

2021-2022

# **Parent Student** *Handbook*



*The Washington Elementary School District is committed to  
achieving excellence for every child, every day, every opportunity.*

## Washington Elementary School District #6 2021-2022 Parent/Student Handbook Agreement Forms

We acknowledge receiving and reading the entire 2021-2022 Student/Parent Handbook including:

- the Discipline Policy stated on pages II - IX
- the Student Violence/Harassment/Intimidation/Bullying Policy on pages X - XI;
- the Student Photographs section stated on page 6;
- the Electronic Information Services Agreements stated on the reverse side of this form, page 6 and pages XXI - XXII of the Appendix; and
- the Searches/Seizures/Warrants Policy stated on pages XX - XXI.
- the District will use an automated dialer system (SchoolMessenger) to communicate occasional messages and emergency information on page 2.

I, and my child(ren), agree to abide by all school and District policies and procedures outlined in the handbook. In return, I expect the administration, faculty and staff of my child's(ren's) school to provide my child with the type of education stated and implied in the Parent/Student Handbook. I understand that there are consequences that will result if my child violates the District's Discipline Policy or Electronic Services Agreement in a way that may impact and/or disrupt the educational services described in the Parent/Student Handbook. (Please include your e-mail address if you wish to receive educational information from Washington Elementary School District and/or communication from our SchoolMessenger system.)

**For eighth grade parents only, please check the box:**

☐ I intend to enroll my 8<sup>th</sup> grade student at Glendale Union High School District next school year. I request that the Washington Elementary School District provide my 8<sup>th</sup> grade student's educational records to Glendale Union High School District.

Student's Printed Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please sign and return this form, **both FRONT and BACK**, to your child's(ren's) homeroom teacher.

**Please see reverse to read and sign the Electronic Information Services (EIS) Agreements.**

### OFFICE

DATE RECEIVED: \_\_\_\_\_

INITIALS: \_\_\_\_\_

## ELECTRONIC INFORMATION SERVICES (EIS) AGREEMENTS

### Parent Agreement

As the parent or guardian, I have read the Acceptable Use Policy, student agreement and parent agreement (see page 6 and pages XXI - XXII in the Appendix). I understand that Electronic Information Services, including the Internet and electronic mail, are intended for educational purposes only.

I understand that although the Washington Elementary School District has taken reasonable precautions to protect against my child's access to inappropriate materials, it is impossible for the District to restrict access to all controversial or offensive materials. I understand that teachers and staff will provide reasonable supervision to prevent access to inappropriate materials. I will not hold the District responsible for materials acquired by my child's use of the District's Electronic Information Services.

I agree that my child will abide by the Washington Elementary School District Acceptable Use Policy and rules on appropriate use of Electronic Information Services. I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting. I acknowledge that my child will have access to the Internet and will abide by the terms and conditions of this agreement.

☐ I do not want my child to have access to the Electronic Information Services/Internet.

X \_\_\_\_\_  
Parent Signature

X \_\_\_\_\_  
Date

### Student Agreement

(Grades 4-8 require student signature.)

As a student, I understand that my use of the Washington Elementary School District's Electronic Information Services, including Internet and e-mail, is an educational tool. Inappropriate use will result in cancellation of these privileges and may result in disciplinary action. I understand that my work on the computer will not be private. My teachers or other staff may review all files and communications at any time without notice or permission. The District may terminate access, and review and delete files at any time.

X \_\_\_\_\_  
Student Name (print)

X \_\_\_\_\_  
Student Signature

**Student and Parent agreements are required for EIS usage. Each student and parent shall be required to sign an EIS agreement regarding guidelines and rules of EIS usage. EIS usage will be allowed after signing.**

# WASHINGTON ELEMENTARY SCHOOL DISTRICT POLICIES AND GUIDELINES

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## District Telephone Numbers

Main Number .....	602-347-2600
Academic Services .....	602-347-2820
Administrative Services .....	602-347-2657
Assessment .....	602-347-3541
Communications & Public Engagement .....	602-347-2694
Curriculum .....	602-347-2838
Nutrition Services .....	602-896-5232
Gifted Services .....	602-347-2651
Human Resources .....	602-347-2668
KidSpace Child Care Services .....	602-896-5779
Printing Services .....	602-347-2800
Special Services .....	602-347-2632
Superintendent .....	602-347-2602
Transportation Services .....	602-896-5270

# **District Policy Manual**

The information on the following pages is a summary of District policies, procedures and practice. These policies and procedures are revised periodically. If you have questions regarding the District's official policies or regulations or would like a copy of a policy or regulation, the complete policy manual is available online at [www.wesdschools.org](http://www.wesdschools.org).

## **Welcome to the Washington Elementary School District**

The Washington Elementary School District (WESD) is proud to serve a diverse population of 20,000 students in north central Phoenix and east Glendale. The largest elementary school district in Arizona, WESD comprises 32 schools (19 K-6 schools, one K-5 school, seven K-8 schools and five middle/junior high schools).

We are proud of our rich heritage and we are committed to challenging students to soar to new heights of academic and personal achievement in a variety of settings. The Washington Elementary School District has a proven record as parents' best educational choice to ensure the success of their children!

### **School Site Councils**

The District encourages parent and community involvement in the schools and offers various opportunities for participation in the educational process including school site councils. Membership on site councils is strictly voluntary and must minimally include the following representation: parents or guardians of pupils enrolled at the school who are not employed at the school (equal to the number of teachers), teachers (equal to the number of parents or guardians), noncertified employees, community members and the principal of the school. The responsibilities of the site council are to facilitate school improvement planning regarding agreed-upon school qualities, short-term problem solving regarding school-level issues, and staff selection. The councils also promote communication among stakeholders and decision-making groups and are responsible for team growth. Members are elected through a democratic process to serve for one- or two-year terms. If you are interested in serving on your school's site council, contact your school office. School site councils are formed in accordance with A.R.S. (Arizona Revised Statutes) 15-351 – 15-352.

### **Communication**

Communication among parents, students, community members, and school and District staff is key to student achievement. The Washington Elementary School District is committed to communicating with families and the community on a consistent and timely basis. By doing this, the District is able to share its vision, mission, values, progress, and needs in an accurate manner. The following communication tools are utilized:

- District, school and community newsletters
- Individual teacher/classroom newsletters
- School site councils, PTA/PTOs
- District councils and committees
- Special District publications

- Media
- School marquees
- School advisories
- Informational outdials, e-mails and/or texts using SchoolMessenger, an automated notification system, in the event of a crisis or to communicate school or District information
- Governing Board regular and special meetings
- District Web site at [www.wesdschools.org](http://www.wesdschools.org)
- School Web sites
- Social Media – WESDSchools on Facebook, Twitter, Instagram and LinkedIn.
- Peachjar – Digital flyer channel

For further information regarding communication, contact the Communications and Public Engagement Department at 602-347-2694.

### **Translations**

Translation Services' mission is to help students succeed by facilitating and broadening the home-school connection. District information is translated into Spanish for the largest non-English speaking population in WESD, and District interpreters are provided for 12 additional languages. For further information on translation services, contact Translation Services at 602-896-6290.

### **Volunteers**

The WESD values the service and contributions of school and District volunteers. The varied talents and expertise of parent and community volunteers greatly enhance the educational process. If you are interested in volunteering, contact the school office.

### **Crisis and Emergency Management**

Each of the 32 schools in the Washington Elementary School District and the Administrative Center have crisis management guidelines and comprehensive plans designed to inform staff and students of what to do in the event of a crisis or an emergency. The plans are based on the District's Crisis Manual and contain vital information necessary to assist in any emergency situation. In addition, each school and the District Office have Crisis Response Teams that are mobilized in the event of an emergency to assist in providing information to students, staff, families and community. Fire and lockdown drills are practiced regularly at each site to ensure that safety procedures are well established and familiar to all. Parents/guardians can expect effective and efficient information communicated in a timely manner regarding school-related situations that may occur. In the event of a school or District emergency, you may be notified by your school administrator or a member of the District Crisis Team to do the following:

- Pick up your child(ren) at an alternative site that will be communicated to you via the school newsletter throughout the school year.
- Receive phone, and e-mail and/or text notifications and updates using our SchoolMessenger notification system – it is important that we have a working personal phone number to call and that changes to the number are communicated to the school.

- Check our WESD Web site for current updates at [www.wesdschools.org](http://www.wesdschools.org). In the event of an emergency, information regarding the emergency may be added to the homepage.

## Health Services

### School Nurse/Health Technician

Nurses and health technicians provide health services in the Washington Elementary School District. Services include hearing and vision screening, medication administration, first aid, health assessments to determine illness or injury and health education. If you have questions or concerns, contact your school health office, the health service coordinator at 602-347-4873.

### Immunizations

Subject to the exemptions in A.R.S. 15-873, immunization against each of the following diseases is required for attendance of a child in any school:

- Diphtheria;
- Tetanus;
- Pertussis;
- Hepatitis B;
- Poliomyelitis;
- Measles (rubeola);
- Mumps;
- Rubella (German measles);
- Varicella;
- Meningococcal;
- Haemophilus influenza type b (Hib) for a child one (1) through five (5) years of age in a day care program; and
- Hepatitis A, for a child one (1) through five (5) years of age in a day care program.

A child is in compliance with the requirements if he or she has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting criteria as evidenced by having one (1) dose of each of the required immunizations and has established a schedule for completion the required immunizations. If the schedule is not adhered to, a student may be suspended.

A child shall not be allowed to attend school without submitting documentary proof to the school administrator unless the child is exempted from immunization pursuant to section 15-873. Upon enrollment, schools shall forbid attendance or (suspend) a student not meeting the requirements for immunization or exemption from immunization. Homeless/highly mobile students will be referred to the liaison for homeless students and shall not be required to comply with the immunization requirements until the fifth (5<sup>th</sup>) day after enrollment.

### Vision and Hearing Screening

Students are screened for vision and hearing in accordance with the Department of Health Services guidelines. The goal is to remove health-related barriers to learning. Parents are informed of the results if follow-up care is recommended. School-based screenings are not intended to replace routine wellness examinations by your primary health care provider. If you do

not want your child to participate in screenings, please notify the school health office in writing.

### Head Lice (Pediculosis) Procedure

Pediculosis is a common problem among school-aged students. Lice are tiny insects that live on the human scalp. They lay eggs called nits that attach firmly to the hair shaft. Lice are transmitted directly from one person to another, or by contact with articles that have come into contact with an infected person (combs, brushes, hats, bedding, and upholstery). Students with lice will be excluded from school until treatment with a pediculocide shampoo has been initiated and the vast majority of nits have been removed. Students must be checked by the nurse or health technician prior to returning to class.

