

Sanders Elementary School

“Home of the Hawks”



**Student/Parent Handbook
2018- 2019**

SANDERS ELEMENTARY SCHOOL

The faculty and staff of Sanders Elementary School welcomes you to another school year. We are honored that you have chosen Sanders Elementary School for the beginning of your child's educational journey. It is our intent to provide a viable and productive education that fits your child. Please remember, for the benefit your child's schooling, it is a team effort between the student, teacher and parents/guardians. We would like for this to be a rewarding experience for all of us!

This handbook has been prepared to assist you with the processes of Sanders Elementary School. The design of this document is to allow to become familiar with:

- Information on school rules and policies
- Tracking of your child's progress
- The organization of Sanders Unified School District #18

Sanders Elementary School has expectations that are to be met on a consistent basis:

- ✓ Being in school and classes on time
- ✓ Learning to work with one another in a collaborative manner
- ✓ Gain the ability to be productive with differing styles of classroom procedures
- ✓ A willingness to give your best effort

Please feel free to share those creative ideas that are in the best interests of our students. We have an "Open Door" policy here at Sanders Elementary School and encourage you to come in and have discussions with any of our staff members relating to the operation of this school.

Please read this handbook with your student as this will assist you and your child during the school year. Also, be aware that not every situation is covered in the Student/Parent Handbook. We will seek guidance from the Governing Board Policies of Sanders Unified School District #18 in those instances. Again, thank you for having your child here at a student at Sanders Elementary School.

Sincerely,



Charles Gover, Principal

Introduction and General Information

District Mission and Belief Statement

The Sanders Unified School District #18 is dedicated to the future success of our students.

Sanders Unified School District Vision Statement

Standards and academic expectations that are high and rigorous.

United purpose and goals.

Strong community partnerships that lead to well-balanced students.

Dedication to the future success of our student!

Sanders Unified School District Goals for 2018-2019

1. Sanders Unified School District will have 90% of Full Academic Year (FAY) students demonstrate at least a year's growth measured in K-12 English Language Arts and Math.
2. Sanders Unified School District will provide focused, data driven and job embedded Professional Development and Learning Communities for all district staff at least two times per month.
3. Sanders Unified School District will increase Community Outreach by providing:
 - a. At least two student academic showcases per year;
 - b. A Quarterly Newsletter to be mailed to postal patrons and posted on district's website.
4. SUSD will work toward the improvement of attendance:
 - a. Our staff will attend at least 98% of contracted work days.
 - b. Our students will attend at least 96% of the school days.

Code Ethics, Staff Conduct

All employees of the district are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the Board adopts the following statements of standards.

The school employee:

- Makes the well-being of students the fundamental value of all decision making and actions. Maintains just, courteous, and proper relationships with students, parents, staff members and others.
- Strives for the maintenance of efficiency and knowledge of development in the employee's field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the school administrator who has the responsibility for improving the situation.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.

- Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Pursues appropriate measures to correct any laws, policies or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment and materials.
- Honors all contracts until fulfillment or release.
- Keeps in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

Sanders Elementary School Goals

Goal 1 Increase Student Achievement

Sanders Elementary School will improve student achievement for all grades in Reading proficiency to 74% or more and Mathematics proficiency to 70% or more on the STAR assessment.

Goal 2 Continue to Improve Instructional Practices

All teachers at Sanders Elementary School will demonstrate and implement researched –based best practices in the classroom. These practices will include, but are not limited to: Visible, clearly stated objectives written student-friendly language containing observable and measurable verbs: Verbal scaffolding using pertinent vocabulary; use of differentiated instruction (RTI Model); Frequent and valid formative assessments (check for understanding); Lesson planning that focuses on student engagement and participation that will lead to better retention of information. Staff members effectively engage in Profession Learning Communities (PLC) for student data monitoring, analyzing, developing action steps to address PLC 4 Questions.

Goal 3 Establish a Safe and Effective Learning Environment

Sanders Elementary School will create an environment that is conducive to learning by reducing incidents of bullying and absenteeism by 25% during the school year.

Goal 4 Community and Parent Involvement

Sanders Elementary School will be more accessible and community-friendly as evidenced by:

- Holding an open house each fall.
- Providing parent and child activity nights and/or classes.
- Holding parent-teacher conferences two times a year.

SUSD Governing Board Members

Marlene Apachee	Board President
Arnold Goodluck	Board Clerk
Anita Watchman	Board Member
Lomardo Aseret	Board Member
Duane Noggle	Board Member

Administrators

Kim Pierce	Superintendent	Administration
Ronnie Mizner	Business Manager	Business Office
Florinda Jackson	Director	Educational Support Services
Charles Gover	Principal	Sanders Elementary
Tari Hardy	Principal	Sanders Middle School
Verlynn Goldtooth	Principal	Valley High School
Alta Piechowski	Director	Special Education
Lydia Hill	Supervisor	Transportation
Jones Joe	Supervisor	Maintenance

ELEMENTARY SCHOOL OFFICE 928/688-3850

Charles Gover	Principal	Julie Eisenbart	Counselor
Marian Yazzie	School Secretary	Catherine Gorman	Registrar
Paula Beasley	Health Assistant	Terrell Piechowski	Psychologist
Lena Thompson	PK	Rose Bongirno	Art
Christie Avery	PK	Tyrone Joe	Computers
Susie Reigel	K	Jeanetta Johns	Navajo Studies
Candice Hubbell	K	Velma Roan	Physical Education
Rachel Summer	K	Anne Olivieri	Speech Pathologist
Ellen McAllister-Flack	1	Glozie Lariza	Instructional Coach
David Back	1	Yvonne Thompson	PK TA
Rena Apachee	2	VACANT	PK TA
Rosalie Bahe	2	Bertha Joe	K TA
Terrilyn Largo	3	Christie Deel	TA
Mary Ahlstrom	3	Sadie Tuchawena	1 st TA
Melissa Danny	4	Ida Yazzie	Library TA
Danelle Garner	4	Gloria Bitsoi	RTC TA
Manuel Estrada	5	Wilda Salt	SPED TA
Julia Silentman	5	Bertha Yazzie	SPED TA
		Michael Thompson	Maintenance
Lorena James	SpEd	Lucy Ben	Custodian
Shanicey Pinto	SpEd	Katherine Tsosie	Custodian

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STUDENT and PARENT INFORMATION

Academic Awards

Sanders Elementary School offers the following academic honors:

Principal's Honor Roll

This award is given quarterly to students who receive all A's in all of their classes. These students will receive a certificate.

Honor Roll

This award is given quarterly to students who receive at least one A and B's in all of their classes. These students will receive a certificate.

Most Improved Student

This award is given to students as determined by classroom teacher for students who have shown the most academic improvement. These students will receive a certificate.

Citizenship Award

This award is given quarterly to students who have exhibited the following characteristics: obeying school rules; obeying classroom rules; arriving to school on time; coming to school prepared to work; being a responsible SES student; and looking out for the welfare of others. These students will receive a certificate.

Perfect Attendance

This award is given quarterly to students who have perfect attendance. These students will receive a certificate.

