Symbols, Paraphernalia – The wearing of hats, bandanas, tattoos and/or clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity, including written symbols.	Minimum-A Maximum-G	Minimum-G Maximum-I
HARASSMENT, THREAT, INTIMIDATION, BULLYING AND CYBER-BULLYING		
*Harassment – Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, or written means in a manner that causes or is capable of causing physical or emotional harm to others. This includes sexual harassment.	Minimum-B Maximum-L	Minimum-G Maximum-L
*Threat and/or Intimidation – When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	Minimum-I Maximum-L	
*Bullying – Repeated acts over time that involves a real or perceived imbalance of power with the more powerful person or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological.	Minimum-B Maximum-L	Minimum-I Maximum-L
*Cyber-bullying – Refers specifically to using a computer or any electronic communication device to intimidate, harass, threaten, coerce, or create a disruptive or fearful environment for another individual or group. Cyber-bullying can be executed through a variety of mediums such as email, text messaging, social networking sites, web sites, and other collaborative online environments.	Minimum-B Maximum-L	Minimum-I Maximum-L

Offense	First Offense Action Taken	Repeated Offenses Action Taken
SCHOOL THREAT (<i>threat of destruction or harm</i>) or INTERFERENCE with or DISRUPTION of an EDUCATIONAL INSTITUTION		
* Bomb Threat – Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	Minimum-L Maximum-K	
* Fire Alarm Misuse – Intentionally ringing fire alarm when there is no fire.	Minimum-B Maximum-I	Minimum-C Maximum-K
* Destruction of Property – Destroying, defacing, or mutilating objects or materials belonging to the school, school personnel or other persons.	Minimum-B Maximum-L	Minimum-C Maximum-L
* Explosives – The use, possession or sale of explosive devices. (i.e., fireworks, smoke bombs, etc.)	Minimum-B Maximum-L	Minimum-C Maximum-L

THEFT: SCHOOL PROPERTY OR NON-SCHOOL PROPERTY		
* Theft – Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.	Minimum-C Maximum-L	Minimum-G Maximum-L
* Extortion – Knowingly obtaining or seeking to obtain property or services by means of a threat to inflict harm to a person or property.	Minimum-H Maximum-L	Minimum-G Maximum-L

TRESPASSING		
* Trespassing -To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension (out of school), long term suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by administration or designee of the facility, campus or function.	Minimum-A Maximum-K	Minimum-J Maximum-K
* Unauthorized Entry – To enter or remain in a classroom or school facility without authorization or invitation.	Minimum-A Maximum-K	Minimum-J Maximum-K

VANDALISM OR CRIMINAL DAMAGE		
* Graffiti or Tagging – Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.	Minimum-A Maximum-K	Minimum-B Maximum-K
* Vandalism – Willful destruction or defacement of school or personal property.	Minimum-B Maximum-K	

WEAPONS AND DANGEROUS ITEMS		
* Weapon Possession -Bringing a weapon or look-a-like weapon and/or possession of ANY WEAPON anywhere on school campus or school board facility, including on the person, in a backpack or anywhere else.	Minimum-C Maximum-L	Minimum-H Maximum-L
* Weapon Use or Threat -Using or threatening to use a weapon or look-a-like weapon of any kind to inflict harm on another person.	Minimum-C Maximum-L	Minimum-H Maximum-L
* Dangerous Object -Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or physical injury.	Minimum-C Maximum-L	Minimum-H Maximum-L