### Emergency First Aid/Illness

The nurse, health technician, teacher, or a member of the staff may give first aid. If the student is seriously injured and needs medical attention, every attempt will be made to contact the parent or guardian. If the parent cannot be reached, the school will exercise its legal option to act in the place of the parent and secure emergency treatment.

When a student becomes ill at school, he or she should report to the health office. If it is determined that the student needs to go home, the parent will be contacted. Students may not leave campus without an adult.

Parents are urged to keep students at home if they suspect that they are ill. Early treatment may shorten the course of the illness, and the health of the other students and staff is protected.

### Emergency Information

It is important to keep the student emergency information updated. The following information is required:

- Current home address and phone number
- Cell phone numbers
- Place of employment and phone number
- Name and phone number of person(s) responsible for the student in the event parents cannot be reached in an emergency situation

Conditions such as diabetes, epilepsy, cardiac disease, asthma and allergies should be noted on the health record and be brought to the attention of the nurse or health technician.

### Accident Insurance

Accident insurance plans are available from an independent company to parents of all students. Information is available in the school office. You are encouraged to review the benefits and pricing.

## Other District Services

### Special Education Services

The Washington Elementary School District has specific responsibilities under the Individuals with Disabilities Education Act, Arizona Revised Statutes, Title 15, Sections 761-772 and under Section 504 of the Rehabilitation Act of 1973 to identify, evaluate and provide free, appropriate public education for qualified children with disabilities. These laws define a child with a disability as any child who:

- Has a mental, emotional or physical disability; and
- Because of the disability, needs special education and related services.

In order to fulfill its obligation under Section 504, the Washington Elementary School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. Discrimination against any person with a disability will not knowingly be permitted in any of the programs and practices in the school system.

WESD has a responsibility under the Individuals with Disabilities Act, Arizona Revised Statutes, Title 15, Section 761-772 and under Section 504 of the Rehabilitation Act of 1973 to identify, evaluate, and provide Free Appropriate Public Education (FAPE) for qualified children with disabilities. Free Appropriate Public Education refers to special education and related services described in an Individualized Education Program (IEP) and provided to the child in the least restrictive environment (LRE). Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help assure that their input is considered. For a copy of the procedural safeguards call the District's Special Education Department at 602-347-2632.

### **FERPA (Family Educational Rights and Privacy Act)**

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

- The Family Educational Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act.
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT).
- No Child Left Behind Act of 2001 (NCLB).
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and Arizona Revised Statutes, Title 15, sections 141 and 142.

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

The records are maintained under the supervision of the school administrator and are available only to teachers and staff members working with the student. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

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

You have the right to inspect and review any and all records related to your child within 45 days of the day the District receives a request for access, including a listing of persons or organizations that have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practical for you to inspect and review the records at the school. Charges for the copies of records will be the cost of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

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

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

## **Student Records**

### **Designation of Directory Information**

The District may disclose "directory information" without written consent unless you have advised the District to the contrary in accordance with District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Its primary purpose is to allow the District to include this type of information in certain school publications, such as a yearbook, newsletter, class pictures, programs (dramatic and athletic), Web pages or honor roll. Directory information includes the following: student's name, address, telephone listing and date and place of birth; names of parents/guardians; student's electronic mail address, photograph, grade level, major field of

study, dates of attendance, enrollment dates, extracurricular participation, weight and height if a member of an athletic team, and awards received.

Unless you opt out, the District will disclose directory information under limited circumstances. The District will not disclose directory information unless the District or school will use the information in a publication or a third party has requested the information for a reason that, in the judgment of the District, serves the student's best interest. For example, the District will comply with directory information requests from another school in which a student seeks to enroll, persons or organizations who inform students of educational or occupational opportunities, including official military recruiting representatives, law enforcement and Child Protective Services. The District will not provide directory information for commercial purposes, other than to companies designated to sell yearbooks, student and class photographs, and such items.

### **Opt Out Form**

You may choose to opt out of directory information releases by completing an Opt Out form and submitting it to the school office within two (2) weeks of receiving this handbook. The form is available in the "Forms" section of this handbook or online at [www.wesdschools.org/](http://www.wesdschools.org/) or in the school office. **A new Opt Out form must be submitted each year.** Please also share your wishes with your child's teacher.

Copies of District student education records and record confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7(a)(5) and 99.7(b)]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office that administers FERPA is:

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

### **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act is the federal law that entitles children who are homeless or highly mobile to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school.

The Washington Elementary School District is committed to providing quality education for all of its students. This includes providing additional assistance to those children who are experiencing homelessness. School office managers, nurses, and social workers are trained to help families in obtaining services offered by WESD. For additional information, call 602-347-2652.

### **Definition of Homeless/Highly Mobile**

- A school-age child who lacks a fixed, regular, and adequate nighttime residence; or
- A school-age child who has a primary nighttime residence that is any of the following: a shelter / temporary institutional residence / makeshift arrangements in someone else's home / or a place not designed for human accommodations.

### **Homeless Students' Rights**

- Receive a free appropriate public education.
- Enrolling in school immediately, even if lacking documents normally required for enrollment.
- Choice to remain in their school of origin or transfer to a school in their current attendance area.
- Receive educational services comparable to those provided to other students, according to your children's needs.

### **Parents' Rights to the Education of Their Children**

- You do not need a permanent address to enroll your child in school.
- You have a choice of school placement. Your child may remain at the same school he or she attended before becoming homeless, or enroll at the school serving the attendance area where you are receiving temporary shelter.
- Your homeless child cannot be denied school enrollment just because school records or other enrollment documentation is not immediately available.
- Your child has the right to participate in all extracurricular activities and all federal, state or local programs for which your child is eligible, including food programs; before- and after-school care programs; vocational education; Title I; and other programs for gifted, talented and disadvantaged learners.
- Your child may have a right to transportation services to and from school.
- Your child cannot be isolated or separated from the mainstream school environment solely due to homelessness.
- If you do not agree with the educational placement of your child, you and your child have the right to receive prompt resolution of any dispute.

### **Social Services**

The Social Services Department works in collaboration with school staff to promote, build and maintain resources (social and emotional) needed to ensure student success. Services are provided to students and families by school social workers who are bachelor or master's level educated during regular school hours. Currently, there are 29 schools with a full or part-time social worker or school counselor. Programs are funded through Title I, county, state and federal sources. Social Services staff receive professional development to assist in providing a safe and open learning environment in which students may prosper. The type of services provided to students and families include:

- Prevention programs that support a safe and supportive school culture;
- School-wide social and emotional support;
- Short-term individual or group counseling, when needed;
- Parent workshops and informational sessions;
- When available, basic-need resources such as clothing, school supplies and food boxes or referrals to local or community agencies;
- Coordination and referral for additional community resources, when indicated; and



- Homeless/highly mobile student coordination and support through the McKinney-Vento Act.

For more information, please contact Social Services at 602-347-2652 or 602-347-2636.

## Gifted Services

In accordance with Arizona law, gifted services are provided to students of lawful school age identified as gifted in one or more of the verbal, quantitative, or nonverbal reasoning areas. Service is provided in the identified area. A gifted child is one who is at or above the 97<sup>th</sup> percentile in one or more of the aforementioned areas. If you think your child may need these services, contact your child's teacher or the school principal for more information or call 602-347-2651.

## Technology

### Appropriate Use of Electronic Information Services

The Washington Elementary School District provides various Electronic Information Services (EIS) to educators, students, staff and the community. These services include, but are not limited to:

- Educational curriculum related software
- Google Workspace Account
- Office 365 Account
- The Internet

### Technology use to support educational goals

Washington Elementary School District may provide EIS to qualified students who attend District schools and WESD staff. District educators, parents and voters support and fund student use of technology in school because it is important for education. Students without technology skills and network access are at an educational disadvantage. It is important that students learn how to safely and appropriately use technology and the Internet. The District requires safe, appropriate, and lawful use of existing school facilities, including science labs, libraries and athletic fields. New technology also requires safe, appropriate and lawful use. All usage of EIS is to be in support of education and WESD goals. Anyone who uses EIS, even with personal technology, must follow WESD guidelines and rules for acceptable use. **Each student/parent will be required to sign an EIS Use Agreement. Please see the Parent/Student Handbook Agreement forms at the front of this book and the Electronic Information Section of the Appendix.** As the District actively monitors for safe and appropriate use, anyone who misuses, abuses or chooses not to follow the guidelines and/or rules shall be denied access to Washington Elementary School District EIS and may be subject to disciplinary action.

### Blocking access to inappropriate information

In accordance with the Washington Elementary School District's desire to use technology for educational purposes only, the District has software to filter and deny access to inappropriate Internet Web sites. Filtering supports early detection of potentially harmful content and situations in order to provide appropriate intervention. WESD staff (who are responsible for students on the Internet) will provide reasonable guidance and instruction to students on its use. Parents, students, and staff must be aware that due to the lack of restriction of the Internet, there is still a possibility of accessing information that has not been screened by educators and may

not be consistent with other WESD policies. It is ultimately the individual EIS users who are responsible for their communications and use of EIS. The District may deny access and close the accounts of those individuals who do not use EIS appropriately. The Washington Elementary School District does not assume liability for an individual's inappropriate use of EIS.

## Student Photographs

The following procedures govern student photographs:

1. At the start of each school year or upon initial enrollment in the District, each school will provide parents with a Parent/Student Handbook that will include a form giving parents the opportunity to opt-out of the use of a student's photograph in any videotape, television, or still photograph that will be used by the District for educational purposes (see Opt Out form in the Appendix). If a parent opts out of using a student's photograph, that student's photograph will not be used in publications or videos for educational purposes or in promotions, such as advertisements.
2. The District will provide all schools with a list of qualified vendors to provide student photography services. Vendors that the District selects must agree to comply with the District's student photography policy and regulation and must demonstrate, to the District's satisfaction, the vendor's internal safety measures that are used to protect student photographic images from inappropriate or unauthorized use. Additionally, selected vendors must agree to indemnify the District against liability resulting from the vendor's noncompliance with the District's photography policy and regulation or the vendor's own internal procedures.

## English Language Learners (ELL)

The Washington Elementary School District adheres to applicable federal rules, regulations and Arizona statutes. Three programs are offered for English language learners (ELL) under the authority of the Supreme Court ruling *Lau v. Nichols*, the federal court ruling, *Flores v. Arizona*, and Proposition 203, English Language Education for Children in Public School: Structured English Immersion Program, the Mainstream English Classroom and Bilingual Education.