Access Rights-Custodial/Non-Custodial Parent

By statute, a non-custodial parent, just as a custodial parent has the right to access and receive copies of school records and information, to attend parent-teacher conferences and to be informed about their child's welfare, progress and status. This would include but not limited to, access to school records, notification of school events, attendance at parent-teacher conferences, attendance at individual education program meetings, etc. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by a court order.

The law generally allows access by both the custodial and non-custodial parent. The school district cannot restrict the rights of the non-custodial parent without notice of a court order providing otherwise. The custodial parent should be responsible for advising the school building and/or school district when a court has issued an order limiting or restricting access by the non-custodial parent and provide a copy of the orders that affect custody or visitation. If presented with such an order, the building principal and all other administrators, teachers or persons who have supervision of the child or the child's records should be made aware of the order.

In the event the non-custodial parent has visitation rights such that he or she will pick up the child from school, the school should be informed of this order and provided a copy of the order before allowing the child to leave with the non-custodial parent.

Attendance and Tardy

The school is still required to report accurate attendance to ADE.

Board Policy JH-RA for Student Absences and Excuses. (Absence Notification)

When an excuse or authorization of absence from the parent or person having custody of the student has not been provided to the school office, the school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student upon the student's absence.

- Students in grades kindergarten (K) through six (6):
 - Within two (2) hours after the first class in which the student is absent.

- Students in grades seven (7) and eight (8):
 - Within two (2) hours of an absence when the absence is from the student’s first class of the day.
 - Within five (5) hours of an absence from a class other than the student’s first class of the day

The District and its Board, employees, or agents are not liable for failure to notify.

Further, on or before the enrollment of a student in grades kindergarten (K) through eight (8), the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absence. The District also requires that at least one (1) telephone number, if available, be given to the school office so that a “reasonable effort to notify by telephone” may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.

Tardiness: If the student is not in school by the start time, they are sent to the office for a tardy slip and are marked UT or ET depending upon the criteria for excusing tardiness.

Absences: We follow policy – all absences that meet the policy are marked with specific E codes (E1 for illness, ER for religious, EL for late bus) and all others (missed the bus, going shopping, no reason in particular, etc) are marked with EA (the general excused code – excused only because the parent called in and claims responsibility for the student’s absence). So, eligibility for awards, for example, would only allow the specific E codes and will not include students with the EA code.

Check outs: If parent check the student out before the end of the day, they are considered absent during that time. The reason for checkout will define the absence code.

Board Policy JH STUDENT ABSENCES AND EXCUSES

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family’s faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

When Absent from School

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student’s first class. All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in case of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

A record of absences and the number of tardiness will appear on your child’s report card. When your child is absent, you are asked to call the school at 928-688-3852. The attendance clerk will call to verify absences. Excused absences MUST be reported to the school **BEFORE** 8:00 AM to be marked as an **EXCUSED** absences.

Absences or tardiness for the following reasons will be considered **excused absences**:

1. Medical or medically related appointments to include doctors, dentists, or Native ceremonies.
2. Professional appointments to include psychologists, county workers, other professional therapists, etc.
3. Illnesses with appropriate notification from the parent or guardian. Medical verification will be required after missing three school days.
4. Personal family emergencies.
5. Family vacations (**family vacations are strongly encouraged during regular school vacation periods**).
6. Legal proceedings.
7. Mandatory withdrawal occur when a student has missed 10 consecutive days of school without parental/guardian notification.

Absences or tardiness for the following reasons will be considered **unexcused absences/tardiness**:

- | | |
|--------------------|--------------------------|
| 1. Missed the bus | 5. Oversleeping |
| 2. Shopping | 6. Entertainment |
| 3. Babysitting | 7. “Running Late” |
| 4. Working at home | 8. Other related reasons |

Busing Conduct and Guidelines

While students are riding the school bus or waiting at a designated bus stop, they are expected to conduct themselves in a respectful and orderly manner.

Our primary goal is to ensure the safety of the children as they ride the bus. Students causing disruptions by violating the rules of the bus jeopardizes the welfare of other students and possibly the community at large.

All students are expected to abide by the bus rules and to show respect for the driver/bus aide of the bus. Students breaking the rules will be subject to disciplinary action and may suffer the loss of bus riding privileges. Riding a school bus is a privilege, it is not a right.

Bus rules and consequences are listed below. Consequences will be determined on an individual basis and age of the student need to be considered. Video cameras maybe used on school buses.

1. Be courteous and follow instructions and directions of the driver/bus aide at all times.
2. The bus driver has the right to assign seats. Keep the aisle clear.
3. Stay seated facing the front with your feet on the floor.

4. Remain seated while bus is in motion. The bus will not move until all passengers are seated.
5. Keep hands, feet and objects to yourself and inside the bus.
6. Do not display verbal or physical behavior that disrupts the ride. Bullying will not be tolerated on school buses.
7. No gum chewing, eating, drinking. No littering.
8. Demonstrate appropriate behavior at the bus stop.
9. No (drugs, smoking, tobacco, alcohol, weapons, lasers, destructive objects and other contrabands) on the bus.
10. Students shall not open windows, unless permission is granted by the bus driver.
11. No musical playing devices, external speakers, DVD players, skate board...on the bus. Students need to hear the instructions of the bus driver.

Consequences/Disciplinary Action for Infractions on the Bus

CLASS 1 – Infraction	Consequences	K-5	6-12
	<ol style="list-style-type: none"> 1. Eating, drinking or chewing gum, spitting 2. Extending any part of the body or object out the window 3. Shouting and or rowdiness 4. Out of, not in, or improperly seated 5. Exiting the bus at other than regular stop or school, no proper bus pass 6. Improper boarding and getting off bus, horse playing 	1st Offense Verbal warning by driver 2 nd Parent Conference 3 rd 1-3 day bus riding privilege suspension	1 st Offense Verbal warning by driver Parent Conference 1-5 day bus riding privilege suspension
CLASS 2 – Infraction	Consequences		
	<ol style="list-style-type: none"> 1. Pushing and/or any physical aggression, bullying 2. Profanity, verbal abuse, obscene gestures 3. Shooting or throwing objects 4. Interfering with the movement of the bus, danger zones 5. Exiting or boarding through the emergency door 6. Tobacco (visible possession/use) 7. Theft 8. Riding a bus while on suspension 9. Defiant of authority 	1st Offense 1-5 day bus suspension 2 nd Offense 5-10 day bus suspension 3 rd Offense Long term bus suspension to loss of bus privileges	5 day bus suspension 10 day bus suspension Long term bus suspension to loss of bus privileges
CLASS 3 – Major Violations	Automatic Bus Riding Privilege Suspension/Long Term Loss of Bus Riding Privileges		
	<ol style="list-style-type: none"> 1. Alcohol (use, possession, sale, distribution) 2. Arson (setting fire to school property) 3. Bomb scare, threat or explosion 	Police Involvement	Police Involvement

	<ol style="list-style-type: none"> 4. Drugs, Chemicals (use, possession, sale, distribution, paraphernalia) 5. Fighting (instigation/participating in a struggle, to oppose physically) 6. Physical Aggression (middle school level only) 7. Gang/Hate Group Activity, Fighting 8. Harassment (sexual, ethnic) 9. Intimidation, unlawful attempt to threaten/harm 10. Firearms/simulated firearms (use, sale, possess) 11. Destructive devices/objects, dangerous instruments 12. Simulate weapons, deadly weapons 13. Assault (physical) 14. Vandalism/graffiti, destruction of property (parents/student maybe required to pay for damages) 15. Lighting matches or lighters on the bus 		
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References:

- E-1950 EE Transportation Services
- E-2261 EEAE-R Bus Safety Program
- E2281 EEAE-EA Bus Safety Program
- E-2450 EEAE-C Student Conduct On School Buses
- J-2300 JIC Student Conduct

The school buses load and unload on the north side of the school in the bus loading zone. Private vehicles are not allowed in this area for safety reasons. Parents bringing or picking up children should park in the parking lot in the front of the school. **DO NOT LEAVE YOUR VEHICLE PARKED IN THE “LOOP” for more than 10-15 minutes IN FRONT OF THE BUILDING.**

Cafeteria

For SY 2018-2019: Breakfast and Lunch will be free of charge to all SUSD Students.