SCHOOL POLICIES, OTHER VIOLATIONS:		
This category comprises misbehavior defined in district policy but not captured elsewhere.		
Bus Misconduct -Not following safety procedures and guidelines.	Minimum-A Maximum-F	Minimum-C Maximum-L
Disorderly Conduct -Obscene or unsafe behavior, public displays of affection, or any conduct which is in any way disruptive to the educational process of the school.	Minimum-A Maximum-H	Minimum-C Maximum-L
Disrespect, Defiance Towards Authority -Engaging in refusal to follow directions, talking back or delivers socially rude interactions.	Minimum-B Maximum-H	Minimum-C Maximum-L
Disruptive Conduct -Engaging in behavior causing an interruption in a class or activity resulting in an interruption in the educational environment.	Minimum-A Maximum-L	Minimum-B Maximum-K
Dress Code Violation -Student wears clothing that does not fit within the dress code guidelines stated in the student handbook.	Minimum-A Maximum-C	Minimum-E Maximum-L
False Reporting -Intentionally providing false or misleading information.	Minimum-A Maximum-E	Minimum-B Maximum-L
Gambling -To play games of chance for money or to bet a sum of money.	Minimum-A Maximum-H	Minimum-C Maximum-L
Improper use of Technology -Inappropriate use of computers, telecommunications and/or network resources. Defined in Policy IJNDB.	Minimum-A Maximum-L	Minimum-B Maximum-L
Inappropriate Language -Delivering verbal or written language that include swearing, name calling or use of words in an inappropriate way.	Minimum-A Maximum-L	Minimum-B Maximum-K
Littering -Leaving or depositing trash in places other than appropriate receptacles.	Minimum-A Maximum-E	Minimum-C Maximum-I

Note: In case of extreme or repeated offenses, students or parents may be required to attend a training to help with their behaviors in exchange for a shorter consequence.

Please refer to the following list for “A – L” definitions:

- A. Informal talk by a school official (teacher, counselor or administrator) who will attempt to reach an agreement with the student as to acceptable behavior.
- B. Formal conference between the student and one or more school officials. A school record is kept of the student’s commitment to corrective behavior.
- C. Parental involvement by telephone, letter or personal conference.
- D. Temporary or permanent removal from class means the student is not to attend one or more classes for a specified period of time. During this period of removal, the student may be assigned appropriate on-campus duties or alternative classes. For bus misconduct, this means temporary or permanent removal from the bus.
- E. Out-of-school detention means the student is detained before school, during lunch period or after school for a specific purpose.
- F. Appropriate individualized assignment and/or loss of privilege means the school official devises an assignment to fit the offense and/or the school official removes from the student one or more privileges usually associated with the offense.
- G. In-school suspension (1-5 days) means the student is removed (suspended) from class(es), but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period. Saturday or another day of detention may be employed as an alternative.
- H. Short term out-of-school suspension (1-5 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Students must remain off campus for the duration of the suspension.
- I. Short-term, out-of-school- suspension (6-10 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Such action may precede recommendation for expulsion or long term suspension. Students must remain off campus for the duration of the suspension.

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- J. Summary suspension means the student may be immediately removed from campus due to a clear and present danger to any or all concerned. Students must remain off campus for the duration of the suspension.
- K. Long-term, out-of-school (11-200 days) suspension means that the school principal may recommend to the Superintendent an extension of a suspension beyond the maximum 10 days. The Superintendent or designee, after careful consideration of the facts of the case, may extend the suspension until Governing Board appointed hearing officers act on his/her recommendation. As with any suspension, due process must be followed. Students must remain off campus for the duration of the suspension.
- L. Expulsion is the permanent removal from all Balsz Schools (see due process procedures).

Note: Action taken by the school authority will fall between the minimum and maximum category identified on the following disciplinary action chart. Employment of discipline alternatives is at the discretion of the school authority.

Alternative Placement

Alternative Education Programs may be available to allow students the opportunity to continue their education in a learning environment where they can be successful and build an appreciation for the worth and value of learning as well as develop goals for their future. Students may be referred to Kids at Hope when their behaviors fall outside the mainstream of traditional schooling. The Kids at Hope programs can provide a basic curriculum that is graded with continuous progress opportunities for students who have been retained or who previously have been unmotivated to advance in skill and grade level. A structured environment which encompasses required attendance, strict rule standards, a dress code (navy blue bottoms and white collar shirts), a homework policy, goal setting and contracted learning/behavioral requirements are included.

Appeal of Short-Term Suspension (10 days or less)

The principal or designee has the authority to impose a short term (10 days or less) suspension, following appropriate due process. Appeals of short term suspensions must be made at site level, in writing, to the principal.

Due Process

Students involved in any type of disciplinary issues must enter the discipline process at the preliminary investigative point where early guilt or innocence of charges is determined.