### Program Goals

1. Provide English language learners with intensive, research-based instruction in English so that they will become academically proficient in English as rapidly as possible.
2. Ensure placement in special programs such as Gifted Education and Special Education, as needed.
3. Encourage participation in all school activities, such as athletics, student government and the performing arts.
4. Work cooperatively with families and community members to meet the social, physical and emotional needs of students.
5. Promote cross-cultural understanding and acceptance of diversity.
6. Meet national and state requirements for identification, assessment and reassessment.

## Homebound Services

Requests for homebound instruction must be made to the school office and include medical certification stating the general medical condition that is the reason the student is unable to attend school. "Homebound" means a student who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other condition for a period of not less than three (3) months or for intermittent periods of time totaling three (3) schools months during a school year. If approved, teachers of homebound students will be sent to the homes of eligible students. Classroom teachers are expected to work with the teachers of homebound students concerning materials to be covered in order that each homebound student may rejoin the class upon return to school.

## Head Start

Washington Elementary School District preschools serve 3 to 5-year-old children. The programs are based on sound developmental theories of how children learn and grow. They offer a child-centered environment in which young children can thrive. WESD has Head Start and special needs preschool classrooms located at various campuses.

The school sites offering WESD Head Start operate under specific health and safety regulations as designated by the Department of Health Services Office of Child Day Care Licensing. Inspection reports are available upon request at each school.

For more information about Head Start, please call 602-347-4806.

## KidSpace Child Care

Washington Elementary School District Extended Day Child Care programs (KidSpace) are developmentally appropriate programs for students in preschool through sixth grade. They are supported by the community through tuition paid by parent fees, grants from government agencies and DES subsidies. The quality programs are licensed through the state and are located on 23 different elementary campuses. For more information, call 602-896-5779.

## KidSpace Early Childhood Enrichment

KidSpace Early Childhood Enrichment (ECE) Programs are proud to participate in the Arizona Quality First program. Quality First – a signature program of First Things First – partners with child care and preschool providers to improve the quality of early learning across Arizona. The WESD KidSpace ECE program is offered at Abraham Lincoln Traditional, Chaparral, Ironwood, Lakeview, Lookout Mountain, Orangewood and Roadrunner Elementary Schools.

## Nutrition Services

The Washington Elementary School District provides both breakfast and lunch at all 32 schools and operates on a self-supporting basis. Nutritionally balanced meals are provided for students and staff each school day.

The District takes part in the National School Lunch, Breakfast and After-school Snack programs and provides no-cost meals according to federal guidelines. Menus are sent home with each student during the first week of the school year. You can also get the mobile menu by downloading the free School Lunch app by Nutrislice for Android and iOS which also includes nutrition information, allergens, daily side dishes and additional items.

## Library Media Services

Every school in the Washington Elementary School District has a well-equipped library media center that serves to provide resources for the curriculum at every grade level. The purpose of a school library is to support our students' education as lifelong learners and readers by putting resources in the hands of students, encouraging students to read, teaching students the skills necessary to evaluate information, and encouraging student responsibility. All students are eligible, within school guidelines, to check out resources for home use.

## Title I

The purpose of Title I is to enable schools to provide additional opportunities for children to acquire the knowledge and skills outlined in Arizona Academic Content standards and WESD curricula.

1. Title I funds are supplemental in nature and are allocated to schools having high concentrations of low-income students. Title I schools provide additional instructional services for academically at-risk students to ensure progress toward meeting performance standards.
2. Title I schools are responsible for involving staff and parents in the planning, design, training and evaluation of the program.

## Title I Parent Involvement Procedures

Washington Elementary School District is committed to engaging all parents in their children's education in meaningful ways. Meaningful parent and family engagement includes: (1) outreach to parent and family members of all WESD children; (2) the implementation of programs, activities and procedures to involve parents and family members in Title I programs; and (3) meaningful consultation with parents in the planning and implementation of these programs. This goal allows the District to meet federal and state parent and family engagement requirements.

To meet these requirements and fulfill WESD's commitment to parent involvement, each Title I school develops a written parent and family engagement policy holds an annual Title I meeting at a convenient time and invites all parents to attend. The annual Title I meeting

- informs parents of their school's participation in Title I and explains the program requirements and the rights of the parents to be involved. The meeting also provides parents with an
  - explanation of the curriculum and achievement levels at the school, and
  - opportunities for regular meetings to participate in decisions relating to the education of their student.
- Finally, each year school leadership develops a school-parent compact with parents that describes how families, staff and students will share responsibility for improved student academic achievement and parent-teacher communications that develop a partnership to help students achieve state standards. These school-parent compacts are signed by teachers, students and parents and kept on file in the school office.
- WESD parent-teacher communications include:

- Parent-teacher conferences, at least annually;
  - Frequent progress reports to parents;
  - Reasonable parent access to communicate with staff, to volunteer and to participate in their child's class, and to observe classroom activities;
- Regular, two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

## **Title VI - Indian Education**

Title VI provides for the planning, development and implementation of education programs to meet culturally related academic needs of American Indian/Alaska Native students. Title VI enhances community outreach, parent training/empowerment, curriculum enrichment and professional development training for teachers relative to Indian issues.

For a complete explanation of programs, please contact the Washington Elementary School District at 602- 347-3541.

## **Academics**

### **Report Cards**

The school year consists of two approximately 18-week semesters divided into four nine-week reporting periods. Students receive a report card at the end of each reporting period. Report cards will be provided to parents or guardians for examination. Parents are to sign the report card before it is returned to school. Parents are urged to contact the teacher at any time with questions regarding their student's progress.

### **Homework Guidelines**

Homework is an integral part of the total WESD instructional program. Parents and staff should view it as an important adjunct to the school day. The following guidelines will clarify for students, parents and staff the purposes of homework assignments:

1. Homework should be used to reinforce skills already taught, to work on research (independent study), to complete projects and to complete assignments, such as reading chapters in social studies and literature books. In essence, homework should be at the practice and application level where the student is able to perform the work at a high rate of success.
2. It is recognized that each student has individual needs and that these needs can be met through additional study. Meaningful homework assignments are desirable in the development of responsibility and academic growth.
3. The time that is required to complete a homework assignment should be carefully considered. Usually, this is determined by grade level, but the student's abilities generally will dictate the best procedure to follow. Teachers in departmental settings should coordinate homework assignments.
4. Parents are requested to help students by establishing homework guidelines in the home. These include a quiet place to study and cooperating with the teacher in seeing that the assignments are completed. If parents have a

question regarding homework, they should discuss it with the child's teacher and, if necessary, the school principal.

## **Promotion and Retention**

If a parent chooses not to accept a decision of a teacher to promote or retain their student to or in a specific grade level, the parent may request in writing that the Governing Board review the teacher's decision. This written request should be sent to the Superintendent's office for processing.

## **School Recognition Programs**

Academic recognition programs such as Principal's List and Honor Roll have criteria established by each school. Contact the school office for specific information.

## **Student Conduct**

### **Behavior Standards**

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Governing Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District-owned or controlled property or at District-sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District-controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, (including tobacco substitutes, electronic cigarettes, other chemical inhalation devices or vapor products), alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and/or failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on

student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. For further details, see the Appendix.

## **Student Conduct in the Classroom**

Arizona law stipulates that no one has the right to interfere with or cause a disruption in an educational institution. It is WESD's obligation to provide maximum instructional time for students. If a student becomes unruly, every attempt will be made to remove that student from the classroom. Depending on the circumstance, and at the discretion of school administration, it may be necessary to remove other students from the classroom in addition to, or instead of, the unruly student. If this occurs, students will reassemble in another area of the school, and instruction will resume as quickly as possible. Parents will be notified if a disruption such as this occurs.

## **Student Dress**

Student dress, personal appearance or conduct shall not disrupt nor distract from instructional procedures, school-sanctioned social functions or the disciplinary control of the teachers. Accordingly, school administration will not interfere with the prerogative of students and their parents to make decisions regarding appearance and dress except when their choices affect the educational program of the schools or the health and safety of others. Parents and students are encouraged to adopt a style of dress and grooming that is appropriate to the age and size of the child, without extremes that become disturbing influences in the classrooms. Policy: Therefore, District dress standards shall not interfere with individual choice regarding dress and grooming, except as follows:

- Dress and grooming shall not present a risk to the health, safety or general welfare of students or others in the school.
- Dress and grooming shall not interfere with or disrupt the educational environment or process. Dress and grooming shall not be contrary to curriculum goals and/or education objectives; e.g., advertising, promoting or picturing alcoholic beverages, tobacco, drugs or illegal substances, sexual in nature, weapons/bombs or violent language or symbols.
- Clothing and jewelry shall not display lewd, vulgar, obscene, plainly offensive language or symbols.
- Hats, caps and bandannas shall not be worn.
- Clothing shall not expose the chest, abdomen, genital area, buttocks and shall be sufficient to conceal undergarments at all times; e.g., colored bras and sports bras. Clothing such as see-through or fish-net fabrics, spaghetti straps, halter tops, low-cut tops, bare midriff tops that show the belly button when arms are raised above the head, hip-hugger pants that are too low and excessively short shorts or skirts are prohibited.
- Clothing should fit properly, not being overly loose, baggy, saggy, or overly tight. Pants must fit on the waist so as to be able to remain on the waist without the aid of a belt. Pants should not drag or be frayed at the bottom. Leg size should not exceed the students shoe size.
- Pajamas and slippers are not allowed, except on designated days. Piercing and tattooing of the body cannot interfere with the educational process of Washington Elementary

School District. If so determined by administration the student will remove or cover the distraction.

## **Mandatory Uniforms**

The Governing Board recognizes that a mandatory student uniform code may serve to enhance a positive, productive and safe school environment that contributes to increased student achievement. Therefore, the Board will permit school councils to establish mandatory uniform codes when such codes are collaboratively planned and implemented by parents, staff, and students, and when provisions are made to provide uniforms to those students whose family demonstrates that the acquisition of the mandated clothing would create an economic hardship.

Students may be disciplined for noncompliance with an established uniform code; however, no student will be suspended out of school or expelled for noncompliance alone. The Superintendent will establish procedures to ensure that all mandatory uniform codes are planned and implemented in accordance with Governing Board policy. This policy and these regulations will not be applied to infringe on any established constitutional rights.