Lunch Area Expectation

Sanders Elementary School expects that all of its students conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules:

- Enter and leave the lunch area at a walk.
- Form and keep a single line at each service area. Cutting into line is not allowed.
- Go through the serving line one time only (unless the cafeteria staff allows a second helping).
- Clean the table, and under the table where you ate before you leave.
- Leave the lunch area or activity field during lunch period only with the permission from the duty person.
- Refrain from pushing, shoving, etc.
- Conversation at lunch tables is not only permitted, but desirable. However, loud and boisterous talk, yelling, screaming, etc., are not acceptable.
- Students are not to throw any object – no matter how small, for however short a distance.
- Students are not to take food or drink, or utensils of any kind from the lunch area.

Food Deliveries

- Food deliveries are not encouraged. The students should either eat their lunch at school or bring it from home.
- If a food delivery arrives after the student's lunch period, it will be held in the office for the student until the end of the school day.
- Students will not be released from class to eat lunch after their lunch period.

Breakfast will be served in the cafeteria from 7:30 to 8:00 daily. Breakfast is free for all students.

Conferences

Parent-Teacher Conferences are held two times per year, September 13, 2018 and February 6, 2019. TIME: 1:00-3:00 PM and 4:00-7:00PM. Parents/Guardians are encouraged to contact their child's teacher outside of these scheduled times whenever the need arises.

Discipline, Classroom

Each of the teachers at Sanders Elementary School will be working with a behavior management program in their classroom. The purpose is to provide a positive approach to classroom and general school discipline.

The plan places the teacher in charge of the classroom. Recognition is given to the child's need for constructive, positive behavior. Classroom rules and the consequences for breaking the rules are established. These rules and consequences are carefully explained to each child on the first days of school and reviewed periodically during the school year.

There are three key points around which a teacher's classroom behavior management plan operates:

1. As professional educators, it is our responsibility to teach our student's lifelong social skills that will promote respect, responsibility, and safety. These skills will be taught in ways that nurture and respect the individual dignity of each child.
2. Students will not stop a teacher from teaching.
3. Students will not stop another child from learning for any reason.

We believe this approach to behavior management will provide a better learning atmosphere for each and every child as well as enhance classroom instruction and cooperative relationships between teachers, students and parents.

Teachers and the principal may use reasonable force to restrain or correct a student's behavior if their personal health or that of other students or employees is threatened.

Each of the teachers at Sanders Elementary School will be working with a positive behavior management program in their classroom. The purpose is to provide a positive approach to classroom and general school discipline.

SUSD DISCIPLINE MATRIX 2018-2019

PROGRESSIVE RANGE OF CONSEQUENCES 1 – 9

1. Informal Student Conference
2. Time-out Assigned/RTC (create a plan)
3. Lunch Detention Assigned/Privileges Restricted (Parents Notified)
4. 1-3 days In-School or Off-Campus Suspension
5. 3-5 days In-School or Off-Campus Suspension
6. 5-9 days In-School or Off-Campus Suspension
7. 9 Days Off-Campus Suspension Pending Long Term Suspension or required Intervention (i.e., Saturday Diversion Program)
8. Recommendation for Long Term Suspension
9. Recommendation for Expulsion

**Alternative discipline such as school probation contracts may be imposed.
Parents and legal authorities may be notified at any time.**

AGGRESSION	DESCRIPTIONS		
VERBAL PROVOCATION (Verbal Abuse) (Gossip/Slander) (Rumors)	Use of language or gestures that may incite another person or other people to fight. Any verbal act that is intended to injure, degrade, intimidate, aggravate, emotionally harm, disgrace, or hurt the feelings and/or reputation of another student. The rule is “If you cannot say anything nice, don’t say anything at all.” (Don’t spread rumors.)	1 st offense Repeated offenses	1-4 2-6
MINOR AGGRESSIVE ACT (Excessive Horseplay) (Malicious Mischief)	Student engages in non-serious but inappropriate physical conduct, i.e., hitting, poking, pulling, and pushing. Examples include: throwing rocks, snowballs, or food; shooting stink bombs, poppers, spit wads, rubber bands, pins or staples; play fighting, tripping students in the hallways or classrooms, playing games like hacky-sack or quarters where students are physically hit or assaulted after failing a specific task; stuffing others in trash cans; purposefully splattering ketchup, or other behaviors that demonstrate low level hostile behaviors.	1 st offense Repeated offenses	1-7 4-9
DISORDERLY CONDUCT (Disruption of the school environment)	13-2904. Disorderly conduct: Any conduct and/or inappropriate behavior which is disruptive to orderly educational procedures and disturbs the learning environment necessary in the classroom/school. Disruption of the school environment is a misdemeanor, and the authorities can be notified. (May include FALSE 911 call.)	1 st offense Repeated offenses	1-7 2-9
RECKLESSNESS	Unintentional, careless behavior that may pose a safety risk for others. May include FALSE 911 call.	1 st offense Repeated offenses	1-4 2-9
*ENDANGERMENT	13-2904 Endangerment: Person knowingly commits endangerment by recklessly endangering another person with a substantial risk of imminent death or injury.	1 st offense Repeated offenses	3-8 5-9
*FIGHTING	Mutual participation in an incident involving physical violence, where there is no major injury. The rule of “mutual competency” will be used to determine whether or not a fight involved both parties. In order for a conflict to be one-sided the investigation must prove that the victim turned and walked away at least once and did nothing physically or verbally to cause the conflict situation to escalate. At the middle and high	1 st offense Repeated offenses SES	6-9 7-9 1-6