Dependent upon the seriousness of the offense, the student should be accorded the following basic rights by the administration.

1. Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true.
2. Notice of a right to a hearing at which time he or she may respond to the charges.
3. A fair hearing, including the right to present witnesses and evidence.
4. A fair and impartial decision.

Suspension / 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.

TECHNOLOGY AGREEMENT

Please read this page carefully. When the Student Handbook is signed, this document becomes an agreement between you and the Balsz Elementary School District (BESD). Your signature indicates that you agree to abide by the conditions and guidelines established herein.

TERMS AND CONDITIONS OF THIS AGREEMENT

These policies shall apply to:

1. Students who use technology issued by the Balsz Elementary School District.
2. Students who access network resources available through the Balsz Elementary School District.

Terms of Use of District Technology

- **Students may be subject to loss of assigned mobile computing device privileges, technology use district-wide, disciplinary action, legal action, and parents/guardians may be financially responsible for up to \$500 for the replacement or repair of the district issued mobile computing device in the event of intentional damage, unreported loss, unreported theft, and/or violation of policies and guidelines as outlined in the Technology Agreement of the Student/Parent Handbook.**

Student Personal Responsibility

I will accept personal responsibility for reporting misuse of the network. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or promotes pornography or violence, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the guidelines set forth below.

Acceptable Student Use Guidelines

- **I will** use technology and network resources for educational purposes only.
- **I agree not** to submit, publish, display, retrieve or attempt to retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually-oriented, racially-offensive, or illegal material.
- **I will** abide by all copyright and trademark laws and regulations.
- **I will not** reveal my login or password, nor will I attempt to discover the login or password of others.
- **I will** engage in safe online behavior by only interacting online with individuals I know and trust.
- **I will not** reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- **I will not** use the network in any way that would disrupt the use of the network by others.
- **I will not** use the network to earn money or *make credit card purchases*.
- **I will not** attempt to harm, modify, add or destroy hardware or software, nor will I interfere with system security of the *BESD Network nor of any other external network*.
- **I understand** that participating in online chat, email, online forums, social networking, and other collaborative spaces is prohibited unless instructed to do so for educational purposes.
- **I will not** play interactive games unless instructed to do so for educational purposes by a teacher or administrator.
- **I understand** that only devices (computers, smart devices, other external storage, etc.) owned by BESD may be connected to the BESD network unless it is deemed educationally necessary by a Balsz District Teacher or Administrator.
- **I agree** to abide by generally accepted network etiquette including: being polite, using appropriate language, trying to use correct spelling and making messages easy to understand. I will not send or encourage others to send abusive messages or *engage in any form of cyber-bullying*.

Privileges

The use of District technology and network resources is a privilege, not a right, and may be revoked at any time. Our goal in providing this service is to promote instruction and learning. The district has taken technical and organizational precautions to restrict access to materials in accordance with Child Internet Protection Act (CIPA) guidelines; however, on a shared network it is impossible to control access to 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 goal of the district or State or U.S. Department of Education.

Services

The Balsz Elementary School District reserves the right to monitor the activity and use of any device, District owned or personal that makes use of network resources. In particular, electronic mail, Internet searches, and other direct electronic communication is not private and may be read and monitored by school employees. Should it become necessary, district files may be deleted. All files are public records. The Balsz Elementary School District is not responsible or liable for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the District. The Balsz Elementary School District may make additional rules as needed for the operation of the system.

Consequences

Infractions of the provisions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action, up to and including expulsion. Students may be held financially responsible for devices that are damaged due to neglect, vandalism, or malicious intent.

Parental Agreement

As the parent or guardian of this student, I have read the Computer and Network Resource Agreement. I understand that access to technology and network resources is provided for educational purposes only and that students are required to refrain from sending or receiving illegal or offensive material. 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 information services. I also accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources.

You will be held responsible for your actions. Your actions may be monitored and tracked while using school computers or computer network. Do not download inappropriate or copyrighted material. Do not disclose personal information about yourself or your family. Notify your teacher if you receive a communication or access a website that you feel is inappropriate. Notify your teacher if you feel you are a victim of cyber-bullying or know of someone else who may be a victim.