**Please refer to the school portion of the handbook for further information regarding dress code or student uniforms.**

## **Student IDs**

The safety of students traveling to and from school, as well as their safety at school, is of primary importance to the Washington Elementary School District. With this in mind, WESD has implemented technology to make it easier to identify students when they are on campus, in the cafeteria and in the library, and to verify when and where students enter and exit a school bus.

All WESD students are required to wear IDs while on the school campus and on buses. Students will be provided a picture ID at the beginning of the school year at no cost. Students will be checked for compliance throughout the school day. If a student does not comply with the school dress code in wearing his or her ID card, the student will be disciplined accordingly. Students may not be allowed on the bus if an ID is not present. IDs must be visible at all times.

If students deface, destroy, render their ID unreadable or lose their ID, they will be required to purchase a replacement ID for \$2.00. Replacement lanyards and pouches are 50 cents.

## **Student Conduct on School Buses**

In accordance with Arizona state statutes, bus transportation may be provided for students who live more than one mile from the school within their attendance boundaries. Transportation is a privilege extended to students in the District boundaries and is not a statutory requirement, except for transportation of students with disabilities as indicated in their respective individual education plans (IEP). The Transportation Department's first priority is to assure the safety of all students who ride its buses. Students shall conform to all policies and regulations relating to conduct on school buses. Should you have any concerns regarding transportation, please call dispatch at 602-896-5270.

## **Photo IDs**

Students must have their ID with them to ride the bus. If a student does not have his or her ID card in the morning, the

student will be asked to sit in the front of the bus or his or her assigned seat.

- The student will be instructed to go to the office and obtain a new ID by lunchtime. If he or she cannot purchase a new card that day, the student will receive a temporary bus pass for that day only.
- The student must get a new ID by the following day or he or she will be refused boarding the bus to go home. Parents will be notified to pick up the student.
- Replacement cost for the ID cards is \$2.00.

#### **Kindergarten Bus Riders:**

During the first two weeks of school, kindergarten students will be dropped off at their bus stop, only if an adult is present to receive the child. Those students, who are not met by an adult, will be returned to school. After the first two weeks of school, Kindergarten students will be dropped off unattended, unless they are uncomfortable with their surroundings and they will be returned to school.

#### **Early Release Wednesdays:**

**Students will be dropped off 90 minutes earlier than their usual drop off times.**

#### **Responsibility of the School Bus Driver**

In accordance to Article VI-8, Arizona Revised Statutes: "The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported." A bus driver has the same authority as a teacher in the classroom. All adult passengers, such as activity sponsors, teachers, etc., will assume supervision of the students on the bus, but will also follow the authority of the school bus driver. Safety is not just a driver concern, but is shared responsibility throughout the District.

#### **Bus Routes**

In compiling the bus stops, routes and schedules, consideration is made for fairness, efficiency and safety of the students. Students are required to be at their designated bus stop five minutes prior to their scheduled pick up time. Bus schedules are available at each campus. Students are only allowed to exit the bus at their assigned stops. If a student is going home with another student or needs to get off at a different bus stop other than his or her assigned stop, a note signed by the parent/guardian needs to be written to the school administration and approved by an administrator. The note will then be attached to a bus pass authorizing the student to get off at a different bus stop.

#### **Bus Expectations**

The bus is an extension of the school setting with all rules of behavior for the school in effect on the bus. Disorderly conduct or refusing to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation. The school bus driver may assign seats. All students who will ride the bus should become familiar with the bus expectations for their safety, as well as others. The following bus expectations are posted in all school buses and must be followed at all times. Bus drivers will make every attempt to ensure that students are familiar with these expectations.

#### **Washington Elementary School District Bus Expectations**

**Violation of the bus expectations will result in a misconduct referral and could lead to suspension of bus privileges. Riding the bus is a privilege not a right.**  
**Respect on a bus is:**

1. Always using appropriate language.
2. Displaying courteous and respectful conduct to yourself and others.
3. Being courteous, remaining seated and facing front with feet on the floor.
4. Keeping your hands, feet and objects to yourself.
5. Not throwing anything in or out of the bus.
6. No gum chewing, not eating, no drinking anything other than water.

#### **Responsibility on a bus is:**

7. Be ready to board the bus on time.
8. Demonstrating appropriate behavior at all bus stops.
9. Waiting for the bus on the sidewalk.
10. Displaying courteous and respectful conduct towards yourself and others.
11. Following bus procedures.

#### **Caring on a bus is:**

12. Student moves over in seat without hesitation.
13. Using the trash can by the driver.
14. Not defacing or damaging property on the bus or at bus stops.
15. Speaking kindly to peers and driver.
16. Owning your behavior and working to improve behavior when mistakes are made.

#### **State law forbids the following items on a school bus:**

glass, insects, animals, tobacco, drugs, weapons and dangerous items.

### **Athletic Competition Expectations**

WESD schools are committed to maintaining and improving high standards of conduct during athletic competitions. Please keep in mind that this is elementary and middle school competition, and therefore, is still considered a developmental setting, with the focus being to learn the fundamentals and personal conduct associated with each sport.

All spectators, coaches, and players, no matter their personal feelings of loyalty, should reflect an attitude of **sportsmanship**. To that effect, we ask everyone to support the best these athletes have to offer, and not to provide distractions or disruptions, with the intent to influence in a negative way, the efforts of these developing athletes.

#### **Spectators Code of Ethical Behavior**

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or event.
- I understand that if I have an issue, I must speak with the coach in a private, appropriate, and timely manner and that I am not to speak to officials about the game.
- I will place the emotional and physical well-being of my child and team ahead of the personal desire to win.
- I will be supportive of my child, the team, and the coaching staff throughout the entire season by offering encouragement, displaying a positive attitude, and using language appropriate for the school setting.
- I will remember that the game is for the students – not for adults.
- I will, through my own actions, teach my student how to treat other players, coaches, fans, and officials with respect regardless of the other person's ability.

- I will do my very best to make youth sports fun for my athlete and will help my athlete to enjoy the season.

## **Detention of Students**

Reasonable detention during break-time, lunchtime, or at the close of the school day is permitted, provided that appropriate consideration is given to student transportation, weather, and other extenuating circumstances. However, a student shall not be denied the privilege of eating. Detention should not exceed one (1) hour per day.

## **Corporal Punishment**

The use of corporal punishment is prohibited in all WESD schools.

## **Student 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 District schools within 12 calendar months. For further details, see the Appendix.

## **Attendance/General Information**

### **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, doctor appointments, other family emergencies and observance of major religious holidays of the family's faith, and out-of-school suspensions not to exceed 10% of the instructional days for the school year.

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 Absent from School**

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it is 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. All absences not verified on or before the day of the absence 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 day in length, the school should be notified each day of the absence unless the school receives prior notification for consecutive absences.

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

- The scheduling of medical and dental appointments after school hours except in cases 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.

The school will record a tardy for students arriving late in the morning (but not enough time to be counted as an absence) and an early out for leaving early (but not enough time to be counted as an absence).

## **Absence Notification**

The school shall make a reasonable effort to promptly telephone and notify parents or guardians of a student in grades kindergarten through eight within two hours after the first class in which the student is absent if 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 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 through eight, 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 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 guardians of a student shall promptly notify the school of any change in this telephone number.

## **Early Release from School**

### **Student Dismissal Precautions**

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as A.R.S. 8-303, 8-304, and 8-802 shall apply. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the principal or designee, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

### **Student Release Requirements**

- At the time of school admission, the principal or designee must complete the student's permanent record form, which will identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).
- Before releasing a student during the school day, the principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.
- If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the principal or designee shall require satisfactory identification before such release. If there is a doubt, release may not be granted.
- In the case of a written or verbal authorization by a lawful custodian of record, the principal or designee shall require satisfactory verification of the message as being from the

lawful custodian of record. If there is a doubt, release may not be granted.

- If an unauthorized person refuses to honor the decision of the principal or designee, the principal shall call the local police authority.
- If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal or designee, such change shall be entered immediately on the student's permanent record.
- If any police or court official requests the release of a student during school hours, parents should be notified as soon as possible.

## Unclaimed Student After School

The principal/principal's designee and one other employee will supervise any unclaimed student remaining after school dismissal. Supervision is to be maintained by no fewer than two employees until the student is claimed by his or her parents or otherwise removed from the school. The school will need to develop specific procedures for how this supervision will be provided. In extreme situations where a school is unable to maintain the two adult ratio, a member of the District Crisis Team should be notified.

Notification of the parent(s) and those persons designated as emergency contacts will be attempted. The principal/designee will complete the Unclaimed Student After School form to document all attempts at contact. This form is to be maintained for school records.

If the student is claimed within one hour of the student's dismissal time the principal or principal's designee will:

- Review dismissal time for the student with the person claiming the student.
- Review the procedure for students left unclaimed after school.
- Request the signature of the person claiming the student on the Unclaimed Student After School form.
- Request an update of parent contact information, if necessary.

If the person claiming the student is not the parent or legal guardian, the parent or legal guardian will be mailed a letter reviewing the above and including a copy of the completed Unclaimed Student After School form.

If the student has not been claimed within one hour of the student's dismissal time, the principal or principal's designee will contact Crime Stop at 602-262-6151 and make a report of child neglect followed by a call to the Department of Child Safety (DCS) at 1-888-767-2445 to make a similar report. Both calls will request the child be placed in protective custody. Both calls will be documented on the Unclaimed Student After School form and include:

- The time of both calls;
- The names of the police and DCS personnel the reports were taken by.

The principal or designee and one other employee will wait with the student until the police or DCS representative arrives.

All the student's pertinent personal information —address, parent's name(s), contact information, etc., will be given to the officer/DCS worker who arrives to provide protective custody.

The officer/DCS worker who provides protective custody will supply the school personnel with such information as name, badge/identification number, and location where the student will be relocated. This information will be recorded on the Unclaimed Student After School form.

In a situation where protective custody is relinquished to an outside agency the parent or legal guardian will be sent a certified letter explaining the District procedure, including a copy of the Unclaimed Student After School form and a request for updated contact information.

## Withdrawals

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

Reasons for withdrawal may include:

- Parents or legal guardians moving from the District or to an area served by another school within the District.
- Parents requesting the withdrawal of students who have passed their sixteenth birthday.
- Expulsion or long-term suspension by the Governing Board.

Upon withdrawal, the student shall return all books and other school property.

## Field Trips

Field trips, student activities and extracurricular programs are an integral part of the instructional program of the Washington Elementary School District. They relate to approved courses of study and enrich learning opportunities for students. They must be appropriate for the age level, grade and curriculum, but are not considered to be a part of the curriculum, and students will not be graded or tested on the activity.