	school, any time physical contact is made the consequence will automatically be a minimum 5 days off-campus suspension.		
*ASSAULT	A.R.S. §. 13-1205. Assault; A person commits assault by: 1. Intentionally, knowingly, or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent death or physical injury; or 3. Knowingly touching another person with the intent to injure, insult, or provoke such person. An assault is a physical attack by one person, or group of persons, upon another person, who does not want to engage in the conflict and who has not provoked the attack.	1 st Offence and Repeated Offenses	7-9
**AGGRAVATED ASSAULT	A.R.S. § 13-1204. Aggravated assault is committed if the person commits the assault knowing or has reason to know the victim is a teacher or other person employed by the school and the teacher or other school employee is upon the school grounds or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes.	1 ST Offense and Repeated Offenses	
ALCOHOL, TOBACCO and OTHER DRUGS			
*ALCOHOL VIOLATION (including simulated alcoholic beverage)	The possession, use, distribution or sale of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events, and on school-sponsored transportation. This violation includes any off-campus use or transaction that intentionally or unintentionally affects the school process for any student.	1 st offense Repeated offenses	7-9
*TOBACCO VIOLATION (including any simulated drugs)	Possession, use, distribution or sale of tobacco products such as cigarettes, cigars, cigarette papers, smoking or chewing tobacco on school grounds, at school-sponsored events and on school-sponsored transportation. This violation includes any off-campus use or transaction that intentionally or unintentionally affects the school process for any student.	1 st offense Repeated offenses	4-7 5-7
**DRUG VIOLATION (including any simulated drugs)	The unlawful use, distribution, sale, purchase, possession or transportation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school sponsored events or school-sponsored transportation. Examples of drugs are inhalants, prescription drugs, over the counter, and illicit (marijuana, heroin, methamphetamine, etc.). Category includes over-the-counter medications if abused by the student, bringing drug paraphernalia (example: marijuana pipe) to school, coming to school or school-sponsored events under the influence of any non-prescribed drug or narcotic, coming onto the campus under the influence of a controlled substance or narcotic consumed off-campus.	1 st offense Repeated offenses	7-9 7-9
ARSON			
**ARSON	The malicious or fraudulent burning of property or causing a fire or explosion.	1 st offense	7-9 7-9

		Repeated offenses	
ATTENDANCE			
ATTENDANCE POLICY VIOLATION (unexcused excessive absences)	Violation of state, school district, or school policy relating to attendance. This includes but is not limited to: unexcused absence, truancy (A.R.S. 15-8030, leaving school grounds or being in an – out-of-bounds area during school hours without the permission of the school administration, and other attendance violations defined by school district policy.	1 st – 3 rd offenses Repeated offenses	1-6 5-7
TARDINESS	Arriving at school or class after the scheduled start time. When a student is not in his/her assigned work area when the tardy bell rings and/or without necessary materials.	1 st – 2 nd offenses Repeated offenses	1-2 3-5
HARASSMENT, THREAT and INTIMIDATION			
BULLYING/ HARASSMENT	Repeated acts over time that involve a real or perceived imbalance of power with more powerful student or groups of students attacking those who are less powerful. Bullying can be in physical form (e.g., pushing, hitting, stalking, kicking, spitting, stealing); verbal (e.g., making threats, taunting, racial slurs, teasing, name-calling); cyber (online or via technology), or psychological (e.g., social exclusion, spreading rumors, manipulating friendships, etc.)	1 st offense Repeated offenses	1-4 2-6
THREATS / INTIMIDATION (Includes: e-mail, internet, text messaging, and all other forms of cyber bullying.)	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. Examples: “You’d better watch your back.” Getting up close in another person’s face in a hostile manner. Includes: email, internet, text messaging, and all other forms of cyber bullying. *Any death threat*	1 st offense Repeated offenses 1st offense	2-9 3-9 7-9
STAFF MEMBER THREATS	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a staff member at SUSD or their property.	Any offense	7-9
HAZING	Hazing, or any solicitation to engage in hazing, is strictly prohibited. Hazing means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance or membership in any organization that is affiliated with an educational institution; (b) The act contributed to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.	Any offense	4-9 Plus team dismissal
LYING, CHEATING, FORGERY, PLAGIARISM			
FORGERY	Writing and using the signature or initials of a staff member, parent or another person.	1 st offense	1-4 2-8

		Repeated offenses	
IMPEDING AN INVESTIGATION (Lying)	In any way not cooperating with an ongoing investigation (Examples: lying, withholding information)	1 st offense	4-9
		Repeated offenses	6-9
LYING	Giving false information or information calculated to mislead.	1 st offense	1-4
		Repeated offenses	2-5
SCHOOL POLICIES, OTHER VIOLATIONS OF			
INSUBORDINATION / DEFIANCE OF AUTHORITY	Student refuses to follow directions, talks back, or delivers socially rude interactions. Student refuses to comply with reasonable requests and directives of school personnel.	1 st offense	1-4
		Repeated offenses	2-9
COMBUSTIBLES	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline and lighter fluid.	1 st Offense	4-8
		Repeated Offenses	5-9
DISRUPTION IN CLASS	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.	1 st offense	1-3
		Repeated offenses	2-6
DRESS CODE VIOLATION	Student wears clothing that does not fit within the dress code guidelines stated by the school or district policy.	1 st offense	1-4
		Repeated offenses	2-8
GAMBLING	Student plays games of chance for money or bets a sum of money on games of chance.	1 st offense	1-4
		Repeated offenses	3-8
LANGUAGE, INAPPROPRIATE TOWARD STAFF (Staff Verbal Abuse)	Student blatantly verbally attacks any school personnel. Examples are: threatening a staff member, calling a staff member inappropriate things, telling a staff member off, telling a staff member to shut up, etc.	1 st offense	5-9
		Repeated offenses	5-9
			1-9
LANGUAGE, INAPPROPRIATE (Gestures included)	Student delivers verbal messages or hand gestures to other students that include swearing, name calling, or use of words or gestures in an inappropriate or vulgar way.	1 st offense	1-4
		Repeated offenses	2-6
NEGATIVE GROUP AFFILIATION (Gang Activity)	Specific attitudes and actions of a student affiliated with a negative group. To exhibit signs of gang affiliation, such as threats to rival gang members, throwing gang signs, wearing of distinctive gang attire, use of gang names or monikers, displaying swastikas, etc.	1 st offense	1-7
		Repeated offenses	5-9
PUBLIC DISPLAY OF AFFECTION	Holding hands, kissing, embraces, intimate touching or other displays of affection in violation of school policy. This includes any visible display of affection in the halls, classrooms, anywhere on campus or on school related trips.	1 st offense	1-3
		Repeated offenses	2-8
REMOVAL FROM RTC ROOM	The RTC room / time-out room is for the RTP process. If a student violates RTC rules, the student is automatically suspended, and parents will be required to pick up their student.	1 st offense	4-7
		Repeated offenses	4-9
BUS MISCONDUCT	Violating bus rules. Consequence may include possible revocation of bus riding privileges.	1 st Offense	Refer to Trans.