Students attending Balsz Elementary, Brunson-Lee Elementary, Crockett Elementary or Griffith Elementary may be issued a netbook. This netbook is owned by the school. During the regular school year students have full use of the device and are expected to use it at home and school as needed. During extended school holidays such as Summer Vacation, students are required to turn their device in to the school to be stored.

Security

Each device will be imaged yearly or as needed with the designated school image for each year level and registered in the school database with a unique identifier against the student's ID. Each device has preloaded tracking software installed so that it may be located in case of theft. Each student is responsible for the overall security of his/her device. Students should not ever reveal their password, allow others physical access to the device, nor leave their device unattended.

Insurance

If a device is lost or stolen, parents are asked to contact the school Office Manager and complete the appropriate form. If a device is stolen, parents will be required to obtain a police report. Once the form and police report has been turned in to the school Office Manager, this documentation will be forwarded to the District office and the appropriate insurance documentation and claim process will be carried out.

Use of District Issued Mobile Computing Device for the 1:1 Program

The use of the term "Mobile Computing Device" includes the actual device along with the charger and any other protective sleeves or cases.

Balsz School District will issue a district owned mobile computing device to students upon compliance with the following:

- Completion of Parent/Guardian Orientation Meeting Session
- Completion of Student Orientation Training Session
- Submission of signed Student Handbook Form

Terms of Use of District Technology

- **Students may be subject to loss of privileges, disciplinary action, legal action, and parents/guardians may be financially responsible for up to \$500 for the replacement or repair of the district issued mobile computing device in the event of intentional damage and/or violation of policies and guidelines as outlined in the Technology Agreement of the Student/Parent Handbook.**
 - The Teacher and School Administrator will assist in contacting the parents/guardians to discuss device damage/loss information to identify the specific response necessary on a case-by-case basis.
- Students must turn in district issued technology upon withdrawing from school or upon request from any school staff member.
- Students should notify his/her teacher immediately (within 24 hours) of accidental damage, loss, or theft of a district issued mobile computing device.
- If a district issued mobile computing device is stolen from an off-campus location, parents/guardians shall file a police report within 48 hours and bring a copy of the report to the Principal's Office.

Parental Expectations

- ◆ Parents/Guardians are expected to attend and actively participate in the Technology Orientation Meeting Session.
- ◆ Learn along with their child as they use this instructional tool to prepare for College and Career Readiness.
- ◆ Monitor their child's appropriate Internet use and adherence to Internet guidelines when using their District issued mobile computing device.
- ◆ Ensure stolen and damaged devices are reported within the designated timeframes.

Care of the Netbook

Transporting

- ◆ All netbooks are required to be transported in the protective sleeve or bag provided to the student.
- ◆ Do not store anything additional to the devices within the device's sleeve (e.g. cords, papers or disks), as this may damage the screen.
- ◆ Do not overfill the bag where your device is stored. (Pressure on the device can cause permanent damage to the screen and other components)
- ◆ Never leave your device in a car or in an exposed area where it can be stolen.
- ◆ Never leave your device in unsupervised areas during the school day. They are to be securely locked in a classroom. Devices left unsecured may be confiscated to avoid exposure to theft.
- ◆ Device is for students use only. Sole purpose of laptop is for school work only.
- ◆ Do not throw your bag with the laptop/tablet inside.

LCD Screen

- ◆ LCD screens are delicate – they don't like being poked, prodded, pushed, or slammed.
- ◆ Never pick up your device by its screen
- ◆ Don't slam the screen closed
- ◆ Be gentle when putting your device down

Cleaning the Screen

- ◆ Switch off your device
- ◆ Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion
- ◆ Do not directly apply water or cleaner to the screen
- ◆ Avoid applying pressure to the screen

Case Care

- ◆ Use a non-abrasive cloth
- ◆ Spray cleaner on to cloth to moisten, but do not spray the device directly.
- ◆ Rub gently
- ◆ **Students are not to personalize their netbooks with stickers, carving, writing, or other means.**

Power and AC Adaptor

- ◆ Connect your adaptor only to your device
- ◆ Do not trade AC adapter with anyone else

- ◆ Do not step on your power cord or place heavy objects on top of it
- ◆ Keep your cord away from heavy traffic areas
- ◆ When unplugging the power cord, pull on the plug itself rather than the cord
- ◆ Do not wrap your cord tightly around the adaptor box
- ◆ Be aware of the power savings that come from running your device effectively from battery after being fully charged. This can amount to a significant amount per year
- ◆ **Netbooks should be charged nightly so students arrive prepared to use them on battery power as needed throughout the school day.**

Keyboard

- ◆ Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
- ◆ If any key tops are missing or keys are in a damaged state, take your device to technicians to be repaired immediately.