Students going on a field trip must have a permission slip signed by their parent or guardian prior to the field trip. Individuals other than a parent or guardian who are chaperoning the field trip must follow District procedures.

## Change of Address

If your address changes, it is imperative that you report to the school office to complete an Attestation of Arizona Residency form and submit, in support of this attestation, a copy of a document that displays your name and current residence address.

Acceptable documents include:

- Valid Arizona driver's license, Arizona identification card Valid Arizona motor vehicle registration
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidential Program authorization card
- Property deed
- Mortgage documents
- Property tax bill
- Residential lease or rental agreement (including Section 8 agreement or off-base military housing)

- Utility bill (water, electric, gas, cable, or phone bill)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal (506 Form) enrollment or other identification issued by a recognized Indian tribe located in Arizona.
- Documentation from state or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

If you are unable to provide any of the foregoing documents, please provide an original Affidavit of Shared Residence signed and notarized by an Arizona resident who attests that you have established residence in Arizona with the person signing the affidavit. The Affidavit of Shared Residence form is available in the school office.

### **Change of Phone Number**

If your phone number changes, it is imperative that you notify the school immediately so that the school has current information in order to communicate with you in case of an emergency.

### **Animals in School**

After receiving the principal's prior permission, a parent may bring a pet into the classroom for educational purposes. Parents are required to take the pet home. Prior to bringing the pet into the classroom, the school will determine whether any students in the class are allergic to that particular animal. Pets that are poisonous, may inflict injury, or pose a risk of injury will not be allowed at school.

### **Visitors to School**

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival.

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

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

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises who has not received prior approval by the principal.

Anyone who is not a student or staff member of the District, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be in violation of District regulations. Failure to obey such instructions may

subject the person to criminal proceedings applicable under law.

## **Student and Parent Rights**

### **Objectionable Materials**

The Washington Elementary School District respects the rights of parents to make decisions regarding the literature their children read. Therefore, if, at any time, parents have a concern and wish to request that their child(ren) not read a specific selection, parents should place that request in writing and submit it to their child(ren)'s classroom teacher and/or library staff, and the request will be honored.

### **Public Concerns and Complaints**

Whenever a complaint is made directly to the Governing Board as a whole or to a Governing Board member as an individual, it shall be referred to the Superintendent for investigation according to Board Policy.

The administration will develop a procedure for courteously receiving complaints and will take steps to make proper replies to complaints. If resolution of a problem cannot be accomplished at the building level, either party may refer the matter to the Superintendent for review.

The Governing Board will consider hearing citizen complaints when they have not been resolved by the administration. Matters referred to the Governing Board as a whole must be in writing, should clearly identify the problem and specifically state the desired action. The Governing Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

### **Custodial/Noncustodial Parental Rights and Responsibilities**

The District honors all current court orders or decrees pertaining to custody situations. **It is the responsibility of adults having custody of a student to submit to the school a current certified copy of the effective court order or decree.**

In sole custody situations, the custodial parent has the right to determine the student's education unless the custody decree provides otherwise. Where parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless specified otherwise by the court or parents in the final judgment or order.

Custody is irrelevant to a parent's rights to see their child's educational records. Such records are available to any parent unless the District has been provided a court order, state statute, or legally binding document that specifically terminates a parent's rights to see the child's educational records. The District shall not act merely on the desire of one parent to prevent the other parent from seeing the student.

### **Police Interrogations and Arrests**

The Governing Board recognizes that compulsory attendance laws impose on the Governing Board the custodianship of the public school children of the District while they are present in the schools (in loco parentis). Because of this responsibility, when a Department of Child Safety (DCS) worker or peace officer interviews a student, specific procedures are followed. For further details see the Appendix.



## **Parents' Bill of Rights**

(Enacted by the 49<sup>th</sup> Arizona Legislature,  
2<sup>nd</sup> Regular Session [2010])  
Session Law Chapter 307  
Arizona Revised Statutes 1-601 and 1-602

### **Parents' Rights Protected**

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right.

This state, any political subdivision of this state or any other governmental entity shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

### **Parents' Bill of Rights; definition**

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

- The right to direct the education of the minor child.
- The rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.
- The right to direct the upbringing of the minor child.
- The right to direct the moral or religious training of the minor child.
- The right to make health care decisions for the minor child, including rights pursuant to sections 15-873, 36-2272 and 36-2272, unless otherwise prohibited by law.
- The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
- The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.
- The right to consent in writing before any record of the minor child's blood deoxyribonucleic acid is created, stored or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.
- The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as part of a court proceeding, during or as part of a forensic interview in a criminal or child protective services investigation or to be used solely for any of the following:
  - Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
  - A purpose related to a legitimate academic or extracurricular activity.
  - A purpose related to regular classroom instruction.
  - Security or surveillance of buildings or grounds.
  - A photo identification card.
- The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school district, and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely address as student disciplinary matters by the school.
- The right to obtain information about a child protective services investigation involving the parent pursuant to section 8-807.

This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency

responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law. (A.R.S. §1-602)

Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for the law enforcement personnel.

Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied. (A.R.S. §1-602)

For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child. (A.R.S. §1-602)

Where the term "section" appears it is to be understood as the identified section of the Arizona Revised Statutes (A.R.S.).

# APPENDIX

## **DISCIPLINE POLICY**

The Washington 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.

The following section is most appropriate to high school students; however, the same expectations are held for K-8 students. According to Arizona law (ARS 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.

It is the student's obligation to report dangerous objects such as knives, explosives, weapons and/or illegal substances to the principal.

### **LEGEND OF ACTION CATEGORIES**

- A. Conference with school official (i.e., teacher, counselor, 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 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, alternative classes, or a temporary placement. Temporary removal of a student from class may include confinement of a student in an enclosed space without supervision. (\* See Confinement Mandatory Provisions)
- 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 detention may be employed as an alternative.
- H. 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. Saturday or another day detention may be employed as an alternative. Students must remain off campus for the duration of the suspension.
- I. 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. Students must remain off campus for the duration of the suspension.
- J. Immediate suspension means the student shall be removed from campus due to clear and present danger to any or all concerned. Students must remain off campus for the duration of the suspension.
- K. Long-term suspension means that the school principal may recommend to the Superintendent an extension of a suspension beyond the maximum ten days. The Superintendent, after careful consideration of the facts of the case, may extend the suspension until a succeeding Governing Board meeting where the Board will act on his or her recommendation. As with any suspension, due process must be followed. The parent may appeal the recommendation by filing a written appeal with the Superintendent before the Governing Board takes action. Students must remain off campus for the duration of the suspension.
- L. Expulsion is the permanent removal from all Washington District schools (see due process procedures.)

\*Confinement Mandatory Provisions – Prior written consent from a parent/guardian shall be acquired before confinement for disciplinary purposes for any pupil in the District, except when a school principal or teacher determines that the pupil poses imminent physical harm to self or others. When confinement is used, the principal or teacher shall make reasonable attempt to notify the pupil's parents/guardian in writing by the end of the same day that the confinement was used.

**This list is not all-inclusive. A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the school administrator or Superintendent.**

### DISCIPLINARY ACTION CHART

The Washington Elementary School District follows a progressive discipline policy, which means that each successive offense merits a stronger consequence. 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.

Infraction	Definition	Consequence	
		Minimum	Maximum
<b>*Alcohol Violation</b>	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
<b>*Aggravated Assault</b>	An assault becomes aggravated when the situation becomes more severe by: the use of deadly weapon or instrument; causing serious physical injury to another person; or committing the assault knowing, or having reason to know, the victim is a peace officer or school employee engaging in school-related activity. A.R.S. §13-1204	I: Out-of-school Suspension (6-10 Days)	L: Expulsion
<b>Aggression</b>	A verbal or physical interaction between two or more students, which is more severe than "horseplay," but if undeterred, may lead to a fight. Includes inappropriate arguing, shouting, posturing, shoving or scuffling. Includes the act of instigating or encouraging the confrontation or fighting between others through rumors, gossip or relaying inflammatory information.	A: Conference with School Official	I: Out-of-school Suspension (6-10 Days)
<b>*Armed Robbery</b>	A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice uses or threatens to use a deadly weapon or a simulated deadly weapon. ARS §13-1904.	G: In-school Suspension (1-5 Days)	L: Expulsion
<b>*Arson of an occupied structure</b>	Knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. §13-1704. Occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. A.R.S. §13-1701.	I: Out-of-school Suspension (6-10 Days)	L: Expulsion
<b>*Arson of a structure or property</b>	Knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion. A.R.S. §13-1703.	I: Out-of-school Suspension (6-10 Days)	L: Expulsion
<b>*Assault</b>	Intentionally, knowingly or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person. A.R.S. §13-1203.	G: In-school Suspension (1-5 Days)	L: Expulsion
<b>Attendance Violation</b>	Loitering or lingering outside of assigned areas.	A: Conference with School Official	H: Out-of-school Suspension (1-5 Days)
<b>*Bullying</b>	Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's	H: Out-of-school Suspension (1-5 Days)	L: Expulsion

	<p>property, or placing a student in reasonable fear of harm or damage to property; is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm; occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.</p> <p>Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying; exposure to social exclusion or ostracism; physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; and damage to or theft of personal property.</p> <p>For more information please see the Student Violence/Harassment/Intimidation/Bullying section in the Appendix.</p>		
<b>*Burglary or Breaking and Entering (Second or Third Degree)</b>	A person commits burglary by entering or remaining unlawfully in or on a residential structure, or in a nonresidential structure or in a fenced commercial or residential yard, with the intent to commit any theft or any felony therein. ARS §13-1506 & §13-1507.	G: In-school Suspension (1-5 Days)	L: Expulsion
<b>Cheating</b>	Taking another student's work for one's own, practicing fraud or deception with relation to schoolwork or responsibilities.	A: Conference with School Official	K: Long-term Suspension
<b>*Chemical or Biological Threat</b>	Threatening to cause harm using dangerous chemicals or biological agents.	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
<b>Combustible</b>	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.	G: In-school Suspension (1-5 Days)	L: Expulsion
<b>Contraband</b>	Possession and/or use of items prohibited because they pose a disruption to the learning environment or a risk to student safety.	A: Conference with School Official	L: Expulsion
<b>*Dangerous Instrument:</b>	Possession, with intent to harm, of 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 serious physical injury. For more information see section Weapons in School in the Appendix. A.R.S. §13-105.11	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
<b>Dangerous Items</b>	Possession of a dangerous item used to cause bodily injury, threaten, or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement. Examples: Air Soft Gun, B.B. Gun, Knife, Laser Pointer, Letter Opener, Mace, Paintball Gun, Pellet Gun, Razor Blade or Box Cutter, Simulated Knife, Taser or Stun Gun, Tear Gas, Other Dangerous item. A.R.S. §13-3101. For more information see section Weapons in School in the Appendix.	C: Parental Involvement	L: Expulsion