		Repeated Offenses	Discipline Matrix
LITTERING	Any act that deposits any trash/debris should be placed in a trashcan. Consequence may include assigned school campus cleanup	1 st Offense Repeated Offenses	1-4 2-6
SCHOOL THREAT			
*BOMB THREAT **CHEMICAL OR BIOLOGICAL THREAT *OTHER THREAT	Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff of SUSD. Includes bomb threat, chemical or biological threat, and any other school threat. Any act that might reasonably lead to the evacuation or closure of any property of the SUSD.	1 st offense and Repeated offenses	7-9
FIRE ALARM MISUSE	Intentionally setting off fire alarms, fire extinguishers or pulling out fire hoses.	1 st offense Repeated offenses	7-9 7-9 3-9
SEXUAL OFFENSES			
PORNOGRAPHY (possession of, accessing inappropriate websites)	Pornography is the sexually explicit depiction of persons in words or images. Violation includes possessing, wearing, writing, or drawing any written or graphic material which shows nudity, sexual acts, or refers to sexual behaviors (example: pictures from magazines, condoms, etc.)	1 st offense Repeated offenses	1-5 3-9
SEXUAL ABUSE / SEXUAL HARASSMENT	Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in the school program. This includes unwelcome sexual advances, and other verbal, nonverbal, electronic or physical conduct of a sexual nature.	1 st offense Repeated offenses	2-8 5-9
TECHNOLOGY, IMPROPER USE OF			
COMPUTER	Using school computers for things other than school related work. Intentionally mistreating the computer equipment. Damaged equipment will require restitution.	1 st offense Repeated offenses	1-4 2-8 + loss of use
NETWORK INFRACTION (Internet)	Using the computer to enter unauthorized web sites.	1 st offense Repeated offenses	2-4 + loss of use 2-4 + loss of use
TELECOMMUNICATION DEVICE (electronics)	Use of cell phones while on campus is prohibited. Music players may be used with one earplug in only with direct approval from the instructor.	1 st offense Repeated offenses	Item confisca ted
THEFT			
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. Stolen items prohibited by school rules from being on campus will not be cause for investigation.	1 st offense Repeated offenses	1-5 3-9

EXTORTION / BRIBERY	The solicitation of money or something of value from another person in return for protection or in connection with a threat to inflict harm.	1 st offense Repeated offenses	4-9 3-9
TRESPASSING			
TRESPASSING	To enter or remain on campus without authorization or invitation and with no lawful purpose for entry. This includes students who enter and/or remain on campus after being directed to leave by the administration. Also includes students who are in areas of the school building or campus without permission.	1 st offense Repeated offenses	1-5 3-9
VANDALISM			
GRAFITTI / TAGGING	Writing on walls, drawings or words that are scratched, painted, sprayed on walls or other surfaces in public places. Intentionally defacing posters, art work, murals, signs, etc. posted throughout the school.	1 st offense Repeated offenses	1-4 3-6
VANDALISM OF PERSONAL / SCHOOL PROPERTY	Willful destruction or defacement of school or personal property. Examples – destroying school computer records, carving words into desks, damaging vehicles. Consequence will include restitution.	1 st offense Repeated offenses	2-9 6-9
WEAPONS AND DANGEROUS ITEMS			
COMBUSTIBLES	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline and lighter fluid.	1 st offense Repeated offenses	4-8 5-9
**WEAPONS (JICI) (including simulated weapons and/or toy look-alikes)	The possession of a dangerous firearm, dangerous instrument, destructive device, simulated firearm or the use of an object to inflict bodily injury to another person. Pocket knives, BB or pellet guns, brass knuckles, nun-chucks, razor blades / box cutters, clubs, air-soft or paintball guns, taser or stun guns, and letter openers fall under this category. This includes the storing of such weapons on school property.	1 st offense Repeated offenses	7-9 7-9

*****The range of consequences identified in this matrix are guidelines, and school administrators retain the authority and discretion to impose any punishment appropriate under the circumstances.*****

**J-2361 JICA-R
REGULATION**

STUDENT DRESS

The Governing Board recognizes that students' dress affects the educational program of the schools. The school principal shall determine whether the dress of pupils adheres to Policy JICA and this regulation.

The school dress code policy will be in effect on the first day of the school year. All students are required to arrive at school each day well-groomed and neatly dressed in clothing that meets the requirements set forth in this regulation. Standardized clothes are required during school and when participating in school-sponsored events and activities. School-approved athletic team and other club uniforms may be worn when applicable and appropriate. New students transferring into the district will have up to five (5) school days to become acquainted with and adhere to the District's dress code policy.

Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

General requirements for clothing and accessories:

- No red, blue, or black shirts or tops with the exception of those with an approved school logo or name.
- Clothing and accessories must be clean, properly fitted, and worn as intended.
- Obscene language or symbols, or symbols of sex, drugs, or alcohol are prohibited.
- Clothing that represents the promotion or membership of gangs or gang activity is prohibited.

Shirts:

- Pre-Kindergarten (PK) through twelfth (12th) grade shirt colors must be a plain, solid color other than red, blue or black.
- Shirts will be collared polo shirts or dress shirts with short or long sleeves.
- School-approved T-shirts with an official school logo or school-specified school related emblem may be worn on designated days, subject to administration approval.

Pants, shorts, skirts, capris, skorts, or A-line jumpers:

- Only tailored shorts and skirts that are hemmed may be worn in grades Pre-Kindergarten (PK) through twelve (12).
- Pants, shorts skirts, capris, skorts, jumpers, dresses, etc. must be solid color; they may be any color except red or black.
- Blue denim jeans, shorts, skirts, etc. are acceptable as are cotton, cotton-blend, or khakis as long as they are presentable (no holes, tears, or frayed).
- Pants, shorts, skirts, capris, skorts, jumpers, dresses, tops over leggings, etc. must be of an appropriate length. An appropriate length for shorts, skirts, skorts, jumpers, dresses, tops over leggings, etc., is at or approaching knee-length as determined by a measurement of fingertip length or mid-thigh (whichever is longer). Fingertip length is determined by the student standing in a relaxed position with arms fully extended at both sides.

Accessories:

- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
- Teachers of specific classes, clubs, or activities (in consultation with the principal) may require specific types of footwear or stricter dress code requirements in the interest of student safety.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- Red or blue accessories (shoestrings, belts, hats, etc.) are not allowed.
- No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing “colors.”
- No hats may be worn in a classroom, except for properly approved occupational safety headgear required for special classes.
- Gang related personalization is not permitted on hats, on items of clothing, or on one’s person.
- Obscene language or symbols of drugs, sex, tobacco, alcohol, or violence on clothing are expressly prohibited.

Exceptions for special activities or health considerations may be preapproved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

Exceptions to the standardized dress code requirements:

- A student may “Opt Out” of compliance with the Student Dress Code policy in the following situations:
 - A student who participates in a nationally recognized youth organization (i.e., Boy Scouts, Girl Scouts, etc.) will be allowed to wear their organization’s uniform to school on days when the organization has a scheduled meeting or activity.
 - Accommodations can be made if the school dress code or components of the dress code interfere with a student’s sincerely held religious beliefs. Accommodations will be made on an individual basis.
 - Accommodations can be made for a student with a medical condition that prevents the student from adhering to the dress code policy. Accommodations can be made upon presentation of proper medical documentation and upon approval by an appropriate medical professional of the District, such as school health aide.
 - A student may be granted an accommodation to the dress code policy for reasons not listed above, if the student can demonstrate a compelling reason for the accommodation. Other compelling reasons will be narrowly construed in favor of enforcing Policy JICA and this regulation. These determinations will be made on an individual basis.

Dress Code Enforcement:

- Enforcement of the dress code starts with each parent and student exercising responsibility and good judgment.
- All professional staff members have the obligation of reporting school dress code violations. Each violation shall be documented,
- The following is the procedure for students in noncompliance with the mandatory school dress code policy in the schools:
 - Compliance Measures:
 - ⇒ A “progressive discipline” approach is to be employed by the school staff to encourage full and consistent compliance with the least amount of disciplinary action. The same disciplinary actions applied to enforce other school and District rules may be utilized.