Student Data/Software

- ◆ Students are responsible for all data stored on their netbook. Students are provided 1 GB of space on the local school file server to store and backup their data. Students are responsible for copying and backing up their data to the school file server or other media they have access to. This is not done via any automated process or recoverable in case of accidental deletion or other unforeseen circumstances.
- ◆ Software installed by the school is subject to license conditions and must not be distributed or deleted without written permission from the school.
- ◆ Students **will not** install any software unless they have been given written permission from the school.

Virus Protection

- ◆ Viruses have the potential to severely damage and disrupt operations within the school and the district computer networks. As students have the right to connect to the internet from home, they should take all steps to protect the school and district's computer network from virus attacks.
- ◆ The devices have Sophos antivirus software installed on them. This software will scan the hard drive for known viruses on start-up. The virus software will be upgraded from the network.
- ◆ Students are recommended to:
 - Not open any files attached to suspicious or unknown emails
 - Delete chain and junk emails. Do not forward or reply to any of these
 - Never reply to spam

The Internet

- ◆ Use of devices by students is governed by the Acceptable Use Policy (page 24) that students and parents agree to for use of technology within the school and district. Parents are also to familiarize themselves with the Acceptable Use Policy to further support their adherence outside of the school environment.
- ◆ Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.
- ◆ Appropriate use of the internet service within the school network is closely monitored by a filtering system which blocks inappropriate content. This does not apply to use of devices outside of the school network.

Peripherals

The school will not provide or specifically recommend any additional peripherals as part of the 1 to 1 program. However, parents or students may purchase these outside of the program. Program support and warranty will not apply to peripherals. Peripherals may include devices such as:

- USB backup devices
- Additional batteries
- External hard drives

Repair

Loan devices may be available to students if their device has been submitted for repair under warranty conditions.



BALSZ ELEMENTARY SCHOOL DISTRICT #31

2015-2016 SCHOOL YEAR CALENDAR – 200 DAYS

July 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15-21 New Teachers
22-24 All Teachers
27 First Day of School

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Break
8 100th Day
18 No School – MLK Day

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26-27 Parent Conferences
28 No School – All Day Professional Staff Day
28 Mid Term

February 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

3-4 Parent Conferences
5 Mid Term
15 No School – President’s Day

September 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 No School – Labor Day
22 40th Day

March 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 3rd Qtr Ends (53 Days)
21-25 Spring Break

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 End of 1st Qtr (48 days)
5-9 Fall Break

April 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-22 Stanford 10 & AIMS Testing
22 Mid Term

November 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 No School – Veteran’s Day
13 Mid Term
26-27 Thanksgiving Break

May 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

27 Recess Day - No School
30 No School - Memorial Day

December 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 End of 2nd Qtr (47 days)
Dec. 21-31 Winter Break

June 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9 Last Day of School
End of 4th Qtr (52 days)

Acknowledgement of Handbook Receipt

I have received a copy of the Balsz Elementary School District’s Student-Parent Handbook for the current year and have taken the time to review and discuss the policies and procedures with my child.

I have placed a particular emphasis upon the guidelines contained within the Balsz School District’s Governing Board Policies and Guidelines for Student and Parent Computer and Network Resource Agreement.

I have read and signed the Learning Compact.

My child and I have read and discussed the following handbook provided by the District.

Student Name (Please Print)

Student Signature

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

Teacher Name

School

Grade Level

PLEASE SIGN AND DATE THIS PAGE, RETURN IT TO YOUR

CHILD’S TEACHER DURING THE FIRST WEEK OF SCHOOL