<b>Defiance, Disrespect Towards Authority, and Non-Compliance</b>	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions. Refusing to comply with the reasonable request of school officials. Consistent violation of the requirement to wear a student ID also falls within this category of offense.	A: Conference with School Official	L: Expulsion
<b>Destructive Device:</b>	A category of firearm that includes an explosive, combustible or poisonous gas. A.R.S. §13-3101. For more information see section Weapons in School in the Appendix.	C: Parental Involvement	L: Expulsion
<b>Disorderly Conduct</b>	Any act that substantially disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. A.R.S. §13-2904.	A: Conference with School Official	L: Expulsion
<b>Disruption</b>	Student engages in behavior causing an interruption in a class or activity. Examples can include but are not limited to: sustained loud talk, yelling or screaming, noise with materials, roughhousing/horseplay, and sustained out of seat behavior.	A: Conference with School Official	K: Long-term Suspension
<b>Dress Code Violation</b>	Student wears clothing that does not fit within the dress code guidelines stated by school or District policy.	A: Conference with School Official	G: In-school Suspension (1-5 Days)
<b>*Drug Violation</b>	The unlawful possession, use, distribution, sale or purchase of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. This includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation, or enroute to and from school. (A.R.S. §13-3415). “Drug paraphernalia” means all equipment, products and materials of any kind that are used, intended for use or designed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.). This category also includes the representation of a substance as an illicit drug. For more information see section Drug and Alcohol Use by Students in the Appendix.	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
<b>*Endangerment</b>	Recklessly endangering another person with a substantial risk of imminent death or physical injury. A.R.S. §13-1201.	G: In-school Suspension (1-5 Days)	L: Expulsion
<b>*Extortion</b>	The solicitation of money or something of value from another person in return for protection or in connection with a threat to inflict harm. ARS §13-1804.	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
<b>*Fighting</b>	Mutual participation in an incident involving physical violence. Verbal confrontation alone does not constitute fighting.	D: Temporary Removal from Classes	L: Expulsion
<b>Fighting with a weapon</b>	Mutual participation in a fight involving physical violence with a weapon where there is no one main offender and one major injury on school grounds, at a school bus stop, on a school bus or during school-sponsored activities. Does not include verbal confrontation, tussles or other minor confrontations.	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
<b>*Firearms</b>	Handgun or Pistol, Shotgun or Rifle, Starter Gun, Destructive Device (Including Bombs and Grenade Other Firearm or Destructive Device) For more information see section Weapons in School in the Appendix. A.R.S. §13-3101	H: Out-of-school Suspension (1-5 Days)	L: Expulsion

<b>*Fire Alarm Misuse</b>	Intentionally triggering a fire alarm when there is no fire.	G: In-school Suspension (1-5 Days)	K: Long-term Suspension
<b>Forgery</b>	The act of falsely and fraudulently making or altering a document, to include signatures.	C: Parental Involvement	K: Long-term Suspension
<b>Gambling</b>	To play games of chance or bet for items of value.	A: Conference with School Official	K: Long-term Suspension
<b>Graffiti or Tagging</b>	Writing, drawing, or words that are scratched, painted, sprayed, or otherwise inscribed on walls or other surfaces in public places. A.R.S. §13-1602	F: Individual Assignment or Loss of Privilege	L: Expulsion
<b>*Harassment, Nonsexual</b>	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. A.R.S. §13-2921 For more information please see the Student Harassment section in the Appendix.	A: Conference with School Official	I: Out-of-school Suspension (6-10 Days)
<b>*Harassment, Sexual</b>	Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.  District Title IX information can be found at <a href="https://www.wesdschools.org/Page/160">https://www.wesdschools.org/Page/160</a>	G: In-school Suspension (1-5 Days)	L: Expulsion
<b>*Harassment, Sexual with Contact</b>	Sexual harassment that includes unwanted physical contact of nonsexual body parts (Includes areas not covered in A.R.S.)  District Title IX information can be found at <a href="https://www.wesdschools.org/Page/160">https://www.wesdschools.org/Page/160</a>	G: In-school Suspension (1-5 Days)	L: Expulsion
<b>*Hazing</b>	Any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student or group of students, 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 of membership in any organization that is affiliated with an educational institution. (b) The act contributes to a substantial risk of physical injury, mental harm, or degradation; or causes physical injury, mental harm, or personal degradation. A.R.S. §15-2301. For more information please see the Hazing section in the Appendix.	I: Out-of-school Suspension (6-10 Days)	L: Expulsion
<b>Indecent Exposure or Public Sexual Indecency</b>	For definition of Indecent Exposure refer to ARS §13-1402. For definition of Public Sexual Indecency refer to A.R.S. §13-1403.	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
<b>*Kidnapping</b>	The unlawful restraint of another person with the intent to (1) hold the victim for ransom, as a shield or hostage; or (2) hold the victim for involuntary servitude; or (3) inflict death, physical injury or a sexual offense on the victim. A.R.S. §13-1304.	L: Expulsion Requires immediate intervention of law enforcement agency	
<b>Language, Inappropriate</b>	Use of verbal or written messages that include swearing, name calling, rude or coarse language or use of words in an inappropriate way. This category also includes the use of rude physical gestures.	A: Conference with School Official	I: Out-of-school Suspension (6-10 Days)



<b>Leaving School Grounds without permission</b>	Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the District.	C: Parental Involvement	K: Long-term Suspension
<b>Lying</b>	To create a false or misleading impression or to make an untrue statement with intent to deceive.	A: Conference with School Official	K: Long-term Suspension
<b>Minor Aggressive Act</b>	Engaging in nonserious but inappropriate physical contact, i.e., hitting, poking, pulling or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.	A: Conference with School Official	I: Out-of-school Suspension (6-10 Days)
<b>Negative Group Affiliation/Gang-Related Behaviors</b>	Specific attitudes and actions of a student affiliated with a negative group or gang including gang-related behavior, association, apparel, symbols, paraphernalia, and/or activities. Gang-type writing/graffiti will not be tolerated and will quickly be removed whether on clothing, skin, notebooks or anywhere else. Any written, verbal, or physical gestures (hand signs) that relate to a gangs, including harassment, threatening, or disruption of school activities, is prohibited. For more information please see the Gang Activity or Association section of the Appendix.	A: Conference with School Official	L: Expulsion
<b>Other Violation of School Policy</b>	An incident that cannot be coded in one of the other categories but did involve a school, school-sponsored event, or school-sponsored transportation.	A: Conference with School Official	L: Expulsion
<b>Plagiarism</b>	To use and/or pass off the published ideas or words of another as one's own. This includes copying text from the internet or other sources and representing it as their own.	C: Parental Involvement	K: Long-term Suspension
<b>Pornography</b>	The use or possession of pictures, devices, or electronic images of an explicit nature that offends or disturbs the educational environment.	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
<b>Public Display of Affection</b>	Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy	C: Parental Involvement	H: Out-of-school Suspension (1-5 Days)
<b>Recklessness</b>	Unintentional, careless behavior that may pose a safety or health risk for others.	A: Conference with School Official	I: Out-of-school Suspension (6-10 Days)
<b>*Robbery</b>	Taking any property of another from his or her person or immediate presence and against his or her will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property. ARS §13-1902.	G: In-school Suspension (1-5 Days)	L: Expulsion
<b>School Threat</b>	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 A.R.S. §13-2911.	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
<b>*School Threat, Other</b>	The incident cannot be coded in one of the above categories but did involve a school threat.	C: Parental Involvement	L: Expulsion

<b>*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation</b>	For definition of Sexual Abuse refer to A.R.S. §13-1404. For definition of Sexual Conduct with a Minor refer to A.R.S. §13-1405. For definition of Child Molestation refer to A.R.S. §13-1410. Requires immediate intervention by the local law enforcement agency. A.R.S. 15-341, A.R.S. 13-604.01 (M)	L: Expulsion Requires immediate intervention of law enforcement agency	
<b>*Sexual Assault (Rape)</b>	For definition refer to A.R.S. §13-1406. Requires immediate intervention by the local law enforcement agency. A.R.S. 15-341, A.R.S. 13-604.01 (M)	L: Expulsion Requires immediate intervention of law enforcement agency	
<b>Simulated Firearm</b>	Any simulated firearm made of plastic, wood, metal or any other material that is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	C: Parental Involvement	L: Expulsion
<b>Tardy</b>	Arriving at school or class after the scheduled start time.	A: Conference with School Official	K: Long-term Suspension
<b>Technology, Improper use of</b>	Violation of student use and expectations as outlined by WESD. This includes (1) Computer; or (2) Network Infraction; (3) Telecommunication Device; or (4) Other Technology. For more information see the Technology section in the WESD handbook and Electronic Information section in the Appendix.	A: Conference with School Official	L: Expulsion
<b>Theft</b>	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, electronics, etc., are not covered by District insurance. ARS §13-1802.	C: Parental Involvement	L: Expulsion
<b>*Threat or Intimidation</b>	Actions, conduct, or words used to communicate or indicate the intent to cause physical injury or serious damage to a person or their property. A.R.S. §13-1202 For more information please see the Student Violence/Harassment/Intimidation/Bullying section in the Appendix.	C: Parental Involvement	L: Expulsion
<b>*Tobacco Violation</b>	The possession, use, distribution, sale or purchase of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation, or enroute to and from school. A.R.S. §13-3622.	E: Detention	K: Long-term Suspension
<b>Trespassing</b>	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 or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. A.R.S. §13-1503.	A: Conference with School Official	L: Expulsion
<b>Truancy/Unexcused Absence</b>	Truancy as defined by A.R.S. §15-803 is an unexcused absence for at least one class period during the day.	As described in the Truancy section of the Appendix	
<b>*Vandalism of personal property</b>	Willful destruction or defacement of personal property. A.R.S. §13-1602	F: Individual Assignment or Loss of Privilege	L: Expulsion

<b>*Vandalism of school property</b>	Willful destruction or defacement of school property. A.R.S. §13-1602	F: Individual Assignment or Loss of Privilege	L: Expulsion
<b>Verbal Provocation</b>	Use of language or gestures that may incite another person or other people to fight.	A: Conference with School Official	K: Long-term Suspension
<b>Weapons</b>	Billy Club, Brass Knuckles, Knife, Nunchakus	H: Out-of-school Suspension (1-5 Days)	L: Expulsion
* Offenses are a violation of local, state and/or federal law. School authorities must notify appropriate police authorities and/or the Arizona Department of Education. Such consequences are apart and in addition to those taken by the school.			
In cases of theft and destruction of property, restitution is mandatory.			
Multiple offenses in a combination of categories may result in Long-term suspension or expulsion.			