Emergency Drills

Fire and bus evacuations drills will be held at intervals throughout the school year. These drills are important to each child’s welfare and should be taken seriously by the students. Safety procedures for both drills will be explained to your child.

End of the Year Discipline

During the month of May, violation of school discipline rules may result in a minimum of three (3) days off campus suspension. All procedures regarding suspension will be in effect and will be included for all grades the loss of privileges to participate in any school functions. Determination of suspension will be based on an individual basis.

EXTRA-CURRICULAR ACTIVITIES

All students participating in extra-curricular activities are STUDENTS FIRST and foremost. Any student who fails to hold the minimum academic requirements for participation will NOT be eligible to participate.

Student Eligibility Criteria: NOTE: SUSD is in school improvement classification for this academic year; therefore, the importance of academics is of utmost importance.

- Students failing or struggling to maintain satisfactory academic grades will NOT be allowed to participate in a SES extra-curricular activity so that they may focus on academics – academics before extra-curricular (SES extra-curricular activities are a privilege and NOT a priority).

- Students must maintain a passing grade in ALL their homeroom subject areas as well as their specials classes.
- Students are academically ineligible if they are receiving a(n):
 - “F” grade in ANY subject
 - “D” grade in more than one core subject (math, reading, writing, social studies, or science)
- The first grade check occurs 3-weeks from the first day of practice and will occur regularly at 3-week intervals until the activity ends.

Academic Probation: If a student does not meet the aforementioned eligibility criteria, the student will be placed on academic probation. An academic probation notification letter will be sent home with the student for the parent(s)/guardian(s) to read. The letter will be signed by the athletic coach, SES athletic director, and the homeroom teacher. The report will include the subject(s) the student is failing and the 3-week deadline date for improving the grade(s) to passing.

Any student on academic probation is NOT allowed to participate in any game(s) or extra-curricular activities. A student has until the next 3-week grade check interval (a minimum of 3-weeks) to improve the failing grades(s). If the student does NOT improve the failing grade(s) at the end of the 3-week probation period deadline, the student will be removed from the co-curricular activity (sport).

Field Trips

Field trips are an important part of a child extended education. Proper notification will be sent home with your child explaining the rules, along with a field trip itinerary.

Grades/Report Cards/Progress Reports

The school year is divided into two semesters. The grade received for semester work is the one recorded on the permanent cumulative folder.

A progress report will be sent home with each student mid quarters. Parents should review the progress report and direct questions to the specific teacher. Please refer to the school calendar for the actual dates of the reports.

Student Grades are reported in percentage form. The percentage grades equate to letter grades as follows:

A = 100% - 90%
B = 89% - 80%

C = 79% - 70%
D = 69% - 60%

F = 59% - 0%

Health Services

Sanders Unified School District employs a licensed school nurse and nursing assistants. At the elementary school we have a Nursing Assistant. You may call SES nurse’s office at 928/688-3854.

Homework

Homework is an important and integral component of the educational process. It should provide enrichment and reinforcement of the instruction presented in the classroom. Also, as a learning tool, homework should enhance student growth in responsibility and the use of study skills. Teachers will make every effort to assign a reasonable amount of homework based on their grade level and SUSD homework policy and to evaluate all assignments. Parents should also feel free to check the student’s work and provide necessary study aide. Parents should be aware of each teacher’s or grade level homework policy.

Board Policy IKB HOMEWORK

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

The Superintendent is responsible for procedures that will achieve objectives through homework, including, but not limited to, the following:

- Intervention that changes deficient performance to performance that meets acceptable standards.
- Reinforcement and master of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
- Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
- Feedback from the teacher through correction and clarification of all outside assignments.

Illness

Although regular attendance at school is of the utmost importance, we suggest that you not send your child to school if he/she has a fever, rash, or feels too ill to participate in class.

If a child develops a fever or other symptoms of illness during school hours, the parents or persons listed will be notified. Arrangements should be made to pick the child up as soon as possible.

Please keep your child home for 24 hours after fever breaks, and 24 hours after the last episode of vomiting or diarrhea. A rash can be a symptom of a contagious illness, so evaluation by your health care provider is requested before sending your child to school.

Immunizations

Immunization Requirements for Preschool

Arizona state law requires that 3 to 5 year olds must have 4 Dtap, 3 Polio, 1 MMR, 1 Varicella, 3 Hep B and 3-4 Hib (with 1 dose on/after 1st birthday) or 1 Hib dose given at/after 15 months.

Immunization Requirements for Kindergarten

Arizona State Law requires students enrolling in Kindergarten to have proof of complete immunizations. Required immunizations include 5 DTap*, 4 Polio**, 2 MMR, 1 Varicella and 3 Hep B. (Hepatitis A is not required for kindergarten.) * Children who received DTap #4 and/or **Polio #3 on/after the 4th birthday do not need additional doses to enter kindergarten. Please provide documentation of current immunizations or exemptions from the immunization requirements on the day of registration, or no later than the first day of school. Forms are available from your health care provider.

Letters and Notices to Parents

From time to time during the school year we will be sending letters or notices home with students.

These contain very important information pertaining to school. Please be sure to read them carefully. It is a good idea to check students' school bags on a daily basis. All notices and letters are sent home with every child.

Lost and Found

All articles found are located in the school office or outside the nurse's office. If you have lost anything – a piece of clothing, jewelry, books, etc. – check in the office. Because of limited storage space it is not

possible to hold articles over to the next year. Therefore, at the end of the school year all unclaimed usable clothing will be given to charity or discarded. Parents, please feel free to call or come into the office if your child has lost something of value. Please help prevent lost items by **labeling** your child's belongings.

Make-up Work

Upon returning to school after an absence, STUDENTS MUST ASK each teacher for work missed. Two (2) calendar day time for each day missed will be allowed to complete make-up work. Individual teacher policy may extend this time.

Requests for homework will be sent out only if the student will miss more than two days of school. Assignments that are given out prior to a student's absence are not considered make-up work, and will be due on the designated date.

Medication – Administration of Medications in School

Medications should be given at home whenever possible, and doctors should be encouraged to order medications on schedules that avoid school hours. However, we recognize there are times when this is not possible. Instruct your child that all medication should be brought to the school health office.

Should your child need to take medication during school hours, we ask that you observe the following guidelines to ensure your child's safety.

For prescription medication:

1. You will need to fill out a Medication Permission Form with the signature of the prescribing physician and the parent. These forms are available in the school health office.
2. Medication must be in a container with a label prepared by a pharmacist or physician.

For over-the-counter (OTC) medication (including cough drops):

1. You will need to complete a Medication Permission Form that indicates the medication to be given, including dosage, time and reason for giving, and the signature of the parent. (Doctor's signatures not required for OTC medications.)
2. OTC medications must be brought to school in the original container.

State law now permits a student with asthma to carry an inhaler with him/her if he/she meets specific criteria. Please discuss this with the school nurse.

If you have questions, please contact the school nurse at 928/688-3854.

Money

When it is necessary to send money to school with your child, it is recommended that the money be sealed in an envelope with the family name, child's name, and what the money is for printed on the outside of the envelope (i.e., "Book Order Money" "Field Trip," etc.)

Noon Recess

Occasionally we receive notes from parents/guardians requesting that their child remain indoors during the noon recess period. Our policy indicates that all students are expected to be outside on the playground for supervised play during this time. In some cases, it may be necessary for some children to remain inside for selected health reasons. A note signed by a physician indicating the need to stay in for recess and the number of days to stay is required.

Novelty/Nuisance Items

Novelty items distract from the education of others and often lead to arguments between students. Tablets, cell phones, any electronic games, laser pointers, DVD players, cameras, and other novelty items, etc. are not to be brought to school. If any items are used in class, they will be confiscated and parents notified. The school is not responsible for stolen, lost or damaged items. Buying or selling items between students is prohibited.

Please do not send glass jars to school with your children. Serious injury can result from broken glass that has been dropped. Unbreakable plastic containers are much safer.

Parent Teacher Conferences

The parent teacher conferences scheduled are September 13, 2018 and February 6, 2019.

Physical Education Excuse

A note from your physician is required if your student cannot participate in physical education class due to a health concern or injury. Please ask your doctor to include the number of days your child should be excused.

Picking Up Students

Parents or other adults who are picking up a student during the school day must come to the office and sign the child out. Your name must be listed in the Schoolmaster for you to sign out a child. If a child is to be picked up from school, the office will call the student from the classroom. Students without a note will be placed on the bus. All students being picked up at the end of the day will report to the main entrance to meet their parents. Parents should not pick their children up at or near their child's classroom.

If you need to change your child's transportation, please make arrangements the evening before and send a note with your child in the morning. Calls to the office should be limited to emergency situations only.

Please arrive no later than 2:40 p.m. to pick your child up from school at the end of the day.

RESPONSIBLE THINKING CLASSROOM

Responsible Thinking Process (Policies and Procedures)

GOALS:

1. The main goal of this program is to have students remain in the classroom engaged in the learning process, and to protect the basic rights of all to teach and learn.
2. Decrease disruptions.
 - A. Teachers and students will see disruptions in the classroom minimized.
 - B. There will be a decrease in repeat referrals.
 - C. Overall use of the RTC will gradually decrease.
3. Create self-directed responsible learners.
 - A. Help students develop responsible thinking skills, which result in appropriate actions.
 - B. Help students learn to verbalize and take account for their own behavior.
 - C. See more students taking responsibility for their own learning.
 - D. See more students on task and engaged in learning.
 - E. Help students to develop appropriate plans of action.
4. Create a more positive/productive atmosphere for both teaching and learning.
 - A. Less confrontation
 - B. Increase in student, staff and parent cooperation.
 - C. Increase communication with families and encourage working together to create a better learning environment.
5. Provide an alternative opportunity to re-teach appropriate classroom behavior, character development and social skills.

OBJECTIVES:

1. To design a process which:
 - A. Is consistently administered by all staff
 - B. Combines:

- 1) Social skills curriculum
 - 2) Perceptual Control Theory
 - 3) Character education
 - 4) Other management systems (i.e. Love/Logic, Timeout, Discipline with Dignity, etc)
- C. Is based on the principle of providing other helping opportunities and is never used as punishment.

IMPLEMENTATION:

1. Each year the Principal will work with classroom teachers to review and then update students regarding the RTP process.
2. Before sending any student to the RTC, regular classroom management strategies and RTP should be used.
 - A. Classroom rules should be posted and reviewed with students on a regular basis
 - B. RTP questions should be posted and consistently use

- What are you doing?
 - What are the rules? Or is that OK?
 - What happens when you break the rules?
 - Is this what you want to have happen?
 - Where do you want to be? Or What do you want to do now?
 - What will happen if you disrupt again?
 - C. If students avoid answering a question, repeat it.
 - D. If students persist in not dealing with staff, then ask, “Do you want to work with me?”
 - E. If they still avoid dealing with staff or they say, “yes”, but begin to disrupt shortly thereafter, then say, “I see you have chosen to leave.”
3. Other considerations all staff should use include:
 - A. Teach expectations and procedures during the first week of school and refer to them regularly.
 - B. Use in-room timeout areas and/or work with other staff/rooms.
 - C. Teach to the common building expectations:
 - 1) Keep hands, feet, and other objects to yourself at all times.
 - 2) If you do not have something nice or appropriate to say, don’t say anything at all.
 - 3) Respect the rights of others at all times.
 - D. Develop positive teacher-student relationships.
 - E. Avoid power struggles and confrontations. Do not act from emotion.
 - F. Create and implement a weekly social skills instructional program. Advisory class is intended to provide opportunity for this type of teaching and learning.
 - G. Use an engaging, differentiated curriculum.
4. Students will not be able to choose to go to the RTC as a “self referral”. Some students with special needs (E.I) may be excepted, i.e. cool down pass.
5. Procedures for the RTC:
 - A. Staff will send student with a referral to RTC (call as a backup). Pertinent information will include student’s name, time they left the classroom and the nature of their disruption.
 - B. Students will report to RTC with RTC pass filled out by staff member.
 - C. Students should not bring schoolwork. The RTC should be used to learn and develop a plan to be successful in the classroom.
 - D. Student will be received in the RTC by the RTC supervisor. They will sign-in, be assigned a seat, and reminded of the rules in RTC:
 - 1) Do not disrupt
 - 2) Remain seated
 - 3) Raise hand and wait to be acknowledged

- E. When student is ready to work on the RTP they will:
 - 1) Work with RTC supervisor to understand the rules violation.
 - 2) Work with the RTC supervisor to learn and develop an effective written plan for dealing successfully with the rules violation.
 - 3) RTC Supervisor will determine when the student and their plan are ready to be negotiated.
 - 4) Student may then return respectfully and quietly to the classroom with their plan and be seated in a transition area.
 - a. Students sitting in the transition area prior to negotiating their plan with staff must follow classroom rules and not be disruptive.
 - b. Failure to do so indicates they are not ready to be in the classroom and they will have chosen to leave if they disrupt.
 - c. Staff will note this disruption on the student's plan and call RTC to advise the student is returning.
 - 5) Once the student has successfully returned to the classroom transition area, the staff member will be expected to negotiate a final plan within one to two class periods.
 - 6) Staff and student will approve the final negotiated plan.
 - 7) Staff will return final plan to the RTC facilitator in a timely fashion. Copies may be made as desired by staff.
6. If the student violates the RTC rules and will not cooperate in the RTC, the RTC facilitator will ask, "Do you want to work this out or do you want to go home?" Student should immediately cooperate or he/she will be directed to report to the office and from there home.
 - A. Students by their behavior will choose to go home.
 - B. RTC facilitator will send student to the office with a suspension referral.
 - C. RTC facilitator will call the office and advise that a student is on the way to the office.
 - D. RTC facilitator will contact parents and explain that their child has chosen to go home.
 - E. An administrator will meet with the student and process the suspension form.
 - F. Student and parents must meet with the RTC supervisor prior to returning to school.
7. Repeat visitors to the RTC
 - A. Each student will be dealt with on an individual basis.
 - B. Parents may be contacted and involved by RTC staff as needed. However, sending staff should keep parents informed of disruptive behavior on a regular basis.
 - C. When a student's pattern of RTC referrals exceeds the following parameters, staff should initiate an intervention.
 - 1) Three visits or more in a two week period from the same classroom will require the classroom staff to contact parents and begin the intervention process.
 - 2) Five visits or more in a two week period from any combination of classrooms will require the RTC facilitator to contact parents and begin the intervention process (RTI).
 - 3) Intervention may include any or all of the following:

<ol style="list-style-type: none"> a. Phone calls to parents b. Cool Down Pass c. Earn-alls d. Monitor Sheets e. Outside referrals f. Intervention meeting (staff only) 	<ol style="list-style-type: none"> g. Intervention meeting (staff and parents) h. Behavior plans i. Classroom discussions j. Modification of school environment
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 - D. Administration should be involved when student continues to disrupt or no significant progress is made with various action plans.
 - E. Remember, teaching of social skills and self-directedness should not be viewed as punishment. Also, the opportunity to learn and make-up work should not be used as punishment. After all, our purpose is to serve students in the teaching and learning process.