## **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

Students have the right to attend school in a safe environment that is free from discrimination or harassment, and in which constitutional rights, the right to equal access to programs, and personal safety are respected.

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the students' constitutional rights;
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies;
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability (see Policy JB – Equal Educational Opportunities);
- Harassment of the student by another person; or
- Concern for the student's personal safety;

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

### **Guidelines to be followed:**

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator, professional staff member or the Superintendent.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office. (See also JII-EA – Student Concerns, Complaints, and Grievances Complaint Form.)
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

Complaints by middle school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

## **STUDENT HARASSMENT**

Students have the right to attend school in a safe environment free from harassment or discrimination. Students have a right and responsibility to report harassment or discriminatory experiences. Students or staff found to be involved in harassment or discriminatory activities are subject to disciplinary action/consequences.

The following procedures apply to allegations of discrimination and/or harassment (collectively referred to as “harassment”) on the basis of a student’s race, color, national origin, religion, gender, sexual orientation, disability or any other applicable legally protected status. **In addition to these regulations, consult the District’s procedures outlined in Section J of the Policy Manual under the “Child Abuse” policy and regulations when dealing with alleged staff-to-student gender (sexual) harassment.**

The District’s procedures for processing student complaints, other than for harassment, under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and/or the Individuals with Disabilities Education Act are found in Section I of the Policy Manual.

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

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

To assist in achieving a school environment based on the beliefs of the Governing Board bullying, harassment or intimidation as defined by this policy will not be tolerated

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **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 District 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 that 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:

1. 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.
2. 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.
3. 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 District policies related to the conduct and discipline of students, staff and others.

## **DISCRIMINATION**

It is the policy of the District that the rights of students to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin and disability, or any other reason not related to the students individual capabilities.

Any person who feels unlawfully discriminated against or who has been a victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the school administrator, professional staff member or the Superintendent (see JII-EA-Student Concerns, Complaints, and Grievances Complaint Form in the "Forms" section of this handbook). The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of this policy.

## **GANG ACTIVITY OR ASSOCIATION**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to the educational activities that result from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving initiation, hazing, intimidation, assault or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang memberships, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

## **TOBACCO USE BY STUDENTS**

The possession, use, distribution, providing, or selling of tobacco products (including tobacco substitutes, electronic cigarettes, other chemical inhalation devices or vapor products), is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.

- School playing fields.
- School buses and other District vehicles.
- Off-campus, school-sponsored events.

## **DRUG AND ALCOHOL USE BY STUDENTS**

The nonmedical use, possession, or sale of drugs on school property or at school events is prohibited by federal law 20 U.S.C 7101et seq. 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.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but are 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 Governing Board policy.
- Hallucinogenic substances.
- Inhalants.

**Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.**

## **WEAPONS IN SCHOOL**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District. The terms "weapon" and "simulated weapon" are defined in District policy.

**A student who violates this policy by carrying or possessing a firearm may be placed in an alternative education program for a period of not less than one year, suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, at its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.**

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

***Weapon*** means any of the following:

- A firearm.
- A knife,
- **A destructive device.**
- A dangerous instrument.

***Simulated Weapon*** means an instrument displayed or presented as a weapon.

***Firearm*** means any of the following:

- Any loaded or unloaded gun that will, that is designated to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

***Destructive Device*** means:

- Any device other than a firearm that will, or is designated to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow.

- Any collection of parts that could be readily assembled to form a destructive device.

***Dangerous instrument*** means any instrument other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for the use to cause death or inflict serious physical injury.

***School premises*** means the school, school grounds, school buses or any premises, grounds or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

***Deadly weapon*** means any weapon designed for lethal use, including a firearm.

## **TRUANCY**

### **EXCUSED AND UNEXCUSED ABSENCES**

Truancy as defined in A.R.S. § 15-803 is an unexcused absence for at least one class period during the day. Truancy documentation must be placed in a student's cumulative file. Unexcused absences are all absences not verified on or before the absence occurs and/or are outside of the accepted reasons determined by ADE or administrative approval.

Please note: Once a student has cumulative absences that reach ten percent of the instructional days (18 days) all future absences will be considered unexcused for that school year.

### **Intervention Procedures**

Below are the possible actions that school personnel and Attendance Unit (AU) may initiate:

	<b>Five unexcused/unverified</b>	
	Possible: five day letter from school notifying parents/guardian	
	<b>Ten unverified, truant or total absences</b>	
	Possible: 10 day letter to be sent to parent/guardian	
	Possible referral to the AU for assistance and warning letter	
	Possible home visit	Possible student conference w/ Attendance Officer
	Possible Truancy Intervention Prevention Solutions (TIPS) meeting	
	<b>Ten percent of the school year (18 or more)</b>	
	Grades k-5 <sup>th</sup> : possible parent citation into city court per *ARS 15-802*	
	Grades 6 <sup>th</sup> -8 <sup>th</sup> : possible student citation into Maricopa Juvenile Court	

Truancy Intervention Prevention Solutions (TIPS) is meant to help the family find solutions to improve their student's attendance. School staff and the Truancy Prevention Unit will offer recommendations, school resources, outside resources and support that will help the family overcome the student's attendance issues.

## **CLOSED CAMPUS**

All schools in the Washington Elementary School District are considered to be closed campuses. Students may not leave the school grounds during school hours, including lunchtime. The principal or designee must approve exceptions.

## **STUDENT SUSPENSION**

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. 15-843]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In ***no*** instance shall students be released early from school unless parents have been notified.



The Superintendent may designate a hearing officer for suspension hearings. **Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.**

### **Regular Education Students**

#### ***Suspension for ten days or less***

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

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

**Step 2:** (Following Step 1) Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a Long-term suspension or expulsion or both.

When suspension is involved:

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a Long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
- No appeal is available from a short-term suspension.

#### ***Suspension for over ten days***

**Step 3:** If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

**Step 4:** A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

- The charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel at student's expense.
- If a hearing officer has been designated, the name of the hearing officer.

**Step 5:** A formal hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without bias to the student.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to cross-examine witnesses and may be represented by an attorney.

**Step 6:** The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer in which a decision of Long-term suspension is made, the decision may be appealed to the Governing Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the Long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, the Board may modify the punishment. The decision of the Board is final.

## **Special Education Students**

### ***Suspension for ten days or less***

Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

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

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

**Step 2:** (Following Step 1) Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a Long-term suspension or expulsion or both.

When suspension is involved:

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a Long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
- No appeal is available from a short-term suspension.

### ***Suspension for over ten days***

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

**Step 3:** A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

**Step 4:** If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.

**Step 5:** If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA-qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accordance with federal law and regulation, if the removal is for IDEA- defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications that are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.)

## **Alternative to Suspension**

Students meeting the following requirements may participate in an Alternative to Suspension Program described below at the determination of the Superintendent: (Suspension from school has been determined as the punishment for an offense and any appeal has been denied.)

- The immediate suspension was not due to:
  - Fighting or engaging in violent behavior
  - Threatening an educational institution
  - Selling, using or possessing weapons, firearms, explosives or dangerous instruments
  - Making a bomb threat
  - Engaging in arson
- The student has not served more than one (1) short-term suspension or alternative to suspension of ten (10) days or less during

the current academic year.

- The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.
- The student and parent or guardian have received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program. (Note: Follow appropriate dismissal procedures.)

Parent(s) or guardian(s) shall agree to participate by:

- Providing transportation as necessary to and from the program location.
- Furnishing meals prepackaged or purchasing same for the student.
- Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The Alternative to Suspension Program is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, grounds keeping and litter control.

- Parents will participate by providing support and supervision.
- Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school-sponsored activity will be permitted during the program.
- Communication by students with others will be limited to adult District staff or as directed by the adult supervisor on duty.
- Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.
- Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.
- Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.
- Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

### **Procedures and Conditions for Readmission of Students Suspended for More Than Ten Days**

#### ***Early readmission procedures***

The Superintendent may authorize early readmission of a student suspended for more than ten (10) days. The student shall be considered for readmission only upon completion of the major portion of the suspension (usually one [1] day more than half [1/2] with consideration for the grading period or academic division as necessary). The following conditions must be met:

- A written request must be submitted to the Superintendent on behalf of the student by the student's parent or guardian asking for readmission and requesting a meeting to determine any requirements.
- Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)
- The request shall include a signed statement from local law enforcement officials that there have been no infractions of local or state codes for which the student could have been charged during the period of the suspension.
- At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.

The determination to allow readmission may be based on, but not limited to, the following elements:

- The age of the student.
- The frequency, type and relative magnitude of previous misbehavior by the student.
- The relative severity of the event(s).
- Whether the student's behavior violated civil or criminal laws.
- The degree to which the incident(s) interfered with the educational process.
- The extent to which the event created endangerment to the student, others or property.
- Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
- The student's attitude concerning the event(s).
- The expressed intent concerning the student's future behavior.

Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:

- Regular attendance—no unexcused absences.
- No violation of school rules or policies.
- Attendance at after-school events for the remaining term of suspension only with prior approval of the administration.
- Completion of all class tasks in timely fashion, as directed.
- The student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.

- The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.

## **REMOVAL OF STUDENTS FROM SCHOOL-SPONSORED ACTIVITIES**

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The principal also may remove a student from a specific position, such as officer, editor or captain of an activity, without removing the student from the entire activity.

The principal may remove a student pursuant to the preceding two (2) paragraphs, whether or not the student has been elected, appointed, or assigned to, or has volunteered for, the activity.

Before removing a student from an activity or position as a result of the student's violation of the student discipline policies, rules and/or regulations, the principal must comply with the notice-and-hearing provisions of those policies, rules and/or regulations.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the principal's determination, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practicable after the principal receives the written request. At the conference, the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If, after the conference, the principal determines that the decision to remove the student from the activity or position is correct, the removal shall become effective on the date indicated in the principal's notice. If, after the conference, the principal determines that action of a less severe nature than removal is warranted, the principal may impose the less severe action. If, after the conference, the principal determines that neither removal nor less severe action is warranted, the prior decision to remove the student shall be rescinded.