EVALUATION:

1. RTP is a process and as such all staff at SUSD should invest in trying to improve this process.
2. There will be a Discipline Committee with, teachers, administrators, and paraprofessionals charged with overseeing the future development of RTP.

Retention Policy

The administration and faculty of Sanders Elementary School recognize the importance of a policy relating to the retention of students at the elementary level. There are many factors which influence the decision to retain an elementary student. A specific time line procedure will be followed when contemplating student retention. The final decision of the teacher regarding whether or not to retain will always be made in the best interest of the child.

3rd Grade: Move On When Reading Arizona Revised Statute 15-701 states that if data on the 3rd grade statewide reading assessment demonstrates that a student scored “falls far below” that student shall not be promoted from the third grade. There are three exemptions in the law: 1) the student is an ELL or Limited English Proficient who has received less than two years of English instruction; or 2) a student with disabilities has an IEP and the IEP team agrees that promotion is appropriate; or 3) a student is in the process of a special education referral or evaluation for placement in special education and /or a student who has been diagnosed as having a significant reading impairment, including dyslexia.

School Hours

The school hours for grades pre-kindergarten through fifth grades are 8:05a.m. – 3:00 p.m. Students should arrive by 7:55 a.m. for free breakfast.

School Guidance Counselor

Sanders Elementary School Guidance Counselor may provide services to pre-Kindergarten - fifth grade students. Small groups are offered to give children the opportunity to share their feelings and concerns. These groups deal with issues such as self-esteem, friendship skills, and coping with family changes. The Guidance Counselor is also available to meet with students on an individual basis to talk about emotional or behavioral problems. Parents can obtain assistance from the Guidance Counselor too, both in the form of support and advice. The Guidance Counselor has information about county services and other local counseling agencies.

School Visitors

All visitors to our school must sign in at the school office and get a VISITOR badge. The badge will let teachers and others know that you are visiting our school. This process will help the SES to identify you and direct you to specific places you need to visit. All visitors and volunteers entering the building will be asked to sign out after their visit. If joining your child for lunch, we ask that you sit with your child’s class. If a visitor does not have a badge they will be redirected to the office.

Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school’s responsibility to protect the health, safety, and welfare of all of its students. Students have no reasonable expectancy of privacy in desks, storage areas, etc., and school personnel may inspect them at any time with or without reason, or with or without notice and without the permission of the students or his parent or guardian.

- School administrators may conduct searches when they have a reasonable suspicion that the health, safety or welfare of students may be in danger. Any administrator making a search or a seizure will follow these guidelines:

General searches of school property (including personal items found in school property) may be conducted at any time when, in the administrator's judgment, there is a reasonable suspicion to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.

Illegal items or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.

Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.

A student's person and possessions may be searched by the Principal or a designee when there is a reasonable suspicion to believe that the student has on his/her person illegal items or other items that may interfere with school purposes. This search shall take place in the presence of a witness. The Principal or designee of the gender as the student being searched will carry out a student search.

Security Procedures

The following policy and accompanying procedures are focused on the safety of our students and employees. Our efforts are focused on the prevention of any issues or situations that may arise with our students and employees that may jeopardize their personal safety.

Adult Visitors in the Building: Entrance signs are placed at the main entrance stating: **Welcome To Our School – Please Sign In At the Office.**

All adults entering the building will be asked to sign in and out. All adults entering the building as a volunteer or a visitor will be issued labeled badges.

Security For Students – Locked Doors: All entrances with the exception of the main entrance will remain locked during the student day with the following exceptions:

1. Doors leading immediately to the playgrounds for noon-hour recess purposes will be open from 11:00 a.m. – 12:10 p.m.
2. Bus entrance doors will be opened so students have access to building as buses arrive between 7:55 a.m. to 8:10 a.m.

Tardy Policy

Students arriving to school after 8:15 a.m. should report directly to the front office to get a tardy pass for class.

Consequences for unexcused tardiness will be as follows:

1st Unexcused Tardy – Warning to student

2nd Unexcused Tardy – Warning to student/teacher will contact parent

3rd Unexcused Tardy – Lunch Detention and call home

4th Unexcused Tardy – Lunch Detention and call home, with subsequent tardies

Technology Use Notification

Students are responsible for any information or correspondence they either input or obtain from technology sources. There is no guarantee that information on district equipment will not be retrieved, reviewed and made public. Any and all information, correspondence or requests for information, may be subject to review and retrieval by a second party in either an official or unofficial capacity.

Telephone Calls

Office Personnel are on duty in the office from 7:00 a.m. – 4:00 p.m. each day to receive calls. Our office phone number is 688-3850. Students may use the phone only with their teacher's permission. Office Personnel will give any important message to your child. Teachers are not available to take phone calls during the instructional day. The best time to contact a teacher is before school starts

between 7:30 and 7:50 a.m. and after school between the hours of 3:00 and 4:00 p.m. Parents may leave a message and the teacher can return the call during their preparation or lunch periods.

Transportation Policy

A student eligible for transportation in the Sanders Unified School District shall be picked up and returned to the parent's or legal guardian's residence. Sanders Elementary School must have a written note from the parent or guardian to allow the student to be picked up or delivered at place other than the parent's or legal guardian's residence. Sanders Unified School District provides to and from Sanders Elementary School. If you have questions pertaining to busing, please contact the **Transportation Office at 688-4250**. If your child is extremely late in getting home or if the bus seems late in the morning, call the Transportation Office.

Weather Policy

School will be open every day unless buses are unable to run because of bad weather. In this event, an announcement will be sent via your phone. You will receive a message stating if it would be an hour, two hour or no school for the day. In case of early dismissal because of bad weather, there will be an announcement on the radio stations to inform the parents/guardians of time the classes will be dismissed. You will also be notified by phone letting you know the status of the day. We suggest that parents discuss with their children what to do or where to go if they come home early and the door is locked and no one is at home. The following radio stations will be notified regarding the emergency school situations: KTNN 660 AM, KXTC 99.1 FM, KGAK 1330 AM, KWRK 94.5 FM.

Withdrawal

Parents must come to the office to withdraw a student.

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HAZING

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

Definitions

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

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

Directions

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

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

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

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

Reporting/Complaint Procedure

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

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

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

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.

- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

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