For purposes of this policy, *activity* is defined as:

- Any school-sponsored athletic activity; or
- Any school-sponsored club; or
- Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor society or any other organization or class of a similar nature.

An *activity* includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

## **EXPULSION OF STUDENTS**

A recommendation to expel shall be through the principal and forwarded to the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time of recommendation.

### **Regular Education Students**

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

**Step 1:** Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a Long-term suspension hearing, if one is to be held.

**Step 2:** If the Superintendent concurs with the recommendation, it shall be forwarded to the Governing Board.

**Step 3:** In each case in which a recommendation for expulsion receives approval by the Superintendent, the Governing Board will meet in executive session:

- To determine whether the nature of the accusations against the student justify an expulsion hearing,
- To determine whether the hearing will be held before the Governing Board or before a hearing officer,
- To designate a hearing officer if one will be used, and
- If the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session.

Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during this initial executive session.

**Step 4:** The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.

**Step 5:** A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file. The letter should contain:

- A statement of the charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel at the student's expense.
- If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
- Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.

**Step 6:** The parent, guardian or emancipated student shall be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without bias to the student.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to cross-examine witnesses and may be represented by an attorney.
- If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
- If the hearing is held before the Governing Board, the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.

**Step 7:** A formal hearing will be held:

- When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
  - If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer), after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
  - If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

**Step 8: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:**

Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- The time and place of the Board meeting at which the recommendation will be made.
- That the recommendation may be appealed at the time the recommendation is made to the Board.
- That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
- That the written appeal shall indicate a spokesperson on behalf of the student.
- That the spokesperson will be given time to speak to the Board on appeal.

The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student, the expulsion shall become effective the day after the Board's decision. Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

#### **Special Education Students**

A student qualified under the Individuals with Disabilities Education Act (IDEA) as reauthorized in 2004 may not be expelled from

school, but in compliance with federal law and regulation may be given a change in placement. The Individualized Education Program Team generally determines a change in placement of an IDEA-qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's Individualized Education Program.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as reauthorized in 2004 may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

#### ***Readmittance procedure***

A student expelled from the District may request readmittance by making a written application to the Board. Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for readmittance. The application for readmittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two [2] additional semesters).

The application must:

- ◆ Be written and be directed to the attention of the Governing Board.
- ◆ Contain all information that the student and parent(s) consider relevant to the Governing Board's determination as to whether or not to readmit the student. This should include information indicating:
  - An appreciation by the student of the severity and inappropriateness of the student's prior misconduct.
  - That such misconduct or similar misconduct will not be repeated.
  - A description of the student's activities since the expulsion.
  - Support of the student's application for readmission.
- ◆ Be filed in the Superintendent's office.

The Governing Board shall meet in executive session to consider an initial application for readmission. The student and parents have the right to be present in the executive session, but do not have the right to make a presentation or address the Governing Board unless they are asked to do so by the Governing Board. For this reason, it is important that the application for readmission contain all information that the Governing Board may deem important in determining whether to readmit the student. The Governing Board, in its sole discretion, shall determine whether the student should be readmitted, and, if so, under what restrictions and conditions. The burden is on the student and parent(s) to convince the Governing Board that readmission is appropriate considering the interests of the expelled student, the District and the interests of the other students and staff members. The Governing Board's decision is final.

A student may file more than one (1) application for readmission. Applications subsequent to an initial application, however, may not be filed more frequently than every ninety (90) days, and the Governing Board shall meet to discuss and consider the application only if at least two (2) members of the Governing Board ask that the matter be placed on an agenda for discussion in executive session.

#### ***Re-admittance conditions***

As a condition for readmission from an expulsion, the student, with parent(s) or guardian affirmation, shall agree to the following conditions:

- Regular attendance – no unexcused absence.
- No violation of school rules or policies.
- Completion of all classroom tasks in a timely fashion, as directed.

Depending upon the nature of the original violation for which the expulsion was provided, the student may be limited as to attendance or participation in after-school activities, school sports, and extracurricular events or activities.

A student allowed readmission following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

## **SEARCHES/SEIZURES/WARRANTS**

### **Introduction**

School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband," which term includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- any material or item that presents imminent danger of physical harm or illness; and/or,
- materials otherwise not properly in the possession of the student involved.

## **Search**

School lockers, desks and student storage areas are school property, which the District has made available for use by students for educational purposes. School officials have the right to inspect lockers, desks and student storage areas in discharge of their other duties.

When there is reasonable suspicion that contraband, materials or items which present an immediate danger of physical harm or illness and are in a student automobile, District/school officials have the right to search the automobile when it is parked on or being operated on, school property. When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items that present an immediate danger of physical harm or illness. The search shall occur only in the presence of a third person of the same sex as the person being searched. The searches will be conducted out of the presence of other students and in a private room. Searches of the students shall be limited to:

- Searches of the pockets, shoes and socks of the student.
- Any object in the student's possession such as a purse, backpack or briefcase.

The District/school official conducting the search shall notify the student's parent(s)/legal guardian(s) of the search as soon after as practicable. When extreme emergency conditions require a more intrusive search of the student's person, the District/school official shall contact the police.

## **Seizures**

Contraband materials as identified in the Introduction above may be seized when found in the course of a search. Any such items seized may be:

- Returned to the parent or guardian of the student from whom the items were seized,
- Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized,
- Turned over to law enforcement officers, or
- Destroyed.

## **Warrants for Arrest**

If a student is arrested and removed from campus, reasonable effort shall be made to contact the parent(s)/legal custodian(s)/guardian(s) by school authorities and an Interrogations and Searches form (Policies and Procedures 7-360), JFG-E(2) should be completed by the arresting officer and signed by the school administrator.

## **Search Warrants**

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

## **ELECTRONIC INFORMATION SERVICES (EIS) USE AGREEMENT** **Student and Parent Contract**

This agreement includes guidelines related to:

- Security and confidentiality
- Ethical and lawful behavior
- Courtesy and respect
- Disciplinary action

- ◆ Internet access requires permission from parents or guardians.
- ◆ Only MIS employees may install software.
- ◆ Report concerns or misuse to a teacher, school administrator, or other staff member.
- ◆ Keep personal information private. DO NOT share home address, personal telephone number, or other personal information.
- ◆ Keep your password secret. DO NOT give your password to anyone.
- ◆ Use only your own password. DO NOT use another person's password.
- ◆ Respect privacy. DO NOT access another person's account, private information or files.

- ◆ Any information that you put on the computer network and/or through the use of an internet-based account is public information. Washington Elementary School District has access to your information and monitors actively.
- ◆ Use the network, internet, and devices for educational purposes ONLY. Access only materials and websites that are appropriate for the school environment.
- ◆ Follow ALL school rules of behavior while using the computer network.
- ◆ Discussion or chat groups are acceptable only under a teacher's supervision.
- ◆ Give proper credit for the work of others. DO NOT copy, as a whole or in part, another's work, statements or writing and submit it to a teacher or the school, as your own.
- ◆ Respect all hardware and software. DO NOT attempt to harm, change, or destroy any software or hardware.
- ◆ DO NOT copy or distribute copyrighted software.
- ◆ Show courtesy and respect in electronic communications. Misunderstandings can develop quickly without tone of voice and facial expressions.
- ◆ Use appropriate language. Cussing, swear words, and gang-related remarks are not permitted on the network or elsewhere at school.

### **Disciplinary Action**

Misuse of computer network by breaking any of the rules listed in this contract will cause the Washington Elementary School District to take disciplinary actions in accordance with District policy.

## **ADMINISTERING MEDICINES TO STUDENTS**

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

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

### **Prescription Drugs**

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

#### ***Administration by school personnel***

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as labeled by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

#### ***Self-administration***

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form, except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases, the student's name on the prescription label is sufficient for the physician's recommendation.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.



- The medication must come in the prescription container as labeled by the pharmacist.

### **Over-the-counter Medication**

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

#### ***Administration by school personnel***

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents and proportions clearly marked.
- An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

#### ***Self-administration***

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.
- Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents and proportions clearly marked.
- Necessity for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

### **Protection of Students**

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

*Washington Elementary School District*  
**OPT OUT FORM**

**DISTRICT AND NEWS MEDIA**

At times, the District may desire to use student photographs in videotape or still photographs for educational purposes. The media may also cover events at our schools. Your child may be interviewed, recorded, photographed or videotaped by the media or District staff for a story in the newspaper, radio or television. In some cases, news photos and videos may be posted on the Internet for public access. Your child's name, photo or interview may be used in school or District-level publications or by the media unless you direct otherwise. Please check the appropriate box(es) if you would like your child to be excluded from the following activities:

- ☐ I do not want District staff to interview, record, photograph or videotape my child for use by the school or District in publications or videos for educational purposes, or in promotions, such as advertisements.
- ☐ I do not want the news media to interview, record, photograph or videotape my child for a story in the newspaper, radio, television or Internet.

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**DIRECTORY INFORMATION**

The District may disclose "directory information" without written consent unless you have advised the District to the contrary in accordance with District procedures. Directory information is information that is generally not considered harmful or an invasion of privacy if released. Its primary purpose is to allow the District to include this type of information in certain school publications, such as a yearbook, newsletter, class pictures, programs (dramatic and athletic), Web pages or honor roll. Directory information includes the following: student's name, address, telephone listing and date and place of birth; names of parents/guardians; student's electronic mail address, photograph, grade level, major field of study, dates of attendance, enrollment dates, extracurricular participation, weight and height if a member of an athletic team and awards received.

Unless you opt out, the District will disclose directory information under limited circumstances. The District will not disclose directory information unless the District or school will use the information in a publication or a third party has requested the information for a reason that, in the judgment of the District, serves the student's best interest. For example, the District will comply with directory information requests from another school in which a student seeks to enroll, persons or organizations who inform students of educational or occupational opportunities, including official military recruiting representatives, law enforcement and Child Protective Services. The District will not provide directory information for commercial purposes, other than to companies designated to sell yearbooks, student and class photographs, and such items. Please check the box below if you do not want this information released under any circumstance.

- ☐ I do not want my child's directory information released. By selecting this option, I understand that my child's name and/or photo will not be included in newsletters, programs, class pictures and other District and school publications.

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**PLEASE NOTE:**

- You may choose to opt out of District and news media coverage or directory information release by submitting this form to the school office within two (2) weeks of receipt of this handbook
- This form must be resubmitted at the beginning of each school year.

Parent/Guardian Name (Please Print) \_\_\_\_\_ Your Student's Teacher \